

PRESERVICE TEACHER PLACEMENT AGREEMENT

Please read the information below carefully and sign by hand to indicate that you have read and understood the process and your responsibilities for the Professional Experience placements throughout your whole degree.

Please note that any breach of this agreement may result in your placement being cancelled.

Placements can only be sourced after this form has been received by the Professional Experience Office.

Sign, scan and upload the form to [InPlace](#) by the deadline outlined for your course.

I acknowledge and agree that for every Professional Experience placement that I undertake:

1. The Professional Experience Office will conduct all negotiations with sites on my behalf and will attempt to secure appropriate placements for me;
2. I will not attempt to negotiate placements with sites' personnel myself, nor engage in discussions that may directly or indirectly influence my placement;
3. I understand that I cannot request a site where my children attend, where a close relative/friend is employed, where I am working in another capacity, where I have worked/volunteered/attended as a Preservice Teacher in the past, or anywhere I have attended as a student;
4. I understand that I may be required to travel for up to 90 minutes to and from the professional experience site calculated from my residential address on my [InPlace](#) file; I understand that the travel distance may increase depending on the availability of placements in learning areas or region or public transport availability. [How to update your address](#)
5. I must have a successful Criminal History Screening Working with Children Check as per University requirements, and I understand this screening is a prerequisite of my placements. Please see [School of Education website for more information](#)
6. I have reviewed the Fitness to Practice Guidelines and Inherent Requirements and my self-assessment shows that I am fit to undertake placement;
7. It is my responsibility to provide evidence of all key requirements and prerequisites for placements and to check this on InPlace. I understand that my placement can be cancelled if I fail to provide the Professional Experience Office evidence of any key requirements or prerequisites by the deadline (deadlines are outlined in the Information about your Professional Experience Placement email that has been sent to your UniSA email account and are also available on the [PEO website](#)).
8. It is my responsibility to present my original Working with Children Check letter and RAN training certificate to my allocated site on my first visit day. Early Childhood pre-service teachers are required to also present their First Aid Certificate. I understand that my placement will be cancelled if I fail to do this.
9. My placement must be completed in a full-time and continuous manner on the dates that are scheduled. I am not permitted to negotiate schedule changes directly with my allocated site under any circumstances.
10. If I am absent I will immediately notify the Site, the Professional Experience Office and my University Liaison. I understand that any days missed must be made up immediately following on from the last scheduled day of placement.
11. I may use [InPlace](#) to indicate any special requirements for consideration by the University. I understand that placement allocation is dependent on places offered by external partners and that my preferences will be considered but are not binding on the University or its officers.
12. I understand that when securing placements, Placement Officers must balance the needs of University staff and financial resources, the needs of other programs, relationships between the University and sites, and University policies. I understand placements will be scheduled according to the professional experience calendar, however there may be changes subject to site and supervision availability.
13. I will respect the Privacy Act of Information that details personal information about students and will maintain confidentiality both during and after my placements.
14. I will conduct myself in a professional manner at all times whilst in the school and in online environments. **I will not name any school, site, teacher or child on ANY online platform including social media, no matter how 'private', 'safe', or 'secure' I consider the site or my account to be.**
15. Once allocated to a site I understand that it is my responsibility to ensure that I am aware of and follow the Work Health and Safety Policies and Practices at the site. I can choose to complete an online Work Health Safety induction training prior to my placement so that I better understand my role in WHS <https://lo.unisa.edu.au/enrol/index.php?id=5521>

I have read and understood the above conditions of my placements. I understand that a breach of any part of this agreement may result in the cancellation of my current or future placements.

SIGNED: _____

DATE: _____

Print Name: _____

Student I.D.: _____