THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

School of Education

Policies and Procedures for Professional Experience Placements

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The University of Queensland - School of Education

To be a successful teacher requires a commitment to lifelong learning and professional development. You have undertaken a teacher education program which, when completed successfully, will qualify you to apply for registration with the Queensland College of Teachers and to seek entry into professional practice.

A key part of your program is school based professional experience. Professional experience represents a developmental continuum, allowing you to move from high levels of support to practice that is both autonomous and collaborative.

The structure of each professional experience will depend on the course you are enrolled in. These experiences range from observation only, to observation and supervised work with small groups, through to supervised teaching practice leading to the last step towards autonomous practice and teaching of extended learning sequences.

Professional experience provides an important avenue through which you can develop and demonstrate the graduate standards required for registration. All programs are structured to provide you with varied opportunities to engage with the outcomes described in the Australian Professional Standards for Teachers, as adopted by the QCT 2012, and to acquire the range of evidence needed to demonstrate your attainment of these standards.

A handbook for any school based professional experience is made available to all parties involved in that particular professional experience. The policies, structure of the learning and the different roles of the stakeholders are set out in these handbooks. This has been done so that everyone involved is able to fully engage in, and meet the requirements of, each professional experience.

Professional experience is tightly integrated with your workshop based learning. This document provides a link between university campus and placement school. It contains essential information for pre-service teachers on any type of school placement as well as some hints for successful practice based on feedback from previous graduates.

This document should be read in conjunction with the relevant Electronic Course Profile and professional experience handbook.

I encourage you to approach your school based experiences with a sense of professional responsibility and enthusiasm.

I hope that you enjoy The University of Queensland's Professional Experience Program.

Preamble

The University of Queensland's policy directly related to placements, can be viewed in the UQ Policy and Procedure library by searching for 3.10.01 Placements in Coursework Programs

This document aims to ensure that all students are properly informed of matters that relate to their professional experience and provides general advice to assist students when undertaking their professional experience.

This document should be read together with the relevant course Professional Experience Handbook and the relevant sections of the course Electronic Course Profile. The course coordinator can assist you in finding these documents.

Important Notes:

1. Successful completion of a set number of days of professional experience is a requirement of the Queensland College of Teachers (QCT) for teacher registration.

2. All School of Education professional experience complies with the requirements of the QCT.

3. Students enrolling into courses with professional experience will need to complete the following. If these tasks are not complete, students may not be able to receive a placement.

    - Ensure they have a valid blue card for the duration of placement
    - Register their information on the placement management system InPlace
    - Have met all course prerequisite requirements
    - Have completed the Domestic Violence Module on Blackboard (ONLY for students enrolling in final year courses EDUC4625, EDUC7625, EDUC4714 and EDUC7540).

4. All students undertaking professional experience in any educational institution must comply with all relevant acts and legislation including:

    - Acts governing Child Protection including obtaining a current Blue Card
    - Work Health and Safety Act and regulations on Occupational Health and Safety. This requires attending briefing at the placement school on relevant OH&S matters
    - The policies and procedures of The University of Queensland and the host school
    - All requirements of the QCT and the policies and procedures of host school

Note: It is a requirement of the School of Education that each student signs and lodges a statement that they have read this document before being permitted to undertake ANY professional experience. Failure to sign this document will prevent you from receiving a placement. Further information on this will be outlined by your course coordinator in your professional experience course.

Part A
Aims for structured field experience placements

Hands on observation aims to:
Develop:

- an understanding of teaching in the context of a contemporary Queensland school
- awareness of the professional and ethical issues and the protocols that must be addressed when working with young people in a school setting

Provide an opportunity to:

- observe the life of a community of learners with a focus on the ways students learn in formal/ informal settings
- observe the communication networks in a school, in formal/informal situations, both inside/outside the classroom, and to use the opportunity to develop personal communication relevant to the school context
- observe students in a classroom setting and the ways in which they interact with each other and their teachers and other adult members of the school community
- observe how a range of school policies are needed to ensure quality learning in a safe and supportive environment
- observe the range of teaching practices used to ensure quality learning in a safe, inclusive and supportive environment
- observe the range of methods used to manage the delivery of the curriculum in the classroom setting
- observe the way in which weekly and daily programs are developed and how these relate to the overall scheduling of learning through the school year
- observe what co-curricular activities are offered and the role these play in the overall curriculum
- observe the roles that various members of the school staff play in the delivery of the overall curriculum
- observe the ways in which the physical layout of the school, the types and quality of the teaching and learning resources available, influences teaching and learning practice in the school
- interact in a professional manner with students in the classroom, in the school grounds; on educational excursions and on co-curricular activities in a variety of settings
- interact in a professional manner with school staff and with all other members of the school community

Part B
Aims for supervised teaching practice placements

Supervised teaching practice aims to provide:

- an orientation to teaching practice in an appropriate school setting
- an opportunity to develop, through structured and focussed observation and supervised practice, an understanding of the skills required to apply professional and disciplinary knowledge to engage with the needs of students, the requirements of the curriculum, the demands of effective pedagogy and the on-going requirement for authentic assessment and effective reporting of student progress
- an opportunity to plan, prepare and manage teaching/learning tasks beginning with a single lesson or perhaps an activity within a lesson and progressing as your knowledge and skills develop to the preparation and management of a short series of lessons and then, depending on the setting, to units of work within a disciplinary area or in integrated units of work
- the skills needed to match classroom management strategies to the:
    - policies of the school
    - year level
    - specific group of students and the needs of specific students within the group
    - physical setting
    - demands of the specific teaching and learning tasks
- An opportunity to develop and apply techniques of classroom management;

Part C
Expectations for students on all placements and field experiences

The University of Queensland expects:

Preservice teachers will:

- participate fully in the learning process, taking initiative and responsibility for your own learning (this includes attending any briefing sessions required prior to the placement)
- uphold standards of professional behaviour
- be present during normal working hours and duties
- take responsibility for their personal belongings
- immediately and courteously advise the placement facilitator or course coordinator of any difficulties associated with the continuation of the placement
- inform the Director of Professional Experience pracdirector@uq.edu.au immediately of any medical, psychological, psychiatric or physical condition that may impact on your performance. Such notification will be treated in confidence and will be used to determine appropriate support. The University of Queensland's policy directly related to privacy, can be viewed in the UQ Policy and Procedure library by searching for 1.60.02 Privacy Management
- disclose current or potential conflicts of interest immediately through registration on the placements management system (InPlace.) The School of Education interprets that 'conflict of interest' may arise from a number of conditions that may include, but is not preclusive of, family members either attending, volunteering or employed at a school, as well as your own employment at a school (eg. teachers aide, OSHC worker, music tutor, drama/sports coach). Failure to notify the School of Education of a conflict of interest may jeopardise a placement.
- comply with all legislative requirements; occupational health and safety and security requirements; workplace policies and procedures and confidentiality requirements
- where required, comply with the Commission for Children and Young People Act (2000) including –
    - holding a valid blue card for the duration of your placement
    - informing the Blue Card Services if your name or contact details change within 14 days of any change; and
    - informing the School of Education if you have a change in their criminal history

The School of Education expects:

Preservice teachers will:

- demonstrate a commitment to ongoing development of your disciplinary and professional knowledge and your professional skills
- have arranged your personal commitments so that you can participate in the full range of professional activities expected in each placement
- develop an understanding of, and participate in, relationships that characterise professional practice within the learning community in which you will work
- be a consultative and collaborative member of that learning community
- participate in the professional life of the school at a level appropriate to your developing personal skills, professional expertise and scope of responsibility
- demonstrate the qualities of an effective member of a teaching team
- design and manage learning experiences in a classroom setting, participate in other aspects of the role of a teacher at a level in line with your personal skills, professional expertise and scope of responsibility;
- attend school meetings, extra-curricular activities; playground duties etc. and demonstrate all aspects of the role of a teacher

