

NOTE: Specific questions about practicum placement are addressed in the [FAQs for Students](#) pages on this website.

The following set of guidelines is consistent with the Queensland College of Teachers (QCT) requirements. The Professional Experience Unit 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.

1. The Academic Group - Education ensures that students learn to work with a wide range of learners. This is achieved through the following:
 - Four year BEd students 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;
 - Masters of Teaching and Learning students 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 practicum 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 curriculum areas and classes at compulsory and post-compulsory levels.
2. The Academic Group - 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 Academic Group - Education interprets that “conflict of interest” may arise from a number of situations, including family connections or paid employment, and 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 practicum and may be viewed as academic misconduct (see [FAQs for Students](#) on the Professional Experience website for further details).
4. For all Professional Experience, students shall submit their placement preferences via InPlace by the dates advised during prac briefings. Except in extraordinary circumstances, failure to submit the required information by the due date forfeits the preservice teacher’s opportunity to express a preference.

5. Placements can only be arranged by the Professional Experience staff. Students and members of their families must not make direct contact with teachers or schools to arrange placements. This procedure ensures that all students have equitable access to quality placements and that schools are not burdened with the administration of a University requirement.
6. Students are advised that whilst every effort is made to secure one of their preferences, the Professional Experience staff 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 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 students will be advised by email by Professional Experience staff. Students will be asked to provide an alternative location for their practicum and/or advised of available locations.
8. In the event that students consider that they have particular needs that may make them eligible for special consideration for a Townsville- or Cairns-based placement (or likewise for ECE online students, for a placement in their local area,) an Application for Special Consideration may be submitted for consideration by the Director, Professional Experience. The application will not be accepted without supporting documentation. Employment and general parenting responsibilities are not considered grounds for special consideration.

Note: *Special Consideration must be applied for at the time of submitting the placement request.*

9. The Professional Experience Unit cannot provide any guarantee for a preferred placement in Townsville or Cairns. However, priority for final year Townsville placements will be given to students who have undertaken a third-year placement outside of Townsville, while priority for final year Cairns placements will be given to students who have undertaken a third-year placement outside of Cairns.
10. Students who fail to meet the relevant academic prerequisite or co-requisite requirements will not be eligible to undertake their Professional Experience placement.
11. Once student placements are advised by the Professional Experience Unit, no change is permitted without consultation with the Professional Experience staff. Dates of Professional Experience can only be changed in exceptional circumstances and with the approval of the Director, Professional Experience.
12. Once a practicum has commenced, any change, including extended absence and withdrawal, must be approved by the Director, Professional Experience.
13. Students must advise the Director, Professional Experience in advance of being placed on practicum of any medical, psychological, psychiatric or physical condition that may impact on their performance. Such notification will be treated in the strictest of confidence and will be used to determine appropriate support from the Unit. Students with particular medical, psychological, psychiatric or physical conditions can also complete an [Application for Special Consideration](#) available for download.
14. In the event that a student ceases or seeks to modify a practicum due to medical and/or mental health issues, the provision of any future practicum will be dependent on the student providing a statement from their medical professional and/or mental health professional based on an outline of the requirements of the practicum provided by the Professional Experience Director. This statement must attest to the student's ability to participate in the practicum and outline any restrictions that remain (e.g. reduced lifting capacity) along with time frames.

15. Any Professional Experience (including repeat Professional Experience) can only be undertaken in accordance with the guidelines of the Academic Calendar and associated rules.
16. Students who do not complete the required number of days of a professional experience subject, without the approval of the Director of Professional, will be deemed to have failed the subject.
17. Candidates must pass the professional experience component of the course. Students who receive an unsatisfactory grade will be:
 - I. excluded from the program or
 - II. required to repeat the subject. Unsatisfactory performance in a repeat practicum will result in exclusion from the course.
18. The Director, Professional Experience maintains the right to require a student to undertake a repeat Professional Experience placement in Townsville or Cairns.
19. If at any time a student's circumstances change with regards to "good character" (as defined by QCT) she/he is obliged to immediately contact the Director of Professional Experience to arrange a reassessment of Professional Experience.
20. Preservice teachers are also subject to the university policy ["Review of a Student's Suitability to Continue a Course Involving Placement"](#).
21. In order to complete the Professional Experience Program (a core component of the Bachelor of Education and Graduate Diploma of Education degrees) it is a requirement that all students 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.

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