A Guide for New Education Degree Students
Child Safety Screening Checks and Securing a Placement

Tonight’s Collaborate Session will begin at 7pm AEST.

While you’re waiting please make sure your audio is working... run the ‘audio setup wizard’ located under the tools setting.
What will be covered in this session?

**Beginning the unit**
- Child Safety Screening Checks
- Education courses: Swinburne University vs. other universities
- Practicums units: Where do I start?
- Placements Flexible Model Trial 2015
- Locating resources.

**Finding a Placement**
- How do I find a placement?
- How do I approach an education setting?
- Success I got a placement!
- Frequently asked questions.
Key terms used in your course and this session

- PST = Pre-Service Teacher (That’s you!)
- PSTC = Pre-Service Teacher Coordinator
- MT = Mentor Teacher
- ES = Education Setting
- SOL = Swinburne Online
- PPE = Professional Placement Experience (the part of the practicum unit when you go out into an ES)
- CSSC = Child Safety Screening Check
- TP = Teaching Period
What is the most important thing I need to begin my Education degree?

A Child Safety Screening Check!
Child Safety Screening Checks

**WHAT**  A CSSC is a check which the governing body in each State and Territory has deemed a requirement for all PST.

**WHEN**  Before you can approach an ES, and before you receive any preplanning placement documents from SOL you must complete a CSSC. You may already have a CSSC but you will have to update your details and submit it SOL.

**WHY**  You have to have this check as it is evidence to the ES that you currently do not have any criminal charges related to children.

**HOW**  Each State and Territory has a different type of check. You need to check on our website to see what CSSC you require: [http://swinburneonline.edu.au/child-safety-screening](http://swinburneonline.edu.au/child-safety-screening)

If you already have the relevant check for your State or Territory you need to ensure that you have linked Swinburne University as an organisation on your check. This information can be found via the link above.

Submit your checks online at [http://swinburneonline.edu.au/child-safety-screening](http://swinburneonline.edu.au/child-safety-screening) or email it to the Placements Team: placements@swinburneonline.com
## CSSC: requirements in your State or Territory

<table>
<thead>
<tr>
<th>STATE</th>
<th>NAME OF CSSC</th>
<th>TO START THE APPLICATION PROCESS</th>
<th>ADDITIONAL REQUIREMENTS</th>
<th>EXPIRY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Victoria</strong></td>
<td>Working with Children Check</td>
<td>Contact your State’s screening body</td>
<td>Link as a new volunteer organisation: Swinburne University of Technology, Swinburne Online Level 1, 541 St Kilda Road, Melbourne VIC 3004</td>
<td>5 years</td>
</tr>
<tr>
<td><strong>New South Wales</strong></td>
<td>National Police Check AND/OR Working with Children Check</td>
<td>Contact your State’s screening body</td>
<td>Mandatory Anaphylaxis Training AND Mandatory Child Protection Awareness Training</td>
<td>National Police Check – 3 years (must be issued within 6 months of their enrolment with Swinburne Online) Working with Children Check – 5 years</td>
</tr>
<tr>
<td><strong>Queensland</strong></td>
<td>Blue Card</td>
<td>Contact the Placements Team: Students request a pre-filled application form from The Placements Team—Application form &amp; Identification Verification by Prescribed Person Form</td>
<td>Existing Blue Card holders and students who did not complete the pre-filled application form are required to provide us with a copy of their card. We will then email them a pre-filled authorisation to confirm a valid card/application form.</td>
<td>3 years</td>
</tr>
<tr>
<td><strong>South Australia</strong></td>
<td>Working with Children Screening</td>
<td>Contact the Placements Team: Students request a pre-filled application form</td>
<td>Responding to Abuse and Neglect – Education and Care (RAN-EC) certificate</td>
<td>3 years</td>
</tr>
</tbody>
</table>
## CSSC: requirements in your State or Territory

