



CRICOS CODES 00117J (QLD)

RECOGNITION OF PROFESSIONAL EXPERIENCE COMPLETED WITHIN PRE-SERVICE TEACHER EDUCATION PROGRAMS

(ONLY FOR USE WHEN APPLYING FOR ADVANCED STANDING FOR TEACHING EXPERIENCE COMPLETED AS PART OF AN ACCREDITED EDUCATION COURSE AT ANOTHER TERTIARY INSTITUTION)

1. PERSONAL DETAILS

| | | | | | | | | | | | | | | |
|--|--|-----------|--|--|--|--|--|--|--|--|--|--|--|--|
| Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: | Family name: | | | | | | | | | | | | | |
| Given name(s): | Date of birth (dd/mm/yyyy): | | | | | | | | | | | | | |
| Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Email address* <small>*once you are enrolled at JCU, all email communication will be via your JCU email address</small> | | | | | | | | | | | | | |
| Term residential address: <small>PO Box not acceptable</small> | | | | | | | | | | | | | | |
| Suburb: | State: | Postcode: | | | | | | | | | | | | |
| Term mailing address: <small>If different from above</small> | | | | | | | | | | | | | | |
| Suburb: | State: | Postcode: | | | | | | | | | | | | |
| Home phone number: | Work phone number: | | | | | | | | | | | | | |
| Mobile phone number: | Fax number: | | | | | | | | | | | | | |
| Have you previously been enrolled at James Cook University? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | |
| If yes, please provide your current or previous JCU student number (8 or 10 digits) <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Has your name changed since you were last enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, documentary evidence required) | | | | | | | | | | | | | | |

2. PROFESSIONAL EXPERIENCE DETAILS This information MUST be supported by documentation.

Sector where professional experience undertaken (ECE, primary, secondary, other):

Level One

Number of professional experience days undertaken: Relevant other Institution subject code:

Details of activities undertaken (eg observations, small group work, whole class teaching etc):

To what extent were these activities supervised by a qualified registered teacher:

Qualifications of supervising teacher:

Level Two

Number of professional experience days undertaken: Relevant other Institution subject code:

Details of activities undertaken (eg observations, small group work, whole class teaching etc):

To what extent were these activities supervised by a qualified registered teacher:

Qualifications of supervising teacher:

Level Three

Number of professional experience days undertaken: Relevant other Institution subject code:

Details of activities undertaken (eg observations, small group work, whole class teaching etc):

To what extent were these activities supervised by a qualified registered teacher:

Qualifications of supervising teacher:

Level Four

Number of professional experience days undertaken: Relevant other Institution subject code:

Details of activities undertaken (eg observations, small group work, whole class teaching etc):

To what extent were these activities supervised by a qualified registered teacher:

Qualifications of supervising teacher:

3. DOCUMENTATION REQUIRED

Please provide documentation for professional experience shown above, including official institution documentation giving full details of content and assessment for all teaching experience subjects, or certificates of service from a registered education provider.

Certified copies of official academic records for all tertiary or technical studies (other than James Cook University) and certificates of service must be forwarded with your application. If your current name and the name on your supporting documentation are different, a certified copy of evidence of name change is required (e.g. marriage certificate).

4. DECLARATION

QUALIFICATION SEARCH

I authorise James Cook University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary QualSearch will be engaged to access this academic information. I understand that James Cook University is not responsible if any educational body / institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.

IMPORTANT NOTICE

I declare that the information I have supplied on this form is, to the best of my knowledge, complete and correct.

INFORMED CONSENT

I understand that:

- James Cook University is collecting the information in this form in order to assess my eligibility for Advanced Standing for teaching professional experience completed at other institutions, and
- James Cook University will not disclose this information without my consent unless required or authorised by law.

PRIVACY

I understand that information contained on this form is also collected for admission and administrative purposes. Personal information will not be passed on to any external bodies, other than the Department of Education, Science and Training, without my authorisation unless required or authorised by law.

Signature:

Date: (dd/mm/yyyy)

5. FOR FURTHER HELP

We look forward to receiving your application. If you require further information or help, please call the Faculty Office - see below for details.

6. RETURN THIS COMPLETED FORM TO

DOMESTIC APPLICANTS:

Townsville Students:

Faculty of Arts, Education and Social Sciences
James Cook University
Townsville Qld 4811

Telephone: 07 4781 4465 or 07 4781 6289

Email: facultyaess.tsv@jcu.edu.au

Cairns Students:

Faculty of Arts, Education and Social Sciences
James Cook University
PO Box 6811
Cairns Qld 4870

Telephone: 07 4042 1141

Email: facultyaess.cns@jcu.edu.au

INTERNATIONAL APPLICANTS:

All Students:

International Admissions Officer
International Student Centre
James Cook University
Townsville Qld 4811

Telephone: 07 4781 5601

Email: iscadmissions@jcu.edu.au

Please read the notes on the following page before returning this form

OFFICE USE ONLY

ACCEPT THIS APPLICATION FOR RECOGNITION OF PRIOR PROFESSIONAL TEACHING EXPERIENCE

Days at: Level 1 ____ Level 2 ____ Level 3 ____ Level 4 ____ Other ____

Recommend advanced standing for the following subjects:

REJECT THIS APPLICATION because:

Comments:

Signature of SOE Assessor:

Print name:

Date: / /

Signature of Faculty Registrar:

Print name:

Date: / /

NOTES FOR APPLICANTS

7. APPLICATION CHECKLIST

Have you included:

- certified copies of your official academic transcripts (see below) **please do not include originals**
- certified copies of degree testamur and professional certificates (see below)
- your official institution documentation giving full details of teaching experience subjects
- other documentary evidence where applicable, e.g. change of name

and have you:

- completed all relevant sections of the *Recognition of Prior Professional Teaching Experience* form
- read the Declaration
- signed and dated this form

8. DOCUMENT CERTIFICATION REQUIREMENTS

When preparing your application to James Cook University, it is essential that you supply certified, correct and complete supporting documentation. Failure to do so may jeopardise your chance of being granted Advanced Standing. Uncertified copies and photocopies of certified copies are not acceptable. It is preferred that you submit your copies certified by:

- the Authority that issued the document
- Student Administration section of an Australian university - JCU's Student Enquiry Centre

JCU will however accept copies certified by:

- Justice of the Peace (JP)
- Commissioner for Declarations / Notary of the Public
- Barrister or Solicitor
- The University Admissions Centre of any Australian state – eg QTAC
- an Australian overseas diplomatic mission
- a police officer at or above the rank of Sergeant
- JCU registered Overseas Agents
- AusAID Posts

The person certifying photocopies of the original documentation must state that the documents they are certifying are a true copy of the original and must provide their signature, occupation and telephone number and affix the official stamp or seal of their organisation (if available) on the front of each copy.

Please note that it is your responsibility to ensure that your application is complete at the time of submission. If you are completing a course in the current year you should lodge academic transcripts and proof of completing your award as soon as they are available.

9. QUALIFICATIONS WRITTEN IN A LANGUAGE OTHER THAN ENGLISH

Please provide certified translations and a certified copy of the original documentation.