



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

---

CREATE CHANGE

School of Education

---

# Professional Year Handbook 2020

---

**Guidelines for final year students  
completing Professional Year**

© The University of Queensland 2019

# Table of Contents

Topic	Page
Checklist	3
1. Goals and Philosophy	4
2. Eligibility for Professional Year	4
3. Professional Year Components	4
3.1 Professional Year Orientation Program (PYOP)	4
3.2 Lectures, Workshops and Tutorials	5
3.3 Professional Experience Program	5
3.4 Meeting Queensland College of Teachers (QCT) Registration Requirements	5
4. Professional Year Structure	6
4.1 Completing your Enrolment	7
4.2 Attendance	7
5. Professional Experience Program	7
5.1 Placement Eligibility	7
5.2 Organisation of Placements	8
5.3 Rural and Remote Placements	8
5.4 Requirements for Professional Experience Courses	8
5.5 Notification of Placement	9
5.6 Policy and Guidelines for Professional Experience Placement Allocation	9
6. LANTITE Test	9
7. Keeping in Contact	9
8. Graduating from Bachelor of Education (Secondary)	9
8.1 Grades	9
8.2 Graduation Ceremony	10
8.3 Graduate Outcomes	10
8.4 Teacher Registration	11
8.5 Employment Opportunities	11
8.6 Permission to Teach	11
9. School of Education Contacts	11

# Checklist



Required attendance at Professional Year Orientation Program (PYOP)  
– Thursday 20 February, 2020.



Check your Blue Card expiration date and make sure you will have a blue card for the duration of your professional year.



Enrol into courses for **both** semester 1 and semester 2 when enrolment opens for 2020 on 18 November, 2020. You will have received an email in October outlining your '*2020 Professional Year Enrolment Advice*'.

## **SEMESTER 1**

EDUC4620 Compulsory  
EDUC4615 Compulsory  
EDUC46xx Part C Curriculum Studies course Part A  
EDUC46xx Part C or D Curriculum Studies course Part A

## **SEMESTER 2**

EDUC4607 Compulsory  
EDUC4625 Compulsory  
EDUC46xx Part C Curriculum Studies course Part B  
EDUC46xx Part C or D Curriculum Studies course Part B

## 1. Goals and Philosophy

The University of Queensland Bachelor of Education (Secondary) program aims to develop, educate and sustain secondary school teachers who can contribute innovatively and creatively to addressing the educational challenges of social, community and technological change.

Three major themes run across the programs:

- **Understanding difference:** critically engaging with the various forms of student, community, cultural, linguistic and gender difference, including special needs clientele.
- **Understanding education contexts:** critically engaging with the dynamic community, economic, global, national and virtual contexts which influence and mediate the practices of education.
- **Understanding teaching as a dynamic and changing form of professional and intellectual work:** critically engaging with the increasing technological, industrial and intellectual complexity of teaching as work.

## 2. Eligibility for the Professional Year

To meet the eligibility requirements for the next part of your program, you must have:

- completed the requirements of the non-Education program (BBusMgmt, BA, BSc, BMus (Hons), BMath);
- met the prerequisite requirements for your chosen teaching areas;
- have completed the Part A requirements of the Bachelor of Education degree;
- completed Professional Year registration in InPlace

## 3. Professional Year Components

The Professional Year develops professional expertise required for teaching. It consists of three components:

1. Professional Year Orientation Program;
2. Lectures, workshops and tutorials; and
3. Professional Experience Program

### 3.1 Professional Year Orientation Program (PYOP)

The *Professional Year Orientation Program* provides forums and presentations from, and may include interaction with; experienced teachers, potential Queensland employers and relevant stakeholders and serves as an induction into the teaching profession.

This program provides information on program requirements and professional experience placement procedures, and an opportunity to meet the program director and course coordinators. It also discusses varied employment options within the field of education.