<table>
<thead>
<tr>
<th>STATE</th>
<th>NAME OF CSSC</th>
<th>TO START THE APPLICATION PROCESS</th>
<th>ADDITIONAL REQUIREMENTS</th>
<th>EXPIRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Australia</td>
<td>Working with Children Check AND Western Australian Department of Education National Police History Check</td>
<td>Contact the Placements Team: Students request a pre-filled application form AND Contact your State’s screening body</td>
<td></td>
<td>3 years (Police Check must be issued within 6 months of their enrolment with Swinburne Online)</td>
</tr>
<tr>
<td>Tasmania</td>
<td>Good Character Check (all students) AND Child Care Safety Screening (BEd students only)</td>
<td>Contact your State’s screening body</td>
<td></td>
<td>3 years</td>
</tr>
<tr>
<td>Northern Territory</td>
<td>Working with Children Check – Ochre Card</td>
<td>Contact the Placements Team: Students request information from Placements Team including link and validation information.</td>
<td></td>
<td>2 years</td>
</tr>
<tr>
<td>Australian Capital Territory</td>
<td>Working With Vulnerable People Registration</td>
<td>Contact your State’s screening body</td>
<td></td>
<td>3 years</td>
</tr>
<tr>
<td>Outside of Australia</td>
<td>Residing outside of Australia for less than 12 months: Submit a current child safety screening check relevant to your State/Territory of residence or an Australian Federal National Police Check OR Residing outside of Australia for more than 12 months: National Police Check issued by their current country of residence.</td>
<td>Contact the country’s screening body</td>
<td></td>
<td>3 years (Police Check must be issued within 6 months of their enrolment with Swinburne Online)</td>
</tr>
</tbody>
</table>
### Education Courses and the Swinburne Online Program

#### What sets Swinburne Online’s Placement Program apart from other Universities?

<table>
<thead>
<tr>
<th>SOL</th>
<th>Typical University</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PSTs approach ES, promoting themselves and their strengths.</td>
<td>• University Placement Officers call around to ES (often many), and book in PST.</td>
</tr>
<tr>
<td>• PSTs communicate with Principals, Directors and their MT prior to PPE in order to gather an understanding of the culture of the ES and the cohort of students they will be working with.</td>
<td>• PST turn up on the first day of PPE sometimes with no previous contact with the education setting or MT.</td>
</tr>
<tr>
<td>• MT are aware they will be receiving a PST and will have met, and planned with the PST prior to PPE.</td>
<td>• MT are sometimes not made aware they are having a PST until the week or day before PPE commences.</td>
</tr>
<tr>
<td>• PST is responsible, with the MT, in the submitting of assessment forms. The PST is responsible to be aware of the process of securing and completing a PPE.</td>
<td>• PSTs take no part in collecting or submitting of forms and assessments and thus do not have an overview of the PPE process.</td>
</tr>
</tbody>
</table>
Am I meant to be going on a placement? Please check your current enrolment in the Student Portal:

Course Details

Bachelor of Education (Early Childhood)

2014 - TEACHING PERIOD 1

- COM10003 Learning & Communicating Online
- EDU10001 Introduction to Curriculum Planning and Assessment: Practicum 1
- EDU10004 Theories of Teaching and Learning

2014 - TEACHING PERIOD 2

- EDU20006 Curriculum, Planning And Assessment For Primary: Practicum 2

2014 - TEACHING PERIOD 3

- EDU10005 Indigenous Education and Perspectives

Incorrect unit information?

You can modify your units by filling out the Amendment to Enrolment Form on our website. Please make sure you finalise any changes to the current unit enrolments by the first week of your Teaching Period. Take note of all your important dates with our handy Calendar.

You can find and plan your future course structure with our Course Planner.

Enrolments for 2015 open in late November 2014.
Practicum Units: Where do I start?

Depending on your degree you will be required to complete 3-5 practicum units.

**Block Model:**

Practicum units run for 12 weeks and your placement will be done in week 7 – 10.

With exception: Bachelor of Education (Early Childhood) students completing EDU 30003 will complete weeks 1-6 as theory and then weeks 7-8 PPE, weeks 9-12 theory.

To pass the unit you must pass both the theory and practical component.
Practicum Units: Where do I start?

