

## Preservice Teacher Guidelines for Professional Experience

The following set of guidelines is consistent with the Australian Institute of Teaching and School Leadership ([AITSL](#)) requirements. The DTES Placements Team has a commitment to providing equitable, quality placements for all JCU students. Students with particular needs should make direct application for “Special Consideration” to the Director of Professional Experience and Community Engagement.

1. The College of Arts, Society & Education ensures that students learn to work with a wide range of learners. This is achieved through the following:
  - Bachelor of Education Preservice Teachers must undertake professional experience in a minimum of **three settings** – and as the final two years of professional experience constitute the major teaching blocks, they must be undertaken in different settings;
  - Master of Teaching and Learning Preservice must undertake professional experience in a minimum of **two settings**;
    - Early Childhood Preservice Teachers (including ECE online Preservice Teachers), over the period of their program, should be placed so that they will experience teaching in Preparatory to Year 3 settings and other approved settings where appropriate;
    - Primary Preservice Teachers, over the period of their program, should be placed so that they will experience a range of **lower, middle and upper primary year levels**;
    - Secondary Preservice Teachers will **not** be placed for first year placement in the school where they themselves completed Year 12 in the previous year;
    - Secondary Preservice Teachers, over the period of their program, should be placed in settings where they will experience both teaching areas and classes at compulsory and post-compulsory levels.
2. The JCU College of Arts, Society & Education interprets “supervision by a registered teacher” to mean that a registered teacher will be present as indicated under the “Duty of Care” legal requirements and that the registered teacher will be able to provide regular written, informed feedback on the Preservice Teacher's teaching.
3. The JCU College of Arts, Society & Education interprets that “conflict of interest” may arise from a number of situations, including family connections or paid employment. Students **must** identify, and not apply for, placements in settings where such “conflict of interest” may arise. Failure to heed a “conflict of interest” may jeopardise results for the placement and may be viewed as academic misconduct (see [FAQs for Students on the Professional Experience](#) website for further details).
4. Preservice Teachers shall submit their preference online via InPlace by the due date. Except in extraordinary circumstances, failure to submit placement preferences by the cut-off date forfeits the Preservice Teacher's opportunity to express a preference.
5. Placements can only be arranged by the DTES Placements Team. Students and members of their families must not make direct contact with teachers, schools or centres to arrange placements. This procedure ensures that all Preservice Teachers have equitable access to quality placements and that schools are not burdened with the administration of a University requirement.

6. Preservice Teachers are advised that whilst every effort is made to secure one of their preferences, the DTES Placements Team cannot guarantee this. Furthermore, Preservice Teachers are advised that they will be required to undertake Professional Experience outside of Townsville or Cairns (depending where the student is enrolled) at their own expense – refer to rule refer to rule 3.2 of the Bachelor of Education Undergraduate Award requirements. Similarly, ECE online students will be required to undertake Professional Experience outside of their home-based location at their own expense.
7. Where a placement cannot be obtained in the preferred geographical location, the Preservice Teacher will be advised by email from the DTES Placements Team and will be asked to provide an alternative location for their placement and/or advised of available locations.
8. In the event that Preservice Teachers are unable to undertake placement outside of Townsville or Cairns, Preservice Teachers may request [Special Consideration](#) for a Townsville or Cairns placement. Likewise, ECE online students may request Special Consideration for their placement. An Application for Special Consideration must:
  - Be submitted to [DTESPlacements@jcu.edu.au](mailto:DTESPlacements@jcu.edu.au) prior to Inplace Preferences closing for that subject.
  - Provide evidence for Special Consideration. **Note: Employment and general parenting responsibilities are not considered grounds for Special Consideration**
  - Be approved by the Director of Professional Experience and Community Engagement.
9. The DTES Placements Team cannot provide a guarantee for any preferred placement locality however, priority for final year placements will be given to Preservice Teachers who have undertaken a third year placement in rural or remote communities.
10. Preservice Teachers who fail to meet the relevant academic prerequisite or co-requisite requirements will **not be eligible** to undertake their professional experience placement.
11. Once Preservice Teachers' placements are published via InPlace, no change is permitted without consultation with the DTES Placements Team. Dates of professional experience can only be changed in exceptional circumstances and with the approval of the Director of Professional Experience and Community Engagement.
12. Once a placement has commenced, any change, including extended absence and withdrawal, must be approved by the Director of Professional Experience and Community Engagement.
13. In the event that a Preservice Teacher ceases or seeks to modify a placement due to medical and/or mental health issues, the provision of any future placements will be dependent on the Preservice Teachers providing a statement from their medical professional and/or mental health professional based on an outline of the requirements of the placement provided by the Director of Professional Experience and Community Engagement. This statement must attest to the Preservice Teachers' ability to participate in the placement and outline any restrictions that remain (e.g. reduced lifting capacity) along with time frames. Please refer to the [Review of a Student's Suitability to Continue a Course Involving Placement](#).

14. Any professional experience (including repeat professional experience) can only be undertaken in accordance with the guidelines of the **Academic Calendar** and associated rules.
15. The Director of Professional Experience and Community Engagement maintains the right to require a Preservice Teacher to undertake a repeat professional experience placement in Townsville or Cairns.
16. Preservice Teachers who do not complete the required number of days of a professional experience subject, without the approval of the Director of Professional Experience and Community Engagement, will be deemed to have failed the subject.
17. Candidates must pass the professional experience component of the course. Preservice Teachers who receive an unsatisfactory grade will be:
  - excluded from the program or
  - required to repeat the subject. Unsatisfactory performance in a repeat placement will result in exclusion from the course.
18. If at any time a Preservice Teachers' circumstance changes with regards to "good character" (as defined by QCT) she/he is obliged to immediately contact the Director of Professional Experience and Community Engagement to arrange a reassessment of professional experience.
19. Preservice Teachers are also subject to the university policy "[Review of a Student's Suitability to Continue a Course Involving Placement](#)".
20. In order to complete the Professional Experience Program (a core component of the Bachelor of Education) it is a requirement that all Preservice Teachers participate in a 5 day intensive Professional Orientation Program on campus during the final year of the program. For students undertaking flexible delivery (distance education), this program may be undertaken at either of the Cairns or Townsville campuses.