

## Form Usage Guide

The tables below provide the usage, source and timing of the forms and/or reports prior to, during, and after professional experience.

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

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
PRIOR TO PLACEMENT	<b>Employment-Based PEX Application</b>	<p>Application for a Conditionally accredited ITE student (employed as a classroom teacher in a school) to request final placement at their school of employment.</p> <p>Completed at least weeks prior to placement by the ITE student, school professional experience coordinator, mentoring supervising teacher and school principal.</p>	<p><b>MyPlacement</b></p> <p>Students can self select Employment-Based PEX Application form under the <i>Forms</i> tab.</p>	<p>Prior to placement, the student is to initiate the application process on MyPlacement. The student is to follow the steps listed on the application when forwarding to relevant staff members of their school of employment.</p> <p>Upon submission of the application by the UTS Director of Professional Experience, the application will be saved under the student's <i>Documents</i> tab in MyPlacement and forwarded to NESAs.</p> <p>NESA is the only authority that can verify employment-based placements.</p> <p>The application must be submitted <u>at least 6 weeks prior</u> to the scheduled placement commencement date. The student will be advised by email of the NESAs outcome.</p>
	<b>Professional Experience Report</b>	<p>Completed by supervising teacher on the completion of placement by teacher education student.</p> <p>Drafts can be saved throughout the duration of the placement period by pressing <i>Save Draft</i>.</p>	<p><b>MyPlacement</b></p> <p>Students to access the Professional Experience Report under the <i>Forms</i> tab and email a link to the supervising teacher <u>PRIOR</u> to placement.</p>	<p>Prior to placement commencement, the student is to email a link to the report to the supervising teacher to complete, verify, and submit upon completion of placement.</p> <p>Following the completion and submission of the report by the supervising teacher the PEX Office will email a link to the report to the subject coordinator to verify, date, and submit the report.</p> <p>After being submitted by the subject coordinator, the report will be saved as a PDF in the student's <i>Documents</i> tab in MyPlacement.</p>

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
DURING PLACEMENT	<b>Professional Experience Attendance Sheet</b>	Student to record and maintain daily placement attendance.	<b>MyPlacement</b> The student can access the Attendance Sheet under the <i>Forms</i> tab and email a link to the supervising teacher upon completion of placement.	<p><u>During</u> placement, the student is to maintain details of attendance each day.</p> <p>The student must press <i>Save Draft</i> each day saving the information in the attendance sheet.</p> <p>On <u>completion</u> of placement, the student is to email a link to the attendance sheet to the supervising teacher to verify, date, and submit.</p>
	<b>UTS Preferred Lesson Plan</b>	Completed by the student for each lesson to be conducted.	<b>MyPlacement</b> The student can self select the Lesson Plan under the <i>Forms</i> tab.  Word Documents and fillable PDF are available under the <i>Home</i> tab.  <b>UTS PEx Webpage</b> Word Document available.	<p>During placement, the student is to complete a lesson plan at least 24 hours in advance, or as directed by the supervising teacher.</p> <p>Lesson plans are to be saved in a central location such as a shared file for the supervising teacher and tertiary supervisor to access.</p> <p>If the lesson plan is being completed on MyPlacement, the document will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement.</p>
	<b>Supervising Teacher Lesson Observation Report</b>	Supervising teacher to complete while observing a lesson conducted by the student.  One (1) Lesson Observation Report is required for each week the student conducts lessons.	<b>MyPlacement</b> The student can self select Supervising Teacher Lesson Observation Report under the <i>Forms</i> tab.  Word Document is available under the <i>Home</i> tab.	<p>During placement, the supervising teacher is asked to complete a minimum of one (1) lesson observation report for each week of placement the student conducts lessons.</p> <p>When the lesson observation report is completed on MyPlacement, the form will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement upon form submission.</p> <p>If completed as a Word Document, the lesson observation report will need to be uploaded by the student under the <i>Documents</i> tab in MyPlacement.</p>
	<b>Tertiary Supervisor Lesson Observation Report</b>	Tertiary supervisor to complete when observing a lesson conducted by the student.	<b>MyPlacement</b> Tertiary supervisor can access the Lesson Observation Report under the <i>Forms</i> tab.	<p>During placement, the tertiary supervisor will complete the lesson observation when observing the student conducting a lesson.</p> <p>After being submitted by the tertiary supervisor, the TS lesson observation report will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement.</p>