**TP1 2015 Flexible Model Trial:** *All taking place in Primary settings*

EDU20006 Curriculum, Planning and Assessment for Primary: Practicum 2  
EDU30015 Curriculum and Pedagogy for Primary 3P

- *This placement must begin from Week 3 of the TP and all 20 placement days must be completed by Week 12 of the TP.*
- *While on placement you are expected to shadow your Mentor Teacher and work similar hours. As a guide the minimum attendance is 7 hours per day.*

*If are eligible and are planning to complete the Flexible Model Trial in TP1 2015 please go to [http://www.swinburneonline.edu.au/flexible-placement-calendar](http://www.swinburneonline.edu.au/flexible-placement-calendar) for further information.*

*TP1 2015: EDU10001, EDU30003 and all Post Graduate Units do not currently follow a flexible model.*
TP1 2015 Flexible Block Model Trial: All taking place in Primary settings

EDU40005 Ready to Teach Primary: Practicum 4E
EDU40012 Ready to Teach Professional Experience: Practicum 4P

- Placements can begin from Week 3 of the TP and all 20 placement days must be completed by Week 12 of the TP.
- As this is a Ready to Teach unit, your placement must be completed in a 4 week consecutive block. We recommend that you begin your placement after week 7, once your theory component of the unit has been completed.
- While on placement you are expected to shadow your Mentor Teacher and work similar hours. As a guide the minimum attendance is 35-38 hours per week or a minimum of 7 hours per day.
- Placements which are planned two weeks before and after the school holidays will not be accepted. This is not a 4 week block.

If you are eligible and are planning to complete the Flexible Model Trial in TP1 2015 please go to http://www.swinburneonline.edu.au/flexible-placement-calendar for further information.

TP1 2015: EDU10001, EDU30003 and all Post Graduate Units do not currently follow a flexible model.
Please read these pages of our website before enrolling in the practicum unit and securing a placement.

Further information can be found on our website:

http://www.swinburneonline.edu.au/education-placements-0

Swinburne Online

Please read these pages of our website before enrolling in the practicum unit and securing a placement.
Further information can also be found on Blackboard
Further information can also be found on Blackboard

Welcome

Introduction to the Education Community Site

Dear Education Students,

Welcome to your very own community site.

This site is very much dedicated to you and will focus on these key main areas:

- Announcements & Updates for Education Courses & Practicum Units
- Professional Placement Information, documentation, forms and resources
- Discussion Board – where you are able to share experiences, successes and chat with your fellow students

Throughout the duration of your course at some point you will all be completing a series of Practicum Units. The way that these units are designed is a little different to your other units. Practicum experience component. Many refer to this professional experience as a ‘Placement’. The Placement is where you ‘practice’ being a teacher under the guidance of an experienced educator.

All Education students are responsible for arranging and managing their own placement. Swinburne Online will provide guidance and support via the Professional Placement Team.

Our Swinburne Online website also has relevant information for your Education Placements but all your course specific Practicum information will be sourced within this community site.

To provide you with relevant information, please progress to Education Placements and then to your specific course.

Kind regards

Your Education and Professional Placements Team
When am I ready to find an Education Setting?

Well let’s check:

- You have a cleared Child Safety Screening Check.
- You have read all resources provided to you online.
- You know which unit you are enrolled in/are going to enrol in for TP1 2015.
- You know which age group you need to complete your placement with.
- You know if you are eligible for the flexible model or not.

If you have said ‘yes’ to all of these dot points then you are ready to source and secure a Placement!
Help! How do I find a placement?

Prior to contacting an ES ensure you consider:

Location
• Mapping out how far you are willing to travel for a PPE. It is expected that you are willing to travel up to an hour from your home. Many teachers travel this far each day for their career.
• Making a list of ES you know of or have heard about from friends. This may help you network and find a place.

Resources found on Education Community: Practicums and our Profession (Blackboard)
• Completed the Introduction Pack (optional).
• Printed out the Acceptance of Placement form, PST and mentor information sheet.
• Printed out the Letter of Introduction which is attached to your pre-planning email.
• Printed out the checklist and the end of the Introduction Pack to support you with preparing to organise a placement.
• Read the Student Declaration.

Start arranging any placements for 2015 now!!
All these documents can be accessed on Blackboard in the Education Community: Practicums and our Profession.
Please read the Student Declaration:

The Student Declaration can be found on our Blackboard community site, Education Community: Practicums and Our Profession under the ‘Education Placements’ tab.

