

Submission form

ITE student employment-based final professional experience (PEX) placement



For ITE providers

When to use this form

If you are an initial teacher education (ITE) provider, use this form when you have determined an ITE student is eligible to undertake their final PEX placement (incorporating the TPA) at the school where they are employed as a Conditionally accredited teacher.

Your assessment should be based on:

- discussions with the ITE student and their principal/employer*, and
- the principal/employer's support for the ITE student to undertake their final placement (incorporating the TPA) at the school for curriculum continuity.

Submit this form to NESA for verification before the student's final PEX placement begins.

Steps to complete

1. **Determine the eligibility of the Conditionally accredited ITE student.** Consider their coursework progress and wellbeing.
2. **Complete Section 1** if this employment-based final PEX placement (incorporating the TPA) for the ITE student(s) meets the [PEX policy requirements](#).
3. **Ask the principal/employer** employing the ITE student **to complete Section 2**.
4. **Complete your confirmation in Section 3**.
5. **Email the completed form to employmentbasedpex@nesa.nsw.edu.au** (with attached cohort data spreadsheet, if required) so NESA can verify the submission meets the employment-based placement requirements before the ITE student begins their final PEX placement.

* Or their delegate. All mentions of principal/employer in this form also refer to their delegate, if applicable.

Section 1: Conditionally accredited ITE student details

Name**	
NESA accreditation number	
School name (where the ITE student is concurrently employed)	

** To submit for a cohort of ITE students please provide the data detailed on page 3 of this form.

Section 2: Principal/employer *To be completed by the principal/employer*

Principal/employer name	
School name	

Attestation

In the interests of curriculum continuity, I support continuing to employ this Conditionally accredited ITE student as a teacher at my school while they concurrently complete their final PEX placement (which incorporates the TPA).

The existing principles and practices of independent and impartial assessment of the Conditionally accredited ITE student on their PEX placement will be maintained.

The Conditionally accredited ITE student will be supported to meet all requirements of the Teaching Performance Assessment.

*Complete the following part **only** if the ITE student has completed **all PEX placements** at your school*

The proposed employment-based final PEX placement will meet the intent of the two-school requirement outlined in NESA's PEX policy.

Given all placements are to be completed at the same school, describe the circumstances leading to your support for retaining this ITE student as a teacher at your school while they concurrently complete their final PEX placement, e.g. teacher shortages, hard to staff subjects, or rural/remote location.

Provide a brief explanation of how your school will ensure diversity within the employment-based final placement. Describe how the placement offers experiences comparable to those gained across two different schools. For example, you may describe opportunities to teach across multiple stages, supervision by a variety of experienced teachers, engagement with diverse student cohorts, or targeted professional learning.

Principal/employer signature	
Date	
Principal/employer contact details	

Section 3: ITE provider confirmation

	<p>An employment-based final PEX placement (incorporating the TPA) is suitable for the Conditionally accredited ITE student named in Section 1 or in the cohort-level Excel spreadsheet.</p> <p>I have spoken with the principal/employer who employs the ITE student to confirm the supervision and assessment arrangements meet NESA's PEX policy requirements, and all program requirements, including the Teaching Performance Assessment, will be met.</p>
Director of PEX name	
Director of PEX signature	
Date	
Director of PEX contact details	

Cohort-level submission

To submit an employment-based final PEX placement (incorporating the TPA) for a cohort of students, please **provide an Excel document** (named with the program, e.g. Master of Teaching) as an attachment to this form that includes:

- Name of each Conditionally accredited ITE student
- NESA number of each Conditionally accredited ITE student
- School name where the Conditionally accredited ITE student is currently employed and will complete their placement
- Principal name at the school of employment
- Confirmation that the principal has attested to the requirements in Section 2
- Contact details for the principal at the school of employment

If it makes ITE data extraction easier, you can include additional information about the placement, e.g. timeframe/dates/length of the placement, previous placement schools, secondary teaching areas.

Next steps

Email this completed form to employmentbasedpex@nesa.nsw.edu.au. Once you submit this application to NESA, we will verify your assessment and confirm with you (the ITE provider) that the PEX requirements have been met.

Further information

Find important advice for principals/employers in NESA's Principles for the employment of Conditionally accredited teachers: www.nsw.gov.au/education-and-training/nesa/teacher-accreditation/study-teaching/ite-providers/employment-conditionally-accredited

Contact us

If you have questions or require assistance:



Call 1300 739 338 or from overseas +61 2 9268 6300



Email employmentbasedpex@nesa.nsw.edu.au