



Professional Experience A- Z Guidelines

School of Education and
Professional Studies

Contents

Contact List	
Professional Experience enquiries should be directed to:	3
General enquiries should be directed to:	
Griffith Professional Experience	4
A	
Absences	5
Assessment	
Attendance	
B	6
Blue Card (Working with Children Check)	
C	
Camps	
Code of Conduct	6
Conflict of Interest	
Consent for Observations	
D	
Designated Courses	
Disabilities and Accessibility	8
Disclosure	
Dress Code	
F	9
Family Members	
H	
Health and Safety	9
High Risk Activities	
Holidays	
I	10
Incident Reporting	
Interstate Placements	
L	
LANTITE	
Learning Sites	12
Leaving Early	
Library Loans	
Literacy	
M	13
Medication	
Medical Procedures	
N	13
Numeracy	
O	13
Observations	
Online Preservice Teachers	
P	
Personal Action Plan	
Permission to Teach (PTT)	
Personal Property	
Photographs	
Placements	
Planning – Units and Lessons	14
Pregnancy	
Prerequisites	
Professional Experience Folders	
Professional Development Reflection	
Professionalism	
Pupil-free days	
R	
Reflections	
Remuneration for Educational Site Coordinators and Supervising Teachers	16
Reports	
Roles and Responsibilities	
S	
School Camps	
Site Policies	
Site Resources	16
Social Media Sites	
Supervising Teacher Guidelines	
T	17
Transport	
Travel Time	
U	18
University Study	
V	18
Variation to PEx	
W	18
Withdrawal	
Withdrawal Due to Special Circumstances	
Working in an Educational Site	

Contact List

Professional Experience enquiries should be directed to:

Initial Teacher Education
Director

Assoc. Professor Loraine McKay

Phone: (07) 3735 5682

Email: ITEDirector@griffith.edu.au

Professional Experience
Academic Lead

Dr Sorrel Penn-Edwards

Phone: (07) 3735 5765

Email: s.pennedwards@griffith.edu.au

School Manager

Katherine Tucker

Phone: (07) 567 80024

Email: school-manager-education@griffith.edu.au

Payments

Email: peo-payments@griffith.edu.au

General enquiries should be directed to:

Contacts for Preservice
Teachers

PEO General Email: PST@griffith.edu.au

Education Email: educationconnect@griffith.edu.au

Course/Programs Email: studentconnect@griffith.edu.au

PEO CRISIS Email: PEX-crisis@griffith.edu.au

(For crisis situations where a quick response is required)

Contacts for Educational Site
Coordinators and Supervising
Teachers

Email: PEO@griffith.edu.au

Payment Email: PEO-payments@griffith.edu.au

Urgent Response Email: PEX-crisis@griffith.edu.au

General Information: [Griffith University Teaching professional experience placements](#)

Program Information: For detailed information for all teacher education programs offered at Griffith University: [Programs and Courses](#)

Griffith Professional Experience

Introduction and Overview

Professional Experience (PEx) plays a vital role in Initial Teacher Education (ITE) and Early Childhood Education (ECE). It provides an invaluable opportunity for Preservice Teachers (PSTs) to develop knowledge and skills for working with students with a diverse range of learning needs and to experience a range of learning settings and contexts.

At Griffith University, PEx is viewed as a cross-sector partnership, where university staff work in close consultation with experienced, registered teachers and educational site teams, as well as other relevant stakeholders in the collaborative delivery of rich, relevant and accredited teacher education.

PEx design and implementation is guided by specific requirements for the accreditation of ITE programs, as overseen by the Australian Institute for Teaching and School Leadership.

You can read more here: [Key components of effective professional experience in initial teacher education in Australia](#)

All PEx courses and placements are designed to provide very specific learning and assessment requirements that in turn ensure that PSTs develop an appropriate level of knowledge and practice relevant to the *Australian Professional Standards for Teachers: Teacher Standards*

The materials in this document, *Griffith University's Professional Experience A – Z Guidelines*, reflect these recommendations as well as recent, peer-reviewed research on appropriate and effective PEx design, delivery and assessment.

Griffith University works with a variety of learning bodies for Professional Experience including schools, colleges and childcare centres which are referred to in this handbook as *educational sites*. Similarly, sites use different terms to refer to the Professional Experience key contact/coordinator who are identified in this handbook as *Educational Site Coordinator*.