Covers the following issues:
- Conflict of interest (e.g. you can not do your placement at your child’s school).
- Confidentiality
- Attendance requirements
- Professional Experience missed days policy
- Professional codes
- OHS responsibilities
- Insurance coverage during practicum

If you are found to be in breach of the Student Declaration your placement may not be approved or you may need to find another setting.
Locating and using the Acceptance of Placement form

Can be found on our Blackboard community site, Education Community: Practicums and Our Profession under your course title.

- Wonder what age group you are meant to be doing your placement in? It is on the Acceptance of Placement form!

- Want a quick overview of what you will be doing and week by week expectations? It is on the Acceptance of Placement form!

- Want to secure a placement? Submit all the pages of your Acceptance of Placement form!

- Want your placement to be confirmed quickly by the Placements Team? Make sure every section has been filled in!

- Remember it is your responsibility – not your mentor’s job to submit the Acceptance of Placement form. Please keep a copy of the Acceptance of Placement form for your records.

Acceptance of Placement forms for TP1 2015 placements are due by Monday, 9 March 2015. The first day of the Teaching Period. We encourage you to submit earlier than this date.
Pre-Service Teacher Placement Acceptance Form

Please submit this form to the Professional Placements Team, no later than 5pm the Monday of Week One, of the Teaching Period in which the placement will be completed.

### Pre-Service Teacher to complete this section:

#### Pre-Service Teacher Details

- **Title** (Mr, Mrs, Miss, Ms): 
- **Student ID:** 
- **Given Name:** 
- **Surname:** 
- **Phone Number:** 
- **Swinburne Email:**

#### Pre-service Teacher Declaration

I have read and accept the Swinburne Online requirements outlined in the relevant Professional Experience Handbook in relation to: **Conflict of Interest, Professional Code of Conduct, OH&S responsibilities and insurance Coverage** whilst on professional placement.

Please tick your course, the unit and date relevant to the placement being undertaken:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Placement Expectations</th>
<th>2015 Dates of Professional Placement Experience</th>
</tr>
</thead>
</table>
| **EDU60008** Supervised Practicum A: Literacy and Numeracy 1 | Lower Primary (5-8 yrs of age): Foundation to Year 2 OR Middle-Upper Primary School (9-12 yrs of age): Years 3-6 Week 1: Observe classes, coach individuals/small groups and build up to teaching shorter lessons and a full class. Week 2: Continue to observe classes, coach individuals/small groups and teach approximately three full sessions. Weeks 3 & 4: Continue to observe classes, coach individuals/small groups and teach full sessions for a minimum of 0.4 of a full time load spread over the week. | 20 Day Placement
- TP1 27 Apr-22 May
- TP2 24 Aug-18 Sep |
| **EDU70003** Supervised Practicum B: Literacy and Numeracy 2 | Lower Primary (5-8 yrs of age): Foundation to Year 2 OR Middle-Upper Primary School (9-12 yrs of age): Years 3-6 (Select a different option to that of EDU60008) Week 1: Observe classes, coach individuals/small groups and build up to teaching shorter lessons and approximately three full classes. Week 2: Continue to observe classes, coach individuals/small groups and teach full sessions for a minimum 0.4 of a full time load spread over the week. Weeks 3 & 4: Continue to observe classes, coach individuals/small groups and teach full sessions for a minimum 0.6 of a full time load spread over the week. | 20 Day Placement
- TP1 27 Apr-22 May
- TP2 24 Aug-18 Sep |
| **EDU80005** Supervised Practicum C: Diversity and inclusion | Lower Primary (5-8 yrs of age): Foundation to Year 2 OR Middle-Upper Primary School (9-12 yrs of age): Years 3-6 Week 1: Observe classes, coach individuals/small groups and teach full sessions for a minimum 0.4 of a full time load. Week 2: Continue to observe classes, coach individuals/small groups and teach full sessions for a minimum of 0.8 of a full time load spread over the week. Week 3 & 4: Assume full teaching load. | 20 Day Placement
- TP1 27 Apr-22 May
- TP2 24 Aug-18 Sep |

### Education Setting to complete this section: Education Setting Details

#### Education Setting Details

- **Setting name:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Phone number:**
- **Email:**

