Print, sign & return to UQ
pracpayclaims@uq.edu.au

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

School of Education

Site Coordinator Pay Claim Form

to be forwarded within 20 working days at end of placement period

Placement period: _____ to _____

1 Personal Details

Claimant's Surname _____

First Name _____ D.o.B. _____

Home Address _____

_____

Phone No. _____

Email _____

2 School Details

Name of School _____

School Address _____

_____

Site Coordinator's Name _____

Phone No. _____

Site Coordinator's Email _____

3 Claim Details (IMPORTANT: see the information sheet for guidelines on the completion of this form)

Minimum of 2 Pre-Service Teachers

Course Code	No. of Days	No. of Pre-Service Teachers	Coordination % (1 = 100%; 0.5 = 50%)
			100%

Placement Coordination		Other		Internship		Total Placement
UQ Use Only *Total No of Coordinated days*	*UQ Use Only* *$1.44/student/ day* *(PRACT)*	No of hours	*UQ Use Only* *$12.28/hr* *(WORK2) (PTED02)*	No of weeks	*UQ Use Only* *$135.71/wk* *(WORK3) (AC20C)*	***UQ Use Only***

4 Banking Details

Name of Bank		BSB Number	
Account Name		Account Number	

5 Certification

Site Coordinator:

I certify that the necessary verifications have been carried out to ensure that this claim is correct. *Signature* _____ *Date* _____

6 Return forms to: pracpayclaims@uq.edu.au

Direct payment enquiries to: 07 3365 6550

Please note: Payment may take 4-6 weeks to process upon receipt.

7 Tax File Number Declaration forms

Complete the 'Tax File Number Declaration' form and return with this form to the email above.

UQ Use Only

Aurion No:		*Employee No:*		*Date Processed:*		*Date Approved:*	

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Professional Experience Form Guide

(For Coordinators of Pre-Service Teachers)

Instructions

At the **end** of the professional experience, please complete the Professional Experience

- Pay Claim Form; and
- Tax File Number Declaration form.

1. Download forms from: **www.uq.edu.au/education/practicum-forms**

2. The claim form must be signed by the Site Coordinator and Supervising Teacher (if applicable);

3. Forward the signed form (**scan and email**) to the School of Education, The University of Queensland.

Submit via email: Administration Officer (Placements)
pracpayclaims@uq.edu.au

Important:

- On completion of the practicum, please submit the **Site Coordinator Pay Claim Form** along with Tax File Number Declaration forms to the School of Education, The University of Queensland.
- Payment rates are governed by Industrial Agreements.
- Claims will not be processed until all Professional Experience / Internship Evaluation forms have been forwarded to the School of Education, The University of Queensland.

1 and 2 Personal and School Details

All fields are mandatory. The date of birth (DOB) field is required to correctly identify teachers with the same name.

3 Claim Details

Placement Coordination (PRACT)

Usually performed by the School Principal or a Deputy Principal (referred to as Site Coordinator of pre-service teachers).
This is a daily claim that refers to the coordination of two or more pre-service teachers during the Professional Experience.

Other (PTED02)

An hourly claim which refers to activities such as discussions with the Coordinator, lectures, workshops or other professional in-service programs prepared and presented by specialist staff to groups of pre-service teachers. The hours claimed together with the periods under supervision of a classroom teacher should not exceed 25 hours per week.

Internship (AC20C)

A weekly claim that refers to the number of weeks during the internship period that the claimant performed the role of School Internship Coordinator, that is the Principal, Deputy Principal or their nominee who coordinated the conduct of the Internship Program at the School. The total amount of internship that can be claimed is 6 weeks (Primary/MYS).

4 Banking Details

All fields are mandatory. Please nominate your banking institution for the claim to be paid into.

5 Certification

The claim form must be signed by the Site Coordinator and Supervising Teacher (if applicable).

6 and 7 Return claim form and Tax File Number Declaration

The completed claim form and Tax File Number Declaration form should be forwarded to **pracpayclaims@uq.edu.au** within 20 working days after the end of the placement period.

For enquiries, please contact 07 3365 6550.