PYOP will be held in **Orientation Week in semester 1 2020**, on **Thursday 20th February, 2020**. The program is on the School of Education website, under Current Students > Professional Experience Information, or can be found on this link <https://education.uq.edu.au/current-students/professional-experience-information>

### **3.2 Lectures, Workshops and Tutorials**

Typically, you can expect up to 18 hours per week contact time between 8am and 8pm, Monday to Friday. Lectures are offered only once during the week, although tutorials and workshops in some courses may be offered more than once a week.

Lecture and tutorial timetable details will be available to students in December through the Public Timetable, and classes can be selected in January through MyTimetable.

### **3.3 Professional Experience Program**

#### **Introductory Professional Experience (5 single days plus a 10 day block) – completed in EDUC3099**

#### **Developing Professional Practice EDUC4615 (6 weeks)**

The first week of Professional Experience in EDUC4615 provides the opportunity to orientate yourself to school culture and student learning experiences through observation. This helps you to:

- gain insight into the functioning of schools and the ways in which students negotiate those settings; and
- gain an awareness of students' interests, their expectations and aspirations, their patterns of thinking, their ways of learning and their language use.

The supervised professional experience in EDUC4615 provides:

- opportunities and encounters with classroom activities which will allow you, as a beginning teacher, to cope successfully by learning in the workplace with skilled practitioners; and
- experiences which help give meaning to a variety of terms and ideas about students, teaching, learning and education

#### **Achieving Professional Engagement EDUC4625 (6 weeks)**

The supervised professional experience of EDUC4625 aims to:

- increase your autonomous decision-making as a beginning teacher
- enhance your ability to theorise and justify your professional practice; and
- increase your skills and knowledge for teaching.

More information on professional experience is offered in section 5, Professional Experience Program.

### **3.4 Meeting Queensland College of Teachers (QCT) Registration Requirements**

The Professional Experience Program has been developed around the Australian Professional Standards for teachers at graduate level. The program offered across the two professional experience courses provides the opportunity for pre-service teachers to demonstrate competence across the seven standards and 37 focus areas.

Therefore:

1. The teaching/learning approach centres on the progressive development of the understanding, skills and values set out in the Australian Professional Standards for Teachers;
2. Emphasis is placed on the three key facets or dimensions of teachers' work – Professional Knowledge, Professional Practice and Professional Engagement
3. All seven standards are addressed at appropriate times through the year and across your coursework.

## 4. Professional Year Structure

The Professional Year consists of 16 units (#16). You will study four (4) compulsory courses, each 2 units, and the remaining two courses are the year long Curriculum Studies courses which cover the essential learnings and relevant Australian Curriculum for Years 7 – 10, and/or the syllabus documents for Years 11 – 12. These courses are 4 units each and taught over two semesters.

Compulsory (#2 each)	Teaching Area (#4 each)
<p><b>Semester 1</b>            EDUC4615      Developing Professional Practice            EDUC4620      Teachers as Researchers</p> <p><b>Semester 2</b>            EDUC4625      Achieving Professional Engagement            EDUC4607      Assessment for Learning and Teaching</p>	<p>Two (2) courses determined by the student's teaching areas and selected from the Curriculum Studies course lists.</p> <p>2 courses from Part C OR 1 course from Part C AND 1 course from Part D can be selected as determined by the majors studied in the non-education degree.</p> <p>Each course is taught over two semesters to allow students the opportunity to incorporate their professional experience into their study. The full list of courses is below.</p>

Available Curriculum Studies courses (#4 each) – year long courses

### **PART C**

EDUC4631	Biology: Curriculum Studies
EDUC4632	Business: Curriculum Studies
EDUC4633	Chemistry: Curriculum Studies
EDUC4634	Chinese: Curriculum Studies
EDUC4635	Drama: Curriculum Studies
EDUC4636	English: Curriculum Studies
EDUC4637	French: Curriculum Studies
EDUC4638	Geography: Curriculum Studies
EDUC4639	German: Curriculum Studies
EDUC4641	History: Curriculum Studies
EDUC4642	Digital Technologies: Curriculum Studies
EDUC4643	Japanese: Curriculum Studies
EDUC4644	Mathematics: Curriculum Studies
EDUC4645	Music: Curriculum Studies
EDUC4646	Physics: Curriculum Studies
EDUC4647	Earth and Environmental Science: Curriculum Studies
EDUC4648	Spanish: Curriculum Studies