Note. Abbreviations used in this document include:

- ACECQA – Australian Children's Education and Care Quality Authority
- ECE – Early Childhood Education
- ESC – Educational Site Coordinator
- ITE – Initial Teacher Education
- LANTITE – ITE Literacy and Numeracy Test
- PEx – Professional Experience
- PExAL – Professional Experience Academic Lead
- PST(s) – Preservice Teacher(s)
- ST – Supervising Teacher

A

Absences

A PST who is absent from the PEx days must make up the absences to achieve the total number of required days for the PEx (100 percent attendance) and meet the requirements for registration. Failure to complete these requirements will result in an unsatisfactory grade. Note: a partial absence on any day will require a whole day to be made-up.

Assigned days include:

- Scheduled PEx days as per the PEx Calendar and course specific PEx Handbook
- Pupil free days (if PSTs can mirror their ST's activities or participate in professional development)
- A PEx day which is normally 8am-4pm but may vary slightly from day to day as the PST shadows the ST e.g. arriving at 7.30am or attending staff meeting until 4.30pm. This is inclusive of breaks which are as taken by the ST. Any additional hours volunteered by the student cannot be used as credit.

However, all local holidays (e.g. Gold Coast, Brisbane, Ipswich, Redlands show, exhibition holidays), State and National public holidays, Industrial Action are to be made up (Labour Day, ANZAC day etc.) if they are not already included in the scheduled dates.

If absent, the PST must:

- Notify the ESC before the teaching day commences
- Notify the Griffith Liaison (or the Case Manager if the Griffith Liaison is not yet allocated) before the teaching day commences
- Provide a reason to the Griffith Liaison for all absences
- Obtain a medical certificate or other documentary evidence or provide a Statement of Declaration (see SONIA/Documents) that substantiates the absence including personal and family issues. Provide a copy to the educational site.
- Once absence is approved, negotiate appropriate days to make up the absence with their ST and ESC.
- Complete and submit a Record of Absence/MUD form, found on SONIA, prior to the commencement of the make-up days.

A request for a change of dates for PEx attendance (Request for a Variation/SONIA/Forms) made prior to commencement of scheduled dates will only be considered in extenuating personal (e.g. bereavement) or health (e.g. scheduled surgery, specialist appointment) circumstances. Documentation will need to be submitted to the PExAL.

Note: holidays, childcare, social events, work commitments are **NOT** extenuating circumstances, and requests for variations based on these or similar reasons will not be approved.

More than three absences, consecutive or across the entire placement may compromise the required block integrity of the placement and requires discussion with the PExAL.

See: *PEx Handbook*

Assessment

See: *PEx Handbook*

Attendance

Attendance hours whilst on PEx placement are approximately 8.00 am – 4.00 pm. Exact times will vary slightly from site to site. PSTs are to shadow the day of their ST and 100 percent attendance is essential to pass. The PST is not to leave when the teaching time for the day is complete. Refer to Absences for information regarding procedure for a variation or a day missed.

Note: a partial absence on any day will require a whole day to be made-up.

B

Blue Card (Working with Children Check Information)

It is essential that all students undertaking PEx in Queensland have a current Blue Card or Working with Children Check to cover the entire PEx period issued by the appropriate authority before they begin PEx.

Further information is available (for students undertaking placements in Queensland) from bluecard.qld.gov.au

PSTs **cannot** undertake PEx without a current blue card or equivalent.

See entry: *Interstate Placements*

C

Camps

PSTs can complete up to three days in activities that are not regular classroom duties of the STs. Any days in addition will require make up days.

Please note that attendance at camp after teaching hours is voluntary. If PSTs choose to attend a school camp, they must advise the Griffith Liaison prior to the camp commencing.

PSTs in their final placement where the collection of adequate student data is required to successfully complete the GTPA, the three days may be required to be made up. This decision would be negotiated between the school, teacher and PST and approved by the Griffith Liaison. Some PSTs, in their final placement, may require those days to complete the data collection.

Code of Conduct

PSTs are required to:

- Obey the lawful and reasonable instructions of the organisation with which they are undertaking the PEx program
- Respect the security and confidentiality of any information which they may receive from that organisation in the course of the PEx program
- Dress appropriately for the teaching setting
- Ensure mobile phones are switched off during class and playground duty

- Maintain a standard of conduct befitting a student at Griffith.

PSTs who are in serious breach of ethical and professional behaviour in any context of the PEx course may be withdrawn from the placement and receive a fail grade.

For more information visit:

- Griffith University: [Student Charter](#)
- QCT: [Code of Ethics for Teachers Qld](#)
- Department of Education: [Mandatory All-Staff Training \(MAST\) program—key messages guide](#)

See entry: *Social Media Sites and Photographs*

Conflict of Interest

PSTs will not be placed at an educational site where there is a potential conflict of interest. A conflict of interest may occur when there is a previous or existing relationship with staff or students. This includes employment, in any capacity, at the educational site PSTs have a responsibility to declare to the PEx Office any such relationship prior to beginning a PEx placement at that site. Failure to declare such relationship breaches the ethical expectations and responsibilities of the student as per the Student Charter.

