

Form Status Guide

All completed forms will be saved as a PDF under the student's *Documents* tab in MyPlacement.

Forms automatically added by MyPlacement

Professional Experience Attendance Sheet		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student completes the placement information section of the attendance sheet and maintains attendance for each day of placement, pressing <i>Save Draft</i> after entering data.
	1 of 2	Student has emailed a link to the attendance sheet to the supervising teacher.
After Placement	2 of 2	The attendance sheet has been verified, dated, and submitted by the supervising teacher.

Professional Experience Report		
Timing	Status	Action Completed (All)
Prior to Placement	0 of 4	Student completes the placement information section of the report. (press <i>Save Draft</i> to retain information)
	1 of 4	Student has emailed a link to the report to the supervising teacher.
After Placement	2 of 4	The report has been completed, verified, dated, and submitted by the supervising teacher.
	3 of 4	PEX Office has emailed a link to the report to UTS subject coordinator.
	4 of 4	The report has been verified, dated, and submitted by UTS subject coordinator.

Self Select Forms

These forms are available for students to self select if relevant.

Absence Form		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student completes required fields of absence form. (press <i>Save Draft</i> to retain information)
	1 of 2	Student has emailed a link to the absence form to the PEx Office (pex@uts.edu.au).
	2 of 2	PEx Office enters make-up day(s) dates as provided by the student and submits the absence form.

Supervising Teacher – Lesson Observation Report		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student completes the lesson information section of the lesson observation report. (press <i>Save Draft</i> to retain information)
	1 of 2	Student has emailed a link to the lesson observation report to the supervising teacher.
	2 of 2	The lesson observation report has been completed, verified, dated, and submitted by the supervising teacher.

UTS Preferred Lesson Plan		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student completes the required fields of the lesson plan. (press <i>Save Draft</i> to retain information)
	1 of 2	Student has emailed a link to the supervising teacher for review.
	1 of 2	Supervising teacher provides verbal or written feedback (not on the lesson plan form).
	2 of 2	Student completes lesson evaluation section and saves lesson plan as PDF.

Self Select Forms continued.

Waiver B Application Form Status		
Timing	Status	Action Completed (All)
Prior to Placement	0 of 9	Student completes the <i>Applicant</i> section of the waiver B application. (press <i>Save Draft</i> to retain information)
	1 of 9	Student completes, verifies, dates, and submits <i>Applicant</i> section of the waiver B application.
	2 of 9	Student has emailed a link to the School Professional Experience Coordinator using the invite on the application.
	3 of 9	School Professional Experience Coordinator has completed, verified, and submitted the relevant section of the application.
	4 of 9	Student has emailed a link to the Mentoring Supervising Teacher using the invite on application.
	5 of 9	Mentoring Supervising Teacher has completed, verified, and submitted the relevant section of the application.
	6 of 9	Student has emailed a link to the Principal using the invite on the application.
	7 of 9	Principal has completed, verified, and submitted the relevant section of the application.
	8 of 9	Student emailed a link to the PEX Office (pex@uts.edu.au) using the invite for UTS Director of Professional Experience.
9 of 9	UTS Director of Professional Experience has reviewed, completed, verified, dated, and submitted the application and will forward it to NESA for review*.	

*The student applying for the Waiver B will be advised of NESA's decision via email.

Self Select Forms continued.

Additional Support Request Form Status		
Timing	Status	Action Completed (All)
Anytime During Placement	0 of 8	Tertiary supervisor completes placement information fields and the <i>Areas of Concern and Strategies for Improvement</i> section of the Additional Support Request Form in consultation with the supervising teacher and student (if participating). (press <i>Save Draft</i> to retain information)
	1 of 8	Tertiary supervisor verifies, dates, and submits the <i>Areas of Concern and Strategies for Improvement</i> section.
	2 of 8	Tertiary supervisor uses the <i>Supervising Teacher Invite</i> section to email a link to the Additional Support Request Form to the supervising teacher.
	3 of 8	Supervising teacher reviews, verifies, dates, and submits <i>Areas of Concern and Strategies for Improvement</i> section.
	4 of 8	Student reviews, verifies, dates, and submits <i>Areas of Concern and Strategies for Improvement</i> section. (UTS representative to complete if the student is not participating)
	4 of 8	Review meeting information entered form. (press <i>Save Draft</i> to retain information)
	5 of 8	Tertiary supervisor (or UTS representative) verifies, dates, and submits the <i>Review</i> section. Tertiary supervisor is to inform the supervising teacher to use the link previously emailed to access the Additional Support Request Form.
	6 of 8	Supervising teacher verifies, dates, and submits the <i>Review</i> section.
	7 of 8	Student verifies, dates, and submits the <i>Review</i> section. (UTS representative to complete if the student is not participating)
	8 of 8	UTS Director of Professional Experience, in consultation with relevant stakeholders, completes the <i>Determination of Continuation of Placement</i> section, verifies and submits.