#### Principal Details

- **Title** (Mr, Mrs, Miss, Ms):
- **Surname:**
- **First Name:**
- **Email:**

#### Pre-service Teacher Coordinator Details (if applicable)

- **Title** (Mr, Mrs, Miss, Ms):
- **Surname:**
- **First Name:**
- **Email:**
- **Teacher Registration Number:**
- **Years of Teaching Experience:**

#### Education Setting Declaration

- I confirm that the above mentioned Education Setting has agreed to offer this Swinburne Online student the opportunity to complete a Professional Experience Placement during the period 

#### Important

Please contact the Professional Placements Team immediately if the above arrangements change in any way.

Please complete this form, including both declaration sections and return to:

**Swinburne Online**

**Professional Placements Team**

**Phone:** 1300 937 765

**Email:** placements@swinburneonline.com

**Website:** www.swinburneonline.com

**Level 1, 541 St Kilda Road**

**Melbourne Victoria 3004**

Please retain a copy for your records.

Swinburne Online acknowledges and respects the privacy of individuals, in accordance with our Privacy Policy.
To help you organise your flexible placement with the education setting please use this form. You may want to do a flexible placement but the structure and days you choose must also suit the Mentor and the Principal/Director.

Please bring this template with you to meetings with settings so you can organise the layout of your placement. Settings can decline to take you on as a Pre-service Teacher if they are unable to cater to a flexible placement.

This calendar can be found on the Swinburne Online website. Search ‘flexible’.

### Additional document for Flexible Model students:

<table>
<thead>
<tr>
<th>Week of Teaching Period</th>
<th>Placement Timetable Teaching Period 1, 2015</th>
<th>Weekly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDU20006 Curriculum, Planning and Assessment for Primary: Practicum 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select the days of the week you will attend your placement</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>Theory</td>
<td>Monday 9 March</td>
</tr>
<tr>
<td>Week 2</td>
<td>Theory</td>
<td>Monday 16 March</td>
</tr>
<tr>
<td>Week 3</td>
<td>Theory + Placement</td>
<td>Monday 23 March</td>
</tr>
<tr>
<td>Week 4</td>
<td>Theory + Placement</td>
<td>Monday 30 March</td>
</tr>
<tr>
<td>Week 5</td>
<td>Theory + Placement</td>
<td>Monday 6 April</td>
</tr>
<tr>
<td>Week 6</td>
<td>Theory + Placement</td>
<td>Monday 13 April</td>
</tr>
<tr>
<td>Consolidation Week</td>
<td>Placement</td>
<td>Monday 20 April</td>
</tr>
<tr>
<td>Week 7</td>
<td>Placement</td>
<td>Monday 27 April</td>
</tr>
<tr>
<td>Week 8</td>
<td>Placement</td>
<td>Monday 4 May</td>
</tr>
<tr>
<td>Week 9</td>
<td>Placement</td>
<td>Monday 11 May</td>
</tr>
<tr>
<td>Week 10</td>
<td>Placement</td>
<td>Monday 18 May</td>
</tr>
<tr>
<td>Week 11</td>
<td>Theory + Placement</td>
<td>Monday 25 May</td>
</tr>
<tr>
<td>Week 12</td>
<td>Theory + Placement</td>
<td>Monday 1 June</td>
</tr>
</tbody>
</table>

**TOTAL Placement Days Complete**: /21

- This placement must begin from week 3 of Teaching Period and all 21 placement days must be completed by week 12 of the Teaching Period.
- If you would prefer to complete your placement in a 4 week block, we recommend that you begin your placement after week 7, once the theory component of the unit has been completed.
- While on placement you are expected to shadow your Mentor Teacher and work similar hours. As a guide the minimum attendance is 7 hours per day.
- Please also remember to check school holidays and your state or territory public holidays.
How do I approach an education setting?

Before contacting an ES go onto their website and research them.

For example: What are their philosophies on pedagogy?
   What special programs do they run?
   What are their values?

Simple pieces of information like this will help you when speaking to the ES.

Write a short script about what you are going to say. Use the information you have researched on their website to help you with conversation starters such as:

“I would like to complete a placement at your school as I have an interest in further understanding how to teach Literacy development to young students, and I have noted on your website that you incorporate the classroom libraries program into your Literacy curriculum”.

