



STUDENTS PARTICIPATING IN SCHOOL-BASED PROFESSIONAL EXPERIENCE PLACEMENTS FREQUENTLY ASKED QUESTIONS (FAQ'S)

(Western Sydney Online students: all references to vUWS refer to Canvas)

BEFORE PLACEMENT

SPECIAL REQUIREMENTS

Q: I am having issues enrolling in my Professional Experience Subject. What is stopping me?

A: Before enrolling in this subject, please make you have met all the Special Requirements. These are legislative requirements for educators in NSW and must be completed prior to enrolment. For more information, [click here](#)

Once enrolled, you will be required to complete the following mandatory training courses for School-Based Placements:

- **Anti-Racism Policy**
- **Aboriginal Cultural Education**
- **Code of Ethics and Conduct Training** (updated course - includes Ethics + Conduct)

All three courses must be completed via [MyPL](#). After Week 1 of the semester, please check your "To Do" list in InPlace for instructions. Certificates of completion must be uploaded to InPlace as part of your placement eligibility.

Q: When do I need to complete LANTITE?

A: LANTITE is a mandatory enrolment requirement for PE2, PEK-6 and PEx4 and must be successfully completed (both Literacy and Numeracy) before enrolling in your **final** school-based placement subject. Plan to complete it at least one semester in advance.

CREDIT FOR PRIOR LEARNING (CPL)

Q: Can I receive credit based on my previous classroom experience?

Only if you are working as a Conditionally Accredited Teacher. Roles such as SLSO are not eligible. Credits are granted as a reduction in placement days, not for the entire unit.

[Read more information here.](#)

Q: I teach at a community language school and am conditionally accredited. Can I apply for CPL?

A: Yes, you may be eligible.

PREPARATION

Q: What do I need to do before starting placement?

A: Refer to the Professional Experience Handbook, Section 1: Roles and Responsibilities. Attend your lectures and tutorials, information about your placement requirements are explained in detail.

Q: Is there any financial support for students while they are on placement?

A: Yes, eligible students may receive the [Commonwealth Practice Payment](#) to help with placement-related costs.

Q: Do I need a name badge?

Yes. Order your university Pre-Service Teacher badge at least four weeks before your placement.

A: Can I use my own badge?

No. You must use the official university-issued badge.

CONFLICT OF INTEREST

Q: What qualifies as a conflict of interest?

A: Examples include:

- Employment at the school (unless pre-approved)
- Having children or relatives enrolled at the school
- Family or close friends employed at the school
- Personal or professional ties (e.g. coaching, chaplaincy)

Q: What should I do if I have identified a conflict of interest?

A: Update the conflict-of-interest section in your InPlace profile and notify the Placements Team: EduPEX@westernsydney.edu.au

PLACEMENT ALLOCATION AND LOCATION

Q: What is InPlace?

A: InPlace is a placement database used to manage and allocate student placements.

Q: Can I do placement at the school where I work as an SLSO?

A: No. You cannot complete your placement at a school where you are employed in a non-teaching role.

Q: Can I do placement at a school where I have a teaching contract?

A: Yes, you may be eligible to apply to complete your placement at your own school through the Waiver of Appendix B of the NESAs. [Read more information here](#). Note this is for Final Placements only.

Q: Can I organise my own placement or contact schools directly?

A: No. All placements are arranged by the university in line with agreements with the NSW Department of Education.

Q: Can I complete placement in a rural/regional area?

A: Yes, there are two options that allow students to complete a placement in a rural location (Available for M.Teach PE2 only & B.Ed PEx3 and PEx4 only):

Option 1: If you have a family member or accommodation in a rural/regional area, you can request a placement school there. Please email the placements team at EduPEX@westernsydney.edu.au at least 3 months before your placement (preferably the semester before). There is no guarantee an appropriate placement will be found.

Option 2: The NSW Department of Education offers some funded rural placements each semester. Watch the Expression of Interest (EOI) form for this opportunity.

NSW DoE Rural Scholarship: If you have accepted a NSW DoE Rural Scholarship requiring rural placements, please notify the placements team at EduPEX@westernsydney.edu.au as soon as possible.

Q: I prefer not to be allocated to a faith-based school. Can I request this?