The School of Education responsibilities

Academic and professional staff members of the School of Education have certain defined responsibilities during professional experience. They are required to ensure compliance with all statutory requirements, policies and protocols of the University of Queensland. This includes ensuring that:

- all University of Queensland policies concerning assessment are followed. The University of Queensland's policy directly related to assessment, can be viewed in the UQ Policy and Procedure library by searching for 3.10.02 Assessment
- the pre service teacher is kept informed throughout their professional experience as to their progress, and advised in a timely manner, with adequate support, if their performance is deemed 'not satisfactory'
- in all cases of dispute, processes are open and documented and the principles of natural justice are observed at each stage of the process
- all the requirements of the education program accredited by the Queensland College of Teachers as registering body are met
- adequate, timely and ongoing support and advice are offered to the pre service teacher and to the relevant staff at the host school

Professionalism

The School of Education expects that preservice teachers will demonstrate a professional manner by:

- adhering to the QCT's 'Code of Ethics for Teachers in Queensland' found here https://www.qct.edu.au/standards-and-conduct/code-of-ethics
- complying with statutory requirements, in particular with those involving occupational health and safety and child protection. Please speak to your course coordinator for further information.
- maintaining confidentiality and discussing these matters if needed ONLY with the appropriate staff within the School of Education and/or the host school
- respecting the ethos of the host school
- understanding that you are a guest of the host school and you must follow the direction of the Principal or other designated staff
- understanding the role of the supervising teacher as a supervisor and mentor.
- participating fully in the role of a teacher on the days of attendance. Please refer to section addressing the 'attendance policy'
- adhering to any dress or conduct codes
- using appropriate language at all times
- not using your mobile phone at all during your professional experience while at your host school, unless under exceptional circumstances
- complying with all other instructions from the host school and UQ staff
- completing all designated tasks according to deadlines and requirements. When observing a class and making notes, these must not be judgmental, as you are not assessing performance. You do not yet have the professional knowledge or experience to do that.
- restricting the scope of the observation to the focus area given to you by the course coordinator or as discussed with your supervising teacher

Non-compliance with a directive from School of Education or placement school staff may result in a placement being withdrawn. In this instance, you may be required to withdraw from the UQ course with the placement component and if so, you may incur academic penalty or financial liability. You will also be required to complete the course in full in a future semester.

Attendance policy

The School of Education expects preservice teachers to:

- check the School of Education Professional Experience Calendar found on the School of Education webpage > current students > professional experience https://education.uq.edu.au/current-students/professional-experience-information
- check their timetable in MyTimetable to ensure they are available to attend the placement as scheduled.
- be punctual in attendance on all placement days
- arrive/leave the placement in accordance with placement school policy and the requirements of tasks on the particular day. This will include allowing time for discussions with your supervising teacher or other members of the school staff involved in your placement. As a guideline, you should expect to be at the placement school between 8am and 4pm or as otherwise required by the placement school administration. You may be required to complete lesson preparation and marking outside of these hours, as well as attend before or after school meetings
- report, in the case of absence through illness, to the placement school and follow all relevant procedures in relation to providing any necessary documentation or lesson plans if required. You must also notify the School of Education in writing of the absence and the make-up days negotiated with the school
- provide the School of Education with a medical certificate for absences greater than 3 consecutive days. The placement school *may* request a certificate for less than 3 days as part of the school's absentee procedure
- refrain from leaving early, or display any general lack of punctuality for work/study/social related reasons.
- make immediate contact with the school coordinator and provide a detailed explanation of the issue to your placement facilitator by email in the case of any serious problems arising. In the absence of a placement facilitator (ie for single day field experience observations) please contact the course coordinator
- make up any days missed due to illness or public holidays etc *except* those preservice teachers who have a public holiday fall during a multiple week-long professional experience 'block'. Make up days are *not* required in this instance. In the case of single day field experience placements, ensure you schedule your university timetable to avoid placement days clashing with other classes. Alternative placement days cannot be negotiated for personal commitments such as work, sport, or social commitments.
- immediately contact your placement school coordinator/supervising teacher to request to attend on an alternate day if you have an unavoidable timetable clash with your scheduled placement day. If you have not yet received a placement, contact the School of Education. You must ensure any alternate day organised is communicated to the School of Education in writing and also does not conflict with classes or other 'on campus' tasks
- understand that alternative commencement/completion dates for multiple week-long professional experience 'blocks' are not permitted to be changed without prior approval of the Program Director, the School of Education and relevant placement school. Alternative dates will not be approved for work, sport or social commitments unless there is evidence of extenuating circumstances.
- realise that if you do not meet the attendance requirements of your professional experience, you may have your professional experience withdrawn. If it is decided the placement needs to be withdrawn, you may also be required to withdraw from the relevant UQ course and will incur any financial liabilities or academic penalties.

