



TO: PRINCIPAL, PRESCHOOL DIRECTORS AND BUSINESS MANAGERS

RE: ONLINE PROCESS FOR PRACTICUM CLAIMS AND INVOICING

Further to the Circular '*Online Claims Process for Student Teacher Supervision and Coordination*' (21 March 2014) please see the following information related to the process for practicum claims online.

The online claims module is scheduled for release from 28 April 2014 (Term 2) and sites will be able to enter claims for preservice supervision using the enhanced online claims module after the supervision/coordination of pre-service teacher on required practicums days (ie professional experience placements) have commenced.

Supervising teachers and the site leader (or delegated teacher) who coordinates the practicums at the site are able to claim a daily allowance for this role. It is an industrial requirement that DECD pays the claimants ie teacher and/or delegated coordinator this allowance through payroll services as soon as practicable after the supervision days, so entering this information into the online claim module is an important step in this process.

Once the supervision data has been entered and approved by the site leader (or delegated approver) the teacher will be paid soon after. Sites are no longer required to send paper claim forms to the universities for checking and approval as this process has now be simplified through the online claims process however to support transition to the new process the following should be noted:

For claims that have not been submitted for Term 1 supervision/coordination of preservice teachers, using VL603 & VL602L forms, due to some preservice teachers continuing professional experience (practicums) into Term 2, leaders are advised that those Term 1 claims should now be entered via the online claims Practicum Claims process.

- **Site records**

Site records and registers¹ must be established and maintained to record the attendance of preservice teachers on required placements. The information on these registers are the official attendance and supervision record that provide a reference for any claims data confirmation and queries. Exemplars will be available on the Practicum Claims webpage.

The principal (or delegated teacher) will need to confirm this data as accurate before entering the data into the online claims module.

- **Leader confirmation of placements and conditions**

To support shared understandings of the placement requirements regarding the child safety and industrial obligations related to practicums, leaders are asked to confirm all details of the placement prior to the start date (via email is acceptable)

A proformas has been developed to support this requirement *Confirmation of Acceptance: Professional Experience Placement*. This proforma can be found on the website linked that is included at the end of this letter. A copy is also included for your reference with this letter.

- **Interstate universities**

¹ Sites are required to keep attendance records of all people who volunteer (including preservice teachers) or work in schools to address the requirements of DECD Records Management Policy and as a Health & Safety requirement .

The Practicum Claims online system has been developed to include interstate universities so the same process will apply for supervision/coordination of preservice teachers from interstate universities. No other payment method to teachers is approved.

- **Reclaim from site RES**

At the end of each month, the total amount that has been paid to supervising teachers and or delegated coordinators will be shown in the RES statement.

- **Reports for invoicing**

Schools/preschools will be required to invoice the university directly, to recover the allowance that is paid to teachers for the supervision/coordination of preservice teachers on required placements for identified periods.

Reports generated in HRS will itemise for each university, the dates of the supervision and/or coordination along with the allowance total that has been paid. This information should be used to generate an invoice to that value for each university. A copy of a summary report can be provided to the university.

When creating invoices for each university schools and preschools are advised to also charge 2% of the total allowance (paid to teachers for supervision and coordination) as an administration fee

It is recommended that this invoicing is done at the end of each term to allow for any allowance or other adjustments that may occur - this will remove the requirement of follow-up invoicing in circumstances where back pay has been paid to a teacher (or delegated coordinator).

Managing claims for supervision

Fact sheets have been developed to support users of the new online Practicum Claims system. All fact sheets for Practicum Claims are available via the *Support for Leaders Claims Online* webpage or on the following Practicum Claims website

<http://www.decd.sa.gov.au/hrdevelopment/pages/workforcedevelopment/practicumclaims/>

A *Frequently Asked Questions* Fact Sheet will also be available and existing online claims fact sheets will be updated to reflect this change in financial business process.

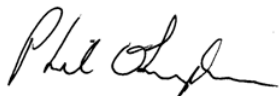
The claims online module is accessed via the DECD Application Portal using the following link <https://www.eduportal.sa.edu.au>.

Once logged into the Application Portal the claims online module is accessed by clicking on the link to HR Management Information.

For queries relating to the Practicum Claims and Online module, please contact the ICT Service Desk:- Metropolitan callers: 8204 1866

Country callers: 1300 363 227 (cost of local call)

Email: ictsupport@sa.gov.au



Phil O'Loughlin

EXECUTIVE DIRECTOR

HUMAN RESOURCES AND WORKFORCE DEVELOPMENT

Date: 28 / 4 / 2014

Attachments

Practicum Claims : New Process

Confirmation of Acceptance: Professional Experience Placement.