### **PART D**

EDUC4652	Advanced Mathematics: Curriculum Studies
EDUC4654	Economics: Curriculum Studies
EDUC4655	Film, TV and the New Media: Curriculum Studies
EDUC4657	Legal Studies: Curriculum Studies
EDUC4658	Choral and Instrumental Music: Curriculum Studies
EDUC4659	Psychology: Curriculum Studies

## 4.1 Completing your Enrolment

You are required to enrol in your courses by the due date which can be found on the UQ academic calendar or at this link

[https://www.uq.edu.au/events/calendar\\_view.php?category\\_id=16&year=2020&month=&day=01](https://www.uq.edu.au/events/calendar_view.php?category_id=16&year=2020&month=&day=01)

You must enrol into the courses outlined in the '2020 Professional Year Enrolment Advice' email you received in October. These courses have been selected for you based on the majors you studied in your non-education degree. You are not permitted to change teaching areas without appropriate approval.

You need to enrol into **both** semester 1 and semester 2 when enrolment opens for 2020 through Si-Net.

Sign on for tutorials and workshops will be completed in January via MyTimetable.

## 4.2 Attendance

The Bachelor of Education (Secondary) represents professional preparation in which you acquire the educational knowledge and skills deemed necessary for beginning teachers. Our attendance policy, which can be found in the 'Pre Service Teachers Guide for Professional Experience' or on this link <https://education.uq.edu.au/current-students/professional-experience-information> reflects the School of Education's responsibility to you as a Bachelor of Education student, and also to other members of the educational community, notably school students, school staff, employers and the Queensland College of Teachers.

This part of your program is **full-time**. In certain circumstances and with the approval of the Program Director, it may be taken over two consecutive years. However, there are no separate lectures for part-time students, so it is necessary to be substantially free during the day to undertake scheduled classes and block professional experience. Professional experience can take the form of single day structured observations or week long 'blocks' of supervised professional experience.

All courses are designed to prepare pre-service teachers for successful outcomes while on placement and therefore attendance at all lectures and tutorials is required. Pre-service teachers who fail to meet attendance requirements, as outlined in the course profiles, may not be eligible to commence the professional experience placement.

Attendance times at University are governed by your timetable. Certain elements may also be determined by the school at which you have been placed.

# 5. Professional Experience Program

## 5.1 Placement Eligibility

### **REGISTRATION**

Registration on the UQ placement management system InPlace is **essential** to receive a placement for professional experience. It gives pre-service teachers the opportunity to provide important information for their professional experience including residential address during placement, their mode of transport and details of any existing conflicts of interest with any schools. Individual preferences such as school type and location are not collected, *except* in the case of rural placements.

Students are required to register for Professional Experience each year via the Placements module. Navigate to Placements from Manage my program on my.UQ - <https://signon.placements.uq.edu.au/> - or find it on my.UQ dashboard.

## **BLUE CARD**

Students in the Bachelor of Education are required to obtain a 'Blue Card' from the Department of Justice and Attorney-General in Queensland. This government body requires students enrolled in teacher education programs to undergo screening – the Working with Children Check. The Blue Card is proof that one has successfully undergone the screening. Students under the age of 18 are required to obtain a Blue Card as well.

**You must hold a valid blue card for the duration of your professional experience and must obtain it before attending any placement.**

For information on how to obtain a blue card visit the School of Education office on campus or refer to the information at the following link <https://education.uq.edu.au/our-students/blue-card-information>

## **ACADEMIC PROGRESS**

The placement is one part of the development of the pre-service teacher. Pre-service teachers will need to demonstrate their commitment to education before being permitted to attend their placement. Academic progress through completed assessment work and participation in all aspects of the coursework will be used to determine if a pre-service teacher may need additional time or support prior to attending or whilst on their placement.

### **5.2 Organisation of Placements**

Professional experience placements are organised by the Placements Team in the School of Education. These are largely determined by the year levels, teaching areas and the places offered by schools, and students previous placement experiences. Students should not contact schools directly to arrange placements.