Successful approach:
Call or walk into an ES and ask if you can make a ten minute appointment with the Principal/Director and/or PSTC. Once you have this appointment, walk in with or email prior (if school has requested it) your placement resources.
The meeting:
What could I do to impress the Director/Principal?

Be prepared!

Lead the talking!

When you are in the meeting, be confident. YOU are the one they want!

Reference: ANZUK interview tips
Success stories: Jade Brunswick

Jade, a Graduate Diploma of Teaching (Primary) pre-service teacher living in country Victoria has successfully arranged all of her placements.

Here is her advice on locating and securing a placement:

Organising your placements can seem a little daunting at first, but being organized certainly makes it a lot easier. I started with the Australian Schools Directory website, http://www.australiaschoolsdirectory.com.au/ and listed all the schools within my suburb and surrounding areas, to give me a greater selection. From there I looked at the school’s website to get a feel for the school and learn about their philosophies and history.

Writing a verbatim script before calling the schools helped me stay on track and make sure that I covered all the information the school would need in order to consider me. This shows the prospective school that you are motivated and organized, which will help you stand out from the crowd. I found it was important to send a follow up email to the person you will be meeting with, just to confirm your face-to-face appointment and show that you can follow things through.

I take a plastic envelope with me to the interview (to leave with the school, regardless of whether or not they will accept me) which contains all the documents they will need that is specific to the placement I have applied for, including the Swinburne thank you letter, mentor information sheet, Acceptance of Placement form (with all my information already inserted) and in case of emergency form, which, again, shows how organized and enthusiastic you are.
Be sure that you dress presentably and appropriately (if the school’s dress code is casual, dress semi-casual; if it is semi-casual, dress slightly more formal), answer all their questions truthfully, be respectful and give valid, honest reasons for wanting to complete your placement at their school (this is where the school website research you did earlier comes in handy!). They don’t want to hear the same thing from every student teacher, so try to make your answers individual. Smile, be honest and enthusiastic; don’t forget the importance of eye contact! It is okay to show that you are excited about your up-coming placement; they like to see someone who is passionate as well.

Make sure you thank them for giving up their time to meet with you and don’t expect them to let you know then and there that you have been accepted or not. Some schools need time to discuss the topic with the teachers who may be mentoring you; it is not a one person decision. If you haven’t heard back within a week (or a few days after they said they would get back to you), then a follow up call or email would be acceptable.
A Mentor Teacher’s perspective: Hayley House

A member of the Professional Placements Team and a trained VIT Graduate Teacher Mentor and Pre-service Teacher Mentor, I share my opinion of SOL’s placements program:

After mentoring many Pre-service Teachers (PST) it was an exciting experience to join the Professional Placements Team. I was drawn to Swinburne Online’s placements program – especially the fact that students arrange their own placements.

I have experienced this type of set up before with an online Curtain University student, Maryanne, who completed her placement with me at Essendon Primary School.

Being a Mentor Teacher can be rewarding but also often quite stressful. Other universities I have worked with in Melbourne have trouble finding placements for their students. I have arrived at work (school) on numerous occasions to find new PST in my classroom just being placed in the school the afternoon before. Another experience I have had is being cornered by the Pre-Service Teacher Coordinator at 8:30am begging me to take on a PST that the university has just placed. An hour later there was a PST in my classroom!

You can imagine a Mentor’s surprise having to change their weekly plan, running of assessments and so on to cater for a student who you were not expecting. The poor Pre-service Teacher who as little as 24 hours ago did not know where they were going to be placed, what year level they would be in or where they would be commuting to.
As a Mentor Teacher having the opportunity to pre-plan with your PST, introduce them to your class and help plan their first week is an invaluable opportunity. It means that the PST comes into the classroom comfortable and confident with an understanding of the school’s values and curriculum. They already know the weekly schedule and know that they will be taking small group lessons in their first week.

It means that your Mentor has been able to plan your visit in advance. They have organised tasks for you, such as completing Running Records, adding you to the parent helper roster, working with children one on one etc. All this preparation means that you hopefully go into the classroom feeling that you are needed, rather than feeling like you are in the way.

