# Pre-service Teacher Placement Checklist

## Child Safety Screening Check

I have submitted my [Child Safety Screening](#) checks to Swinburne Online. ☐

I have received my Placement Planning Information email and Letter of Introduction. ☐

**Note:** If you have completed all Child Safety Screening requirements and have not received your Placement Planning Information, please email [placements@swinburneonline.com](mailto:placements@swinburneonline.com).

## Arranging your Professional Experience

You can now begin to arrange your Professional Experience. Please access the following:

Available on the Education Placements website:

- What are placements?
- Placement Requirements
- Arranging your Professional Experience
- Selecting a Mentor Teacher.

Available on Blackboard under My Units/My Organisation/Education Community: Practicums and our Profession/Education Placements:

- Placement Handbook
  - Provides information on the placement requirements as well as policies and guidelines
- Student Declaration Information
  - To be used in conjunction with the Acceptance of Placement Web Form.

Available on Blackboard under My Units/My Organisation/Education Community: Practicums and our Profession, then click on your course name:

- Calendar & Flowchart
  - Includes placement dates and tips on how to approach education settings
- Acceptance of Placement Web Form
  - Must be completed and submitted via the Education community site
- Pre-service Teacher Information Sheet
  - Outlines your role, responsibility and expectations of your placement
- Mentor Teacher Information Sheet
  - Outlines the placement expectation for your Mentor Teacher to use as a guide
- Assessment Report
  - Can be used as an overview as it outlines the Placement Standards you must meet during your placement.

You should now be familiar with all of the responsibilities and expectations required during your placement.

### Where do I start?

Establish the availability of appropriate education settings and begin arranging your placement. Please use the following websites to search for schools and create your own list. You can also use Google Maps:

- [Australian School Directory](#) (Primary Schools)
- [Early Childhood School Directory](#) (Early Childhood)
- [Australian Children’s Education & Care Quality Authority](#) (Early Childhood)

Remember to expand your search radius. Pre-service Teacher are expected to travel up to an hour to reach their placement setting.

### Types of Education Settings:

For more information about the types of education settings you should be approaching can be found on Blackboard under Education Community: Practicums and our Profession. This also includes information about placements in special schools and overseas placements.
**Approaching Education Settings**

How you approach an education setting will make a difference to securing a placement:

- Visit their website and research their philosophies on pedagogy, values, special programs they run and how it links with your passion for teaching
- Make it personal – introduce yourself as a Swinburne University education student and ask to speak to the person responsible for arranging student placements
- Your goal is to arrange a meeting with the Pre-service Teacher Coordinator, Principal, Assistant Principal or Director to explain why you would be an asset
- If you call first, it’s a good idea to write a script to assist you when calling
- Follow up any phone calls with an email. Include the documents listed in the next section
- Experience shows that cold emailing is an unsuccessful approach
- If you visit the school, take the documents listed in the next section
- Be persistent you may need to contact a number of education settings.
- If an education setting cannot accommodate your initial request, they may accept you for subsequent placements.

If you are approaching education setting, please provided the following documents:

- Letter of Introduction
- Professional Placement Introduction Pack
- Placement Handbook
- Mention the Acceptance of Placement Web Form and bring the Acceptance of Placement FAQ
- Mentor Teacher Information Sheet
- Assessment Report.

In consultation with the education setting identify a suitable Mentor Teacher:

For placement in a Primary School Setting, I have informed the education setting that:

- My Mentor Teacher is expected to have a minimum of 3 years teaching experience and must be registered with the appropriate state or federal teacher registration body or College of Teaching.

For placement in an Early Childhood Setting, I have informed the education setting that:

- Mentor Teachers are expected to have an ACECQA approved degree
- If my Mentor Teacher is not degree qualified, at least one person at the early childhood setting must have an ACECQA approved degree.

I have informed the education setting that:

- 100% attendance is required and I am expected to attend full time.
  **Note:** To be considered full time, Pre-service teachers are expected to attend a minimum of 38 hours per week under the supervision of your Mentor Teacher. This also must include a minimum of 25 hours contact time with children per week.
- Swinburne Online pays education setting industry standard rates for the supervision of Pre-service teachers. Claim for Payment information will be emailed to your Mentor Teacher.

**Confirming an Education Setting for a Placement**

- I have secured my placement by completing and submitting the Acceptance of Placement Web Form. Once your placement has been approved you and your host education setting will receive a confirmation email.
  **Note:** Please make sure all emails addresses are correct and the form is complete before submitting.
- I have completed an Application for Placement Variation if I am unable to complete my placement during the specified dates. The Placement Variation Request form is available on Blackboard under Education Community: Practicums and our Profession, then click on Education Placements.
  **Note:** All applications will be assessed on a case by case basis. All applicants will be advised as to the outcome of their application.
- I am enrolled in the Practicum Unit for the Placement I have arranged. All practicum units include theory that must be completed before beginning your placement.
  **Note:** To check your enrolment, please go to the Swinburne Online [website](#), click on Student Portal and login.
Prior to the commencement of the Professional Experience

My Child Safety Screening Check is current and I have notified the Professional Placements Team of any changes to my circumstances that might impact my placement.