### **5.3 Rural and Remote Placements**

You can request to complete a rural/remote placement for any course that does not include single day observations.

To request a rural/remote placement simply complete the EDUC - Rural/Remote Preferences when you enter your information in InPlace.

Please visit the [Beyond the Range](#) for information about financial support for rural/remote placements. Please note that the grant is only available to students completing placement in [Queensland State Schools](#).

Where possible students are encouraged to request placements in towns/regions where they have support networks (ie family/friends) or attend along with fellow students to support them while completing the placement.

If this is not possible or you are unsure of a rural/remote location you wish to attend for placement we recommend speaking to fellow students or academic staff about appropriate locations along with doing your own research.

### **5.4 Requirements for Professional Experience Courses**

You must have completed the following in order to be eligible to enrol in professional experience course:

1. Ensure you have a valid blue card for the duration of placement
2. Register your information on the placement management system InPlace. Instructions for this can be found here <https://education.uq.edu.au/current-students/professional-experience-information>
3. Have met all course prerequisites as per UQ Programs and Courses
4. Have completed the Domestic Violence Module on Blackboard (ONLY for students enrolling in final year courses EDUC4625, EDUC7625, EDUC4714 and EDUC7540)



## 5.5 Notification of Placement

Approximately 2 weeks\* prior to the commencement of placement you will receive a notification via your student email regarding your placement. You are then required to log on to InPlace to view your placement information and should make immediate contact with the placement school coordinator listed to introduce yourself and organise your arrival.

\*This timeframe is approximate and can change. Students who have requested a regional/remote placement are likely to be advised of their placement in advance of this date to allow them sufficient time to prepare for the placement.

## 5.6 Policy and Guidelines for Professional Experience Placement Allocation

The School of Education is committed to providing equitable, quality professional experience placements for its pre-service teachers.

It is a requirement of any course with a professional experience component that you sign and lodge a statement that you have read the UQ Preservice Teacher Guide to Policies and Procedure for Professional Experience Placements. This document can be found here <https://education.uq.edu.au/current-students/professional-experience-information>. This document should be read in conjunction with the UQ Policy and [Procedures 3.10.04 Placements in Coursework Programs](#).

## 6. LANTITE Test

The Literacy and Numeracy Test for Initial Teacher Education Students is designed to assess initial teacher education students' personal literacy and numeracy skills to ensure teachers are well equipped to meet the demands of teaching and assist higher education providers, teacher employers and the general public to have increased confidence in the skills of graduating teachers.

From 2017, all preservice teachers must meet the benchmark of both LANTITE tests to be eligible to graduate. Please refer to the School of Education website, under Current Students > LANTITE, or this link <https://education.uq.edu.au/current-students/lantite> for further details.

## 7. Keeping in Contact

It is important that you update your contact details in mySI-net. We rely on the information that you provide to contact you throughout the year. It is your responsibility to keep this information up-to-date, especially when you are on professional experience. The usual method of contacting you is via your student email address. Please check this account regularly.

You can email any questions to [education@uq.edu.au](mailto:education@uq.edu.au)

## 8. Graduating from the Bachelor of Education (Secondary)

### 8.1 Grades

To obtain a pass in a course within the Bachelor of Education single or dual degree, you must achieve at least a grade of P or 4. To obtain a passing grade in all courses, you are required to satisfactorily complete all prescribed activities including attendance at, and contributions to: lectures; seminars and tutorials; performance of laboratory, field and practical work; completion of assignments; and satisfactory passing of examinations.

### 8.2 Graduation Ceremony

The graduation ceremony takes place in December each year. This enables you to graduate together before taking up teaching positions.

Graduations are organised by the University of Queensland Graduations Office and the Faculty of Humanities. If you are eligible for graduation you will be contacted by the Graduation Office with details of the ceremony, after grades have been finalised. For additional information visit: [www.uq.edu.au/graduations](http://www.uq.edu.au/graduations).

