

Internal Student Placement Agreement

Please read the following information carefully

The process of self-selecting a placement requires a student to nominate for a placement from a list of available placement offers in InPlace – CSU's Placement Management System. It provides students with an opportunity to have greater control over their choice of placement. Students need to be aware however that placements available are determined by offers received from schools/services. The offers available for self-selection are final – this means no other offers will be sourced.

Schools/services have the final say on their availability to host a student for a placement. Students need to be aware that occasionally, offers to host a student may be withdrawn at any time for a variety of reasons (staffing issues etc). If this does occur, the student will be notified immediately.

Students must choose from the placements which are offered. Teacher education students are forbidden from arranging their own placements. Breaches of this rule are a breach of the Student Charter and will be dealt with accordingly in addition to the placement being deemed invalid.

Self-Selectable placement relies on accurate Student data to work effectively. Students are required to manage their own data in InPlace and ensure they have satisfied all legal requirements. Students cannot be placed if these requirements are not met.

For more information on Professional Experience, please refer to our website <http://www.csu.edu.au/faculty/educat/pep>

Eligibility to Proceed with Placement

Eligibility to undertake the professional experience placement will be based on a student's overall preparedness (including attendance at any compulsory preparatory classes) to undertake the placement; academic progress within the entire course; and academic progress in the current academic session. Please note: Students are required to upload and maintained their mandatory data in InPlace, the WWCC Clearance Number, Anaphylaxis certificate, Child Protection Training and expiry dates. Students are not permitted to attend placement without these legal requirements being met.

Planning for Placement

Teacher education students need to be aware that professional experience may require them to travel and /or live away from home. It is important therefore that they undertake in advance, the necessary planning and budgeting to ensure they are able to fulfil the professional experience requirements of their course.

Conflict of Interest

Students must declare schools/services in which there is a personal/close connection and therefore a conflict of interest. Students may not be placed in schools or early childhood services where they have been a past pupil or where they are currently employed or have previously been employed, whether as a paid employee or as a volunteer. They will also not be placed in schools or early childhood services where they have a close personal contact. This includes schools or early childhood services where a member of the student's immediate/extended family or close friend is currently enrolled or employed or has previously been enrolled or employed. This information is to be maintained by students in InPlace.

Variety of Professional Experience

Students will be able to select a wide range of schools/ – large, small, remote, city, public, religious etc. CSU relies on the generosity of schools to provide placements that are then allocated to students. Every school is different and will provide different opportunities and learning experiences to students.

Change of Circumstances

It is the responsibility of the student to notify the Workplace Learning Team as soon as possible of any change in circumstances that impacts their placement. Notification must be in writing, with evidence.

Withdrawal from Placement

A teacher education student who for any reason, is unable to attend their professional experience placement or who intends to withdraw from the subject, the course or the university, must advise the Workplace Learning Team immediately, even if Student Administration has been advised of the teacher education students decision. This is to enable a timely response to any school or setting in which the teacher education student has been placed.

Please read and tick the following conditions to confirm your understanding and acceptance prior to placement:

- I understand that non-disclosure of a Conflict of Interest may result in my withdrawal from placement or the placement deemed invalid.
- I understand that disparaging remarks made about CSU staff, associate teachers or the school/service in emails or on social media will be dealt with as a breach of the student charter.
- I understand it is my responsibility to familiarise myself with the placement documentation for my course and EPT subject on the PEU website and provide the necessary documentation for my associate teacher.
- I understand that I am required to contact my school/service prior to placement to introduce myself and obtain information on routines and expectations.
- I will notify my school/service immediately if I need to be absent from placement and I will fill in an absence form and accompany this with a medical certificate.
- I will be on time each day to my placement and fulfil the required number of hours/days. I will ensure I obtain copies of all my placement documentation at the conclusion of placement.
- I will keep my data in InPlace up to date at all times (conflicts of interest, legal requirements etc). This includes updating the information and uploading copies of documents.
- I have read and understood the roles and expectations for placement as outlined in the PEU Handbook <http://www.csu.edu.au/faculty/educat/pep/guidelines>
- I understand that requests to make changes to placements are not permitted.

I _____ understand and accept these conditions of placement.

Student Signature

Date

Once complete, this agreement is to be saved and then uploaded in InPlace to the attribute "Student Agreement"

Incomplete or non submission of agreements will result in placement selections not being approved.