Critical notes:

Interactions with students in any in-school context

The University of Queensland's policy directly related to placements in coursework programs, can be viewed in the UQ Policy and Procedure library by searching for 3.10.04 Placements in Coursework Programs. It states that students will uphold standards of professional behaviour including:

- preservice teachers **cannot take sole responsibility for the oversight of students** and you must ensure that you are in the company of your mentor or another registered teacher in any location when students are in your care
- preservice teachers **must seek permission** for any observation/interaction and always observe the school's policy on child safety and protection
- **under no circumstances** should children be approached unless permission has been given and a teacher is present
- photographs should **NOT** be taken
- you must not communicate with students using a personal mobile phone, either verbally or by text message or from a private or personal email address.
- you must not use any social media platforms or messaging applications to contact or access students enrolled in any state educational facility
- you must not use any social media platforms to discuss any aspect of your placement
- you must comply with all requirements set out in legislation or in the policies of the placement school regarding confidentiality
- notes of observation should be **treated in strict confidence** and used only for the purposes of this course. School and university based staff involved in the placement are expected to be able to access your reflections and observations on practice at any time and these should be available on demand
- you must refer to the QCT's "Professional Boundaries: A guideline for Queensland Teachers" https://cdn.qct.edu.au/pdf/Professional%20Boundaries%20-%20A%20Guideline%20for%20Queensland%20Teachers.pdf?_ga=2.60486637.1999790171.1549249227-1758141594.1544040196

Note: In all your interactions with your students you should strive to establish, build and maintain positive relationships so that their self-esteem and social development are enhanced.

Critical notes:

School of Education procedures governing the organisation of professional experience placements

- Placements are organised by the Placements Team in the School of Education. Students should not contact schools directly to organise their own placement.
- You are required to submit your professional experience registration information in InPlace on time. Any changes to information or conflict of interest must be submitted in writing to the School of Education at education@uq.edu.au.
- You will not be placed at schools where there is a current or potential conflict of interest. You may be required to travel up to 90 minutes from your identified semester address to attend placement regardless of your identified mode of transport.
- A school and/or the School of Education is entitled to withdraw the offer of a placement due to performance issues relating to the preservice teacher. For any course with an Interim Report or 'At Risk of Failure' procedure built into the professional experience requirements, those procedures must be followed as per the course handbook. If it is decided the placement needs to be withdrawn, you will also be required to withdraw from the relevant course and will incur any financial liabilities or academic penalties.
- Confirmed placements cannot be changed, unless there are exceptional circumstances, and the change must be approved by the Program Coordinator and availability for an alternative placement is assessed by the Placements Team and deemed achievable.
- It is your responsibility to ensure that you leave the placement with the original version of the final professional experience evaluation report and upload to blackboard. The School of Education does not require a copy from the placement school.
- Approval for 'permission to teach' with the QCT from the University of Queensland is at the discretion of the Head of School of Education.

Contacts

Please see below School of Education staff who will be able to assist you in:

Course Content	Contact your course coordinator
Placement and InPlace Queries	Placements Team – School of Education 3365 6550 education@uq.edu.au
Program Progression	Professional Staff Team – School of Education 3365 6550 education@uq.edu.au
In Person	School of Education office hours are: Monday/Wednesday/Friday 9am-1pm Tuesday/Thursday 1pm-430pm