A: Yes. Update your preference in InPlace. For sensitive matters, contact EduPEX@westernsydney.edu.au

Q: I don't have a car. Will I have to travel far by public transport?

A: You may need to travel for up to 90 minutes. Update your transport preferences in InPlace.

Q: I moved house and didn't update MySR before the due cut-off date. What should I do?

A: Update your address in MySR and Contact the Placements Team immediately at EduPEX@westernsydney.edu.au

Q: My placement is over a 90-minute commute. What can I do?

A: Contact the Placements Team immediately at EduPEX@westernsydney.edu.au

Q: I have a medical condition and need adjustments. What is the process?

A: Approval of a Placement Reasonable Adjustment Plan (PRAP) is required for any alternative arrangements to be acknowledged during placement. Your PRAP needs to be finalised at least 6 weeks prior to the start date. This link will take you to the [Disabilities Team webpage](#) for more details. We can only make placement adjustments for students who have a PRAP.

Q: I have a holiday/event during the placement period. Can I request leave or reschedule?

A: This is not normally considered. Students need to be available during the placement date range to attend placement. Students are informed of these dates at the start of semester. However, if the plans are outside your control, email your Professional Experience Program Lead with the details for consideration, but there is no guarantee a request will be approved.

Q: What if I withdraw before placement starts?

A: Send an email to the Placements team EduPEX@westernsydney.edu.au as well as the Subject Coordinator and Professional Experience Program Lead immediately. We do not get notification through the student management system of your withdrawal, and we need to either remove you from our placement list or notify a school of your withdrawal.

Q: Do I need to contact the school before my placement?

A: Yes. Refer to PE handbook and PE Checklist on vUWS.

Q: I received jury summons. What should I do?

A: Please click [here](#) to complete the Professional Experience & Attendance Letter Request Form to request a Jury Duty Letter.

Q: When will I receive my placement allocation?

A: You will receive an email from the placement team via InPlace 2-3 weeks before the placement start date.

Q: When will I receive the PE Handbook?

A: It's available via the SoE website and on your vUWS site.

Q: Will there be lectures/tutorials before placement?

A: Yes. All professional experience subjects include tutorials and online modules. Some subjects have lectures.

DURING PLACEMENT

Q: Do I attend university classes for other subjects during placement?

A: No. Your timetable will be adjusted. If you have a non-SoE elective with required attendance, contact your PE APA.

Q: Can I leave early each day to pick up my children?

A: No. You are expected to be present full-time. Plan alternative care arrangements in advance.

Q: What do I wear on placement?

A: Professional attire in line with school policy. Discuss this with your Supervising Teacher. You must wear your university name badge.

Q: Do I need to attend every day?

A: Yes. Full attendance is required to meet placement criteria.

Q: What are the expected start and finish times?

A: Arrive at least 30 minutes before school starts and stay 30 minutes after. Attendance must be logged daily and signed by your Supervising Teacher. It is expected that you will be in attendance a minimum of 7hrs per day.

Q: What if I am sick during placement?

A: If you are sick for any days during your placement you must:

1. Contact the school and your University Advisor by 7.30am on the day of absence.
2. Complete an Absence From available on vUWS portal.
3. Negotiate with the school or centre to make up the days for your illness.

Note: It is not possible to make up missed days when lectures or tutorials are scheduled. If a pre-service teacher is absent during their placement for three or more days, you will be required to provide a medical certificate. Please also note that if a school believes that your absences is having an impact on the Supervising Teacher or class, they can terminate your placement.

Q: What if something unexpected comes up during placement?

A: Pre-service teachers are not permitted to negotiate placements days with their Supervising Teachers, nor to absent themselves from their placements for matters such as holidays, weddings, childcare or work. Any special requests must be emailed to the placements team

EduPEX@westernsydney.edu.au

Q: Can I delay placement due to illness/injury?

A: Yes, there is a process to follow. If the placement delay is longer than one or two weeks, you may be advised to Withdraw Without Penalty and re-register when the subject is next offered.

Q: What if I get injured during placement?

A: Follow the school's reporting procedure and notify your University Advisor or the PE Team.

Q: Can I attend excursions?

A: Yes. You are expected to attend excursions and school events with your Supervising Teacher. Refer to the PE Handbook for overnight activities.

