

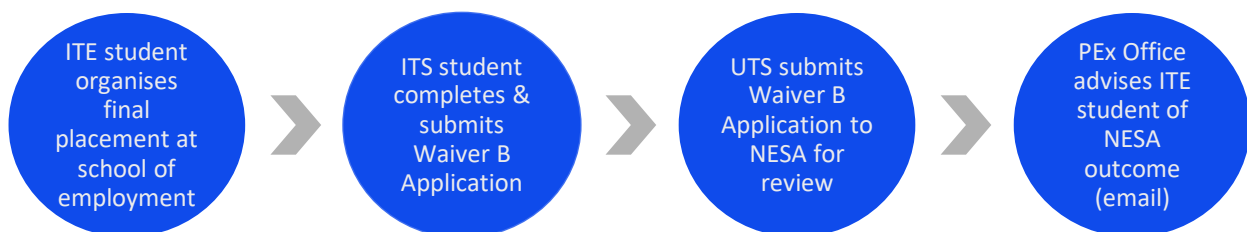
Waiver B Placement

With an approved *Application for a waiver of Appendix B of the NESAs Professional Experience Policy* conditionally accredited Initial Teacher Education (ITE) students, who meet the requirements of the waiver, can continue their employment including receiving payment/wages while undertaking their final placement in a school where they are employed.

Eligibility Criteria

The ITS student must:

- Have completed a *satisfactory* placement in at least one other school prior to their current school of employment (to meet the two school requirement).
- Have the support of the Principal of the school of employment to retain them as a classroom teacher in the interest of curriculum continuity.
- Maintains their conditional NESAs accreditation and enrolment as a UTS student throughout the placement period.
- Agree to meet all requirements of their Teaching Performance Assessment at the school in which they are employed.
- Be employed as a classroom teacher prior to and during placement.
- Satisfy all mandatory checks prior to placement including but not limited to.
 - ↳ Working With Children Check
 - ↳ LANTITE Literacy
 - ↳ LANTITE Numeracy
 - ↳ Child Protection Awareness Training & Child Protection Update Training
 - ↳ UTS Inherent Requirements
 - ↳ Anaphylaxis Training



Professional Experience Session	Placement commencement date	Waiver B documentation submitted before
2025 PETP2 Autumn	28 April	17 March
2025 PETP2 Spring	11 August	30 June

Supervision Requirements

The school of employment must provide a nominated Mentoring Supervising Teacher. The Mentoring Supervising Teacher's name, position and email address must be provided on the Waiver B Application.

This teacher will complete and submit the student's Professional Experience Report and Attendance Sheet, while also supporting the student during their placement and Teaching Performance Assessment (TPA).

The ITE student must give the mentoring supervising teacher the UTS Professional Experience Handbook (with daily pay rates) and other necessary documents, such as Lesson Observation Reports and Attendance Forms.

The mentoring supervising teacher can access Pay Claim Forms in the For Supervising Teachers section of the [UTS Professional Experience Documentation](#) webpage.

Applying for a Waiver B Placement

The ITE student must discuss their final professional experience with the School Principal, including placement dates, teaching load, and commitment to UTS.

They should complete an application using the self-select option on MyPlacement.

The Waiver B Application **MUST** be submitted at least
6 weeks before the placement start date.

The UTS Professional Experience Office reserves the right to decline the
application if not submitted at least 6 weeks before the placement start date.

Important Information

- Only NESAs can approve Waiver B placements.
- ALL completed forms are to be submitted to the relevant email address no later than 6 weeks before the placement commencement date. Applications submitted after this time may not provide sufficient time for NESAs to process the application.
- Waiver B placements outside of the dates of the scheduled placements need to be requested in writing to the PEx Office at pex@uts.edu.au and will be taken to the Deputy Head of School for assessment and/or approval.
- If you will not meet the deadline for submission, please contact the PEx office at pex@uts.edu.au

Accessing the Waiver B Application

How to access the Waiver B Placement Application:

1. Log in to MyPlacement.
2. Select the *Forms* tab.
3. Use the drop-down menu at the top of the page to select *Waiver B Application* form and press *Add*.
4. Follow the instructions below to complete and submit your application for Waiver B Placement.

These steps MUST be completed in sequential order.

Ensure the **SUBMIT** button has been pressed – not the “Save Draft” before forwarding the application link to the next person/role.

Waiver B Application Form Status		
Timing	Status	Action Completed (All)
Prior to Placement	0 of 9	ITE student completes the <i>Applicant</i> section of the Waiver B Application. (press <i>Save Draft</i> to retain information)
	1 of 9	ITE student completes, verifies, dates, and submits <i>Applicant</i> section of the Waiver B Application.
	2 of 9	ITE 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	ITE 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	ITE 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	ITE student emailed a link to the PEx Office (pex@uts.edu.au) using the invite for UTS Professional Experience Office.
9 of 9	UTS Director of Professional Experience has reviewed, completed, verified, dated, and submitted the application and will forward it to NESAs for review*.	

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