

Form Status Guide

All forms with completed steps will be automatically 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 1	Student selects <i>Save Lesson Plan as PDF</i> .

Self Select Forms (continued)

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 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.	