Q: Can I complete placement part-time?

A: No. Placements are full-time only.

Q: I cannot afford time off work. Can I do placement part-time?

A: No, your Professional Experience placement is full-time. If you are under financial stress please contact [student welfare](#).

Q: Who supports me on placement?

A: Your Supervising Teacher, the school's PE Coordinator, and your University Advisor.

Q: What can I expect from my Supervising Teacher?

A: Please refer to Roles & Responsibilities section of the Professional Experience Handbook. Attend your lectures and tutorials, information about your placement requirements are explained in detail.

Q: What if I have difficulties during placement?

A: First, speak with your Supervising Teacher. If unresolved, contact the school's PE Coordinator or your University Advisor.

Q: How will I know who my University Advisor is?

A: You'll be notified via email once they are allocated. This will also appear in InPlace.

Q: My Supervising Teacher didn't receive documents. What now?

A: Ask them to check with the School PE Coordinator, as all documents are initially sent to them. They can request the documents by emailing EduPEX@westernsydney.edu.au

Q: I'm worried about my TPA preparation. What support is available?

A: Resources are on your vUWS site. Contact your University Advisor with questions. **Note:** the TPA is only relevant to PE2, PEx4 and PEK-6 (i.e. final placement) students.

Q: What if I decide to withdraw during placement?

A: You must notify your University Advisor and the Placements Team immediately if for any reason you wish to withdraw from the placement. Please note: Academics can only award a Satisfactory Grade or an Unsatisfactory Grade for Professional Experience Subjects. A withdrawal (W) grade is dependent on your individual [application](#).

Q: How do I get the final report for my Supervising Teacher?

A: It is emailed to the School PE Coordinator. They can also request a copy by contacting the Placements Team.

AFTER PLACEMENT

Q: What if I fail my placement?

A: Students will go through the At-Risk Process that is outlined in Section 3 - Progress and assessment, in the Professional Experience Handbook. Please refer to the section regarding the outcome of this process. Students will be able to reattempt the subject in a later semester.

Q: What documents must I submit after placement?

A: Students are required to submit a final report and their time sheet on vUWS. Please ensure these are signed by you **and** your Supervising teacher prior to submission. Along with this some subjects will require additional documents (such as the TPA, portfolios, or reflections) that will be outlined on the relevant section of the subject outline and vUWS.

Q: How do I submit my final report?

A: There is a page on the vUWS site for submission of documents. Please ensure when submitting all documents that they are in PDF, legible, and signed by both Supervising Teacher and student (photos/images are not accepted).

Q: When will I complete my TPA? (*Final school-based placements only*)

A: The Teacher Performance Assessment (TPA) is completed as part of your final placement. The submission of your Case Study and Presentation is due a week after placement finishes. Prior to placement starting, you will receive information about available presentation times and how to book your TPA session. Information about due dates is available in Subject Outlines and vUWS. This requirement does not apply to students exiting with the Master of Teaching (Early Childhood: Birth-5 Years).

Q: What if I can't attend my scheduled TPA appointment?

A: The TPA is a formal assessment. If you are unable to attend your scheduled presentation, you must submit an Extension Request via [WesternNow](#). If you have already booked a time, contact the relevant academic staff to advise them and then get in touch with the TPA Coordinator to reschedule.

Q: How do I get a copy of my final report?

A: Your Supervising Teacher will provide you with a completed and signed copy of your final report on the last day of placement. You are responsible for sighting, signing, and submitting the report on vUWS. It is essential that you save a copy of this document, as it must be provided to NESAs or the Department of Education for employment purposes.

Q: I need a letter for AITSL. How do I request this?

A: Please click [here](#) to request an AITSL Supervised Teaching Practice Statement. Processing may take up to three weeks. If you are currently enrolled, processing will begin after final grades are released, with the statement issued approximately three weeks thereafter.

Q: NESAs has requested a Completion Letter. How can I get this?

A: Please visit the [WSU Completions and Conferral Webpage](#) for further information on how to order this document.

STILL HAVE QUESTIONS?

If you couldn't find the answer to your question about Professional Experience or need more information, please contact the Professional Experience Office at

Edupex@westernsydney.edu.au