I look back now on my own experiences as a PST and wish that I would have had the opportunity to find my own placements.
Yay! You got a placement!

❖ **WHO** Once you have been accepted by an ES please complete the Acceptance of Placement form with your Principal/Director or PSTC.

Ensure all the relevant information is filled in on the form including listing the year level/age group you will be working in.

❖ **WHERE** Email the form to the Professional Placements Team on placements@swinburneonline.com

In the coming months this process will move on to becoming fully electronic via a web form. We will inform you when this process will commence.

❖ **WHEN** When the Professional Placements Team has received your Acceptance of Placement form you, and your education setting will be receive a confirmation email.

❖ **IMPORTANT** Please ensure all required areas of the Acceptance of Placement form are correctly filled in. If not, it will cause delays in the confirmation of your placement. The PPT communicates with your mentor before, during and at the end of your placement via email – make sure the email details are correct!
Answers to Frequently Asked Placement Questions

We have a Frequently Asked Questions page on our Blackboard community site, Education Community: Practicums and Our Profession.

• You have to do the placements in order as they are prerequisites for each other.

• To see placement dates please look at the placement calendars under your course name on our Blackboard community site, Education Community: Practicums and Our Profession.

• Your Acceptance of Placement form needs to be submitted NO LATER than Monday of week 1 of the teaching period or you will be withdrawn (so you do not incur any financial penalties).

• You may complete your placements in a mix of settings such as completing one placement in an independent school, one in a Steiner school and so on. Please try to have a placement in a Government mainstream school.

• Lower Primary is Prep/Foundation/Reception to Grade Two. Upper Primary is Grades 3 – 6.

• Mentor teachers and Pre-service Teacher Coordinators are paid by the university for taking you on for a placement. Information on payment rates can be found on the AEU website.

• You may complete a placement overseas. Please contact the Placements Team for more advice.

• You may complete a placement in some special schools. Please email the placements team information on the school and we can let you know if it is an acceptable setting.

• The Grad. Dip. (Primary) and Masters (Primary) are to be completed in a full time block for accreditation purposes.

• Any other questions?
Where do I go for assistance?

<table>
<thead>
<tr>
<th>Query</th>
<th>Who to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to submit my CSSC information (other than Victorian students)</td>
<td>Load the relevant documents online by clicking on your State or Territory here: <a href="http://swinburneonline.edu.au/child-safety-screening">http://swinburneonline.edu.au/child-safety-screening</a></td>
</tr>
<tr>
<td>I want to submit my Acceptance of Placement form</td>
<td>Until you can submit these forms online please scan and email forms to <a href="mailto:placements@swinburneonline.com">placements@swinburneonline.com</a></td>
</tr>
<tr>
<td>I want to talk to someone about my unit enrolments</td>
<td>Contact and leave a query for an SLO here: <a href="http://swinburneonline.edu.au/help">http://swinburneonline.edu.au/help</a> Or call 1300 937 765</td>
</tr>
<tr>
<td>I want to talk to someone about completing my placement</td>
<td>Please email your query to <a href="mailto:placements@swinburneonline.com">placements@swinburneonline.com</a> Or call the SLO team on 1300 937 765</td>
</tr>
<tr>
<td>I have a general query about the practicum units</td>
<td>Contact and leave a query for an SLO here: <a href="http://swinburneonline.edu.au/help">http://swinburneonline.edu.au/help</a> Or call 1300 937 765</td>
</tr>
</tbody>
</table>

This recording and presentation will be available on the Student Toolbox, Student Collaborate Links on the Swinburne Online website under Current Students. Feedback and questions from this session can be left on our discussion thread in Discussions also within Education Community: Practicums and Our Profession on Blackboard.
Questions?
Your Support Team

Student Liaison Officers

Student Liaison Officers are available to answer your questions at the following times:

Monday – Friday: 9am - 9pm
Saturday – Sunday: 10am - 6pm

Telephone: 1300 937 765
International +61 3 8306 0828

Email: help@swinburneonline.com


Join Connect in the Student Portal

It’s your place to collaborate with other students not only in your course, but across the whole of Swinburne Online. You can discuss your course and even network for your future.
We’re done!

Thanks for your attendance.