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

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

School of Education

Supervising Teacher 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)

Course Code	No. of Days	No. of Pre-Service Teacher	Name/s of UQ Pre-Service Teachers supervised	Supervision % (1 = 100%; 0.5 = 50%)
				100%

Pre-Service Teacher Supervision		Other		Total Placement
UQ Use Only *Total No of hours*	*UQ Use Only* *$4.21/hr* *(WORK1) (PTED01)*	No of hours	*UQ Use Only* *$12.28/hr* *(WORK2) (PTED02)*	***UQ Use Only***

4 Banking Details

Name of Bank		BSB Number	
Account Name		Account Number	

5 Certification

Supervising Teacher:

I certify that the above details are correct. *Signature* _____ *Date* _____

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 Supervisors 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 **Supervising Teacher 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

Pre-Service Teacher Supervision (PTED01)

An hourly claim that refers to the direct supervison of a pre-service teacher (includes observation, providing teaching experiences, demonstrating, guidance, feedback, discussions with Universities and completing evaluations).

If a pre-service teacher has more than one supervisor the maximum five hours per day must be distributed amongst all supervisors of pre-service teacher. You do not have to deduct pre-service teacher absences if they are to be made up later under the same supervisor.

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.

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.