Note: If your Child Safety Screening Check has expired, please renew it and provide the Professional Placements Team with your updated documentation prior to commencing your placement.

Pre-service Teacher Personalised Name Badges & Polo Shirts

Name Badges: We recommend that all Pre-service Teachers wear their badge while out on placement. It will help identify you as a Swinburne University Pre-service Teacher to staff, students and parents during your placement. After census date you will receive an announcement through your Practicum Unit with instructions on how to order. If you are unable to wear a name badge due to safety reasons, please use the Photo ID template available on Blackboard/Education Community: Practicums and our Profession.

Polo Shirts: Some students completing placements in Early Childhood settings might like to wear a Swinburne University polo shirt. This is not a requirement and is completely optional. For details please do so via this website: https://bookshop.swin.edu.au/.

Arrange a planning visit with your Mentor Teacher and confirm your placement arrangements.

Meet with the education setting to gather the following information:

- confirm your placement details, especially your mentor Teacher details and email address, as this is how we contact your Mentor Teacher. Please email any changes to placements@swinburneonline.com
- make sure they have received an email from the Professional Placements Team confirming your placement. If they haven’t, contact the Professional Placements Team
- names of key staff members
- dress standards
- daily schedules including timetables (if applicable)
- start and finish times – where to meet on your first day
- emergency procedures
- relevant policies and procedures
- meet the class/group (if possible).

Discuss the following with your Mentor Teacher:

- responsibilities and expectations whilst on placement
- placement Assessment Report requirements
- attendance and Swinburne Online’s missed days policy
- the role of your eLA and the support that will be provided to you throughout your placement
- the Professional Placements Team is their point of contact during your placement.

Communication while on Placement

10 days prior to the commencement of my placement

You will receive an email 10 days before your placement start date to help with your preparations. This will also direct you to documentation that outlines your placement expectations. Your Mentor Teacher will also receive an email which provides them with links to the Assessment Report, Mentor Teacher Information sheet, Professional Experience Handbook and Claim for Payment information.

Mid-Point of the Placement (except EDU30003)

You and your Mentor Teacher will receive an email just before the mid-point of your placement. The email is to remind you and your Mentor Teacher that your Interim Report must be completed and submitted on day 10 of your placement.

End of Placement

You will receive an email 3 days before your placement end date to help you finalise your placement. Your Mentor Teacher will also receive an email, reminding them to complete and submit your Assessment Report, Claim for Payment information and feedback form on the last day of your placement.
## Assessment Report(s)

### Placements of 20 days or more

Your assessment is split into an Interim Assessment Report and Final Assessment Report.

**Submission Dates:**
- Interim Assessment Report: Day 10 of the placement
- Final Assessment Report: The final day of placement

We will ask your Mentor Teacher to submit both Assessment Reports via the Professional Experience Assessment Result webform, which we will provide to them. It is your responsibility to make sure they complete this step and that you have a copy for your records.

### Placements under 20 days (EDU30003 only)

The assessment for 10 day placements is the Final Assessment Report. An Interim Assessment Report is not required.

**Submission Dates:**
- Final Assessment Report: The final day of placement

We will ask your Mentor Teacher to submit your Final Assessment Report via the Professional Experience Assessment Result webform, which we will provide to them. It is your responsibility to make sure they complete this step and that you have a copy for your records.

## During the Professional Experience Placement

1. I have provided my Emergency Contact Information to the education setting.
2. I have checked that my Mentor Teacher has access to my Assessment Report.
3. If I am sick or unable to attend a placement day, I have notified the education setting and the Professional Placement Team as early as possible and negotiated any additional days that need to be made up. The Professional Placements Team will be able to give you advice on when it’s the best time to return and make up any missed days. **Note:** Pre-service Teachers must complete the set number of Professional Experience days. Failure to complete the required number of days may jeopardise your course completion and teacher registration.
4. I have communicated openly and frequently with my Mentor Teacher and have sought assistance if I am experiencing any difficulties. **Note:** In the first instance speak with the education setting. For assistance outside the education setting your first contact should be your eLearning Advisor (eLA). If you are unable to reach them, please contact the Professional Placement Team.

## At the end of your Professional Experience Placement

1. I have returned any I have borrowed from my Mentor Teacher(s) and the education setting.
2. I have asked for a reference from my Mentor Teacher.
3. I have personally thanked the education setting for hosting me as a Pre-service teacher.
4. I have checked with my Mentor Teacher and/or the Professional Placements Team that my Final Assessment Report has been submitted to the Professional Placement Team.
5. I have begun planning and arranging my next placement.