	FORM	USE OF FORM	FORM SOURCE	TIMELINE/CIRCUMSTANCE
<b>DURING PLACEMENT *</b>	<b>Absence Form</b>	Completed by the student if absent for one or more days of placement.	<b>MyPlacement</b> The student can self select Absence Form under the <i>Forms</i> tab.	Can be completed during placement if the student is absent for one or more days. Supporting documentation such as a Medical Certificate is required to be uploaded to the form.  The student must email a link to the completed absence form to the PEx Office, The PEx Office will enter make-up days once advised by the student and submit the absence form. The absence form will be saved as a PDF under the student's <i>Documents</i> tab in MyPlacement upon completion by the PEx Office.
	<b>Additional Support Request</b>	Completed by the tertiary supervisor in consultation with the supervising teacher if the student is at risk of not successfully completing placement.	<b>MyPlacement</b> Tertiary supervisor can self select the Additional Support Request under the <i>Forms</i> tab.	Can be completed during placement if the supervising teacher has concerns regarding the student's general progress or wellbeing.  The tertiary supervisor, supervising teacher, and student are all required to verify, date, and submit the request after completing the sections detailing areas of concern and strategies for improvement.  After review meeting information is entered into the additional support request. All parties then verify, date, and submit the completed document. Upon completion, the additional support request form will be saved as a PDF in the student's <i>Documents</i> tab.
	<b>Breach of Code of Conduct Report</b>	Completed by the tertiary supervisor or supervising teacher if the student has breached the Code of Conduct.	<b>MyPlacement</b> Tertiary supervisor can self select the Breach of Code of Conduct Report under the <i>Forms</i> tab and complete or forward to the supervising teacher.	Can be completed during placement if a breach of the code of conduct occurs.  Upon completion, the breach of code of conduct report will be saved as a PDF under the student's <i>Documents</i> tab.

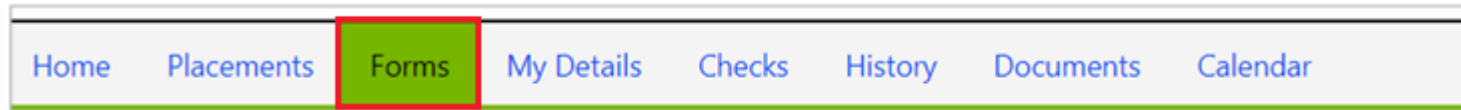
\*These forms are required only if the circumstances deem it necessary.

	FORM	USE OF FORM	FORM SOURCE	TIMELINE
<b>AFTER PLACEMENT</b>	<b>Supervising Teacher Pay Claim Documents</b> (Combined)	Completed by the supervising teacher/professional experience coordinator requesting payment.	<b>UTS PEx Webpage</b> Under <i>For Supervising Teachers</i> dropdown. Can be downloaded, completed, and emailed to <a href="mailto:pexclaims@uts.edu.au">pexclaims@uts.edu.au</a>	Can be completed and submitted to <a href="mailto:pexclaims@uts.edu.au">pexclaims@uts.edu.au</a> upon completion of the placement and Professional Experience Report.

## Self Select Forms

To access self select forms login to MyPlacement and use the drop down box under the *Forms* tab.

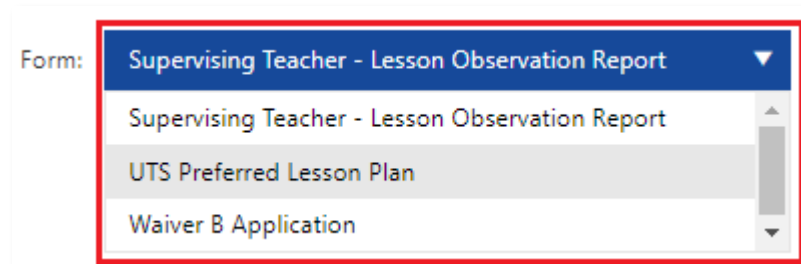
1. Select the *Forms* tab in MyPlacement



2. In the *Form* box under the tab banner press the dropdown arrow



3. Select the form you would like to add from the list



4. Press Add to add that form to your list below the drop down box.

