

Employment-Based PEX Placement

Conditionally accredited Initial Teacher Education (ITE) students who meet the NESA requirements for an employment-based PEX placement can continue their employment, including receiving payment/wages, while undertaking their final placement at the school where they are employed.

Eligibility Criteria

The ITE student must:

- Have completed a *satisfactory* placement in at least one other school prior to their current school of employment, or can demonstrate that the employment-based placement will meet the intent of the two-school requirement outlined in NESA's Professional Experience Policy.
- 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 NESA 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.

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 Employment-Based PEX 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).

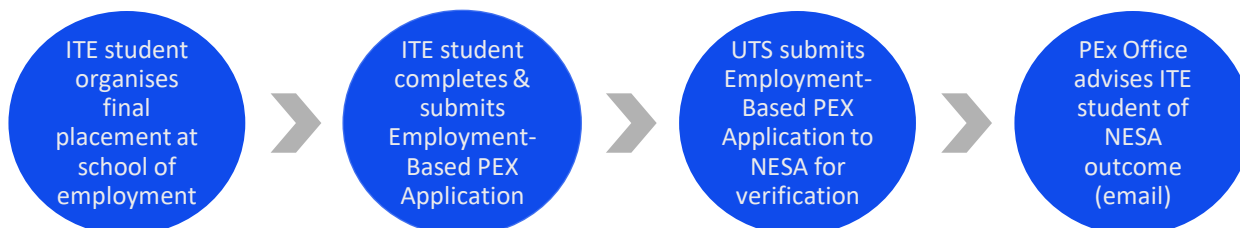
The ITE student must give the mentoring supervising teacher the UTS Professional Experience Handbook (with daily pay rates) and other necessary documents, such as the Professional Experience Report, Lesson Observation Reports, and Attendance Forms.

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

Applying for an Employment-Based PEX 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 Employment-Based PEX Application **MUST** be submitted at least **6 weeks before** the placement start date.

The UTS Professional Experience Office reserves the right to not submit this application to NESA if it is not submitted at least 6 weeks before the placement commencement date.

Important Information

- Commencement of an employment-based PEX placement is conditional upon NESA verifying that the placement meets the applicable Professional Experience policy requirements.
- 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 NESA to process the application.
- Employment-based PEX 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 Employment-Based PEX 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 **Employment-Based PEX Application** form and press **Add**.
4. Follow the instructions below to complete and submit your application for Employment-Based PEX 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.

Employment-Based Application Form Status

| Timing | Status | Action Completed (All) |
|--------------------|--------|---|
| Prior to Placement | 1 of 9 | The applicant (Conditionally Accredited Initial Teacher Education Student) completes the <i>Applicant</i> section of the form and selects <i>Agree to Conditions & Acknowledge Terms</i> . (press <i>Save Draft</i> to retain information) |
| | 2 of 9 | The applicant emails a link to the form to the School Professional Experience Coordinator (PEC) via email using the <i>School Professional Experience Coordinator Invite</i> . |
| | 3 of 9 | The PEC completes the <i>School Professional Experience Coordinator</i> section of the form, verifies, dates and selects <i>Supports Employment-Based PEX</i> . |
| | 4 of 9 | The applicant emails a link to the form to the Mentoring Supervising Teacher (ST) via email using the <i>Mentoring Supervising Teacher Invite</i> . |
| | 5 of 9 | The ST completes the <i>Mentoring Supervising Teacher</i> section of the form, verifies, dates and selects <i>Supports Employment-Based PEX</i> . |
| | 6 of 9 | The applicant emails a link to the form to the Principal via email using the <i>Principal Invite</i> . |
| | 7 of 9 | The Principal completes the <i>Principal</i> section of the form, verifies, dates and selects <i>Supports Employment-Based PEX</i> . |
| | 8 of 9 | The applicant emails a link to the form to the UTS Director of Professional Experience (pex@uts.edu.au) via email using the <i>UTS Director of Professional Experience Invite</i> . |
| | 9 of 9 | UTS Director of Professional Experience completes the <i>UTS Director of Professional Experience</i> section of the form, verifies, dates, and selects <i>Endorse Employment-Based PEX</i> . |

*The student applying for the employment-based PEX will be advised of NESA’s decision via email.