### **8.3 Graduate Outcomes**

#### **Professional Knowledge**

Graduates will:

- Possess broad, deep, critical and current knowledge and understanding of the academic discipline from which their subject content is derived;
- Possess broad, deep, critical and current knowledge and understanding of the students they will teach, recognising the influence of cultural, developmental, gender and other contextual factors on students' learning;
- Possess broad, deep, critical and current knowledge and understanding of the educational basis and role of assessment in teaching;
- Possess broad, deep, critical and current knowledge and understanding of contemporary educational issues and debates;
- Demonstrate a high level of proficiency in their own oral and written language, and numeracy ability;
- Be proficient in the use of new technologies in learning environments and in their professional working lives;
- Gain knowledge of how students learn within curriculum areas including an understanding of multi-literacies within this curriculum area.

#### **Professional Practice**

Graduates will:

- Plan purposeful and coherent learning programs to achieve specified student learning outcomes that align curriculum, pedagogy and assessment and that are socially just and inclusive;
- Create and maintain learning environments that: maximise every students' learning opportunities recognising their diverse language and socio-cultural realities and diverse abilities and interests; foster independent and cooperative learning; incorporate a broad and flexible repertoire of teaching strategies; engage learners actively in developing knowledge; are intellectually challenging; develop purposeful and productive dialogue; develop critical inquiry; are emotionally supportive and physically safe; and connect with the world beyond school;
- Use a range of strategies consistent with learning goals to monitor and assess student progress;
- Maintain ongoing, informative records of student learning outcomes;
- Provide constructive, purposeful and timely feedback to students, their care givers, and to school authorities as required.

#### **Professional Engagement**

Graduates will:

- Demonstrate a commitment to reflective practice and to improving their teaching;
- Be committed to ongoing professional learning;
- Demonstrate active professional involvement in the school, the profession and wider communities;
- Demonstrate ethical and socially just professional practice;
- Operate within the framework of the law and regulation;
- Work collegially within school communities and wider learning communities.

### **8.4 Teacher Registration**

Anyone who wishes to teach in Queensland schools must be registered with the Queensland College of Teachers. Upon graduation from the Bachelor of Education program, graduates are eligible to apply for registration with the Queensland College of Teachers. Further information is available on the Queensland College of Teachers website: <http://www.qct.edu.au/>

The University will send a list of names of students to the Queensland College of Teachers once grades and eligibility to graduate have been confirmed.

## 8.5 Employment Opportunities

The School of Education and the Queensland College of Teachers are not employing authorities. The School of Education provides you with information on employment opportunities from various local, national and international employing authorities during Professional Year Orientation Program. Also, information on employment opportunities is regularly distributed through UQ Career Hub. Students are strongly advised to register their details on Career Hub at: [www.careerhub.uq.edu.au](http://www.careerhub.uq.edu.au)

Information concerning teacher employment in Queensland can be obtained from the various employing authorities including:

- Education Queensland <http://education.qld.gov.au/hr/recruitment/>
- Catholic Education Office <http://www.bne.catholic.edu.au/>
- Association of Independent Schools of Queensland <https://www.isq.qld.edu.au/>

## 8.6 Permission to Teach

Approval for 'permission to teach' from the University of Queensland is at the discretion of the Head of School. Approval will only be considered during the preservice teachers final semester of study that incorporates their final professional experience placement. Even if approval from UQ is granted, the preservice teacher must also meet requirements set out by QCT and the employing school. Permission to teach cannot be organised/granted for preservice teachers interested in taking up short term contracts after the completion of their full course requirements but prior to the release of final grades.

# 9. School of Education Contacts

### In person:

Room 403, Building 24 (Social Science Building)  
The University of Queensland  
St Lucia QLD 4072, Australia

### Reception Opening Hours:

Monday / Wednesday / Friday 9:00am – 1:00pm  
Tuesday / Thursday 1:00pm – 4:30pm

E: [education@uq.edu.au](mailto:education@uq.edu.au)  
P: +61 7 3365 6550  
F: +61 7 3365 7199  
W: <https://education.uq.edu.au/>