PSTs will not be placed in an educational site that they have attended as a student. Another appropriate placement will be found. However, in some circumstances placement may be possible providing more than five years have passed and confirmation is received from the educational site that a conflict of interest will not occur by undertaking the placement.

In the event a PST has attended a P-12 school as a secondary student and has requested a preferred placement at that school in the primary area, the ESC will be advised of the circumstances. Approval and confirmation will be required from the ESC that a placement for the past student would not raise any concerns or create any possible conflict of interest.

See entries: *Family Members*

Consent for Observations

As part of their learning and practicum experience, PSTs will conduct a series of observations. These observations help the PST understand how to plan for learning, respond to individual and group needs, and reflect on effective teaching practices.

All observations and discussions will occur under the supervision of the educational site's qualified educators. Before any observation information is used in university assessment tasks, it will be fully deidentified; meaning that no child, family, or site will be identifiable. The PSTs university submissions will focus on the theoretical and reflective aspects of teaching and learning, not on individual children.

The de-identified materials are used in formalised assessment required by the university.

Please note, while the PST assessment task may draw upon a range of observations, these materials are not shared with parents, as they do not provide additional information directly related to individual children.

Such observations do not require consent agreements in schools but ECE Centre students do have a consent process and form. If parents would like to discuss the observation process further, they should contact the Centre Director.

D

Designated Courses

PEX courses are designated courses for the purposes of the University Policy on Academic Standing, Progression and Exclusion. A PST who fails a designated PEX course will be subject to review by the School of Education and Professional Studies Assessment Board and may be excluded from the program.

See entry: *Withdrawal*

Disabilities and Accessibility

Any student with a disability, injury or health condition, whether permanent, temporary, episodic or fluctuating, which may impact on their ability to successfully undertake required learning activities of PEX courses, are asked to complete the Griffith Disclosure Statement found in the Griffith Policy Library and advise the PEX Office.

Students with a disability are advised that early notification and registration with the Griffith Student Disability and Accessibility is preferred so staff (PEX Office in conjunction with Griffith Student Disability and Accessibility) with expertise in making reasonable adjustments, can assist maximising opportunities for academic success. The University may be unable to provide specialised PEX support to students who choose not to disclose in a timely manner. The student will be consulted in relation to how their personal circumstances should be managed, along with supporting documentation from a health practitioner to ensure that the reasonable adjustment made is the most suitable.

Students are advised to register with Griffith Student Disability and Accessibility for support and guidance: [Student Disability and Accessibility](#)

Disclosure

The Griffith Student Charter asks students to disclose relevant information about circumstances that may impact on their capacity to undertake their studies and for the purpose of making reasonable adjustments, this does not include holidays, work, childcare, LANTITE or social events.

Disclosures made to Griffith Student Disability and Accessibility are not provided to the PEX Office, please note any condition which may affect PEX on the Course Details form.

See entry: *Disabilities and Accessibility*

Dress Code

See entries: *SONIA, Documents and Dress Code*

F

Family Members

It is professionally inappropriate and creates a conflict of interest to place PSTs in an educational site where

their family (including children) are either working or attending. It is the responsibility of the PST to disclose relevant information to the placement officer at the PEx Office to ensure this does not occur.

See entry: *Conflict of Interest*

H

Health and Safety

It is essential that PSTs become familiar with the policies outlined in the educational site's Safety Handbook, for example site emergency procedures, departmental safety procedures for swimming, departmental guidelines for control of infection.

If working with students who have physical/multiple disabilities, extreme care needs to be taken with regard to lifting and handling practices. Please ensure that appropriate techniques have been explained and demonstrated carefully, and that PST lifting and handling experiences are monitored by the ST and/or physiotherapist.

When working with students who have physical/multiple disabilities, PSTs **must not** become involved in any medical procedures. Under **no** circumstances are PSTs to transport pupils into the community.

All students are required to complete the University Work-integrated learning Health and Safety (WIL H and S) Quiz before undertaking a PEx placement. A copy of the certificate is to be submitted via SONIA.

See entries: *Disability, Incident Reporting, Insurance and Medication*

High Risk Activities

The University must be notified of any situation where a PST undertakes an activity during placement that may be of high risk.

This will ensure that the insurers can be advised of the activity and additional insurance may be taken out to cover the university for these activities. If in doubt, please discuss this matter with Services@Griffith or insurance@griffith.edu.au

Holidays

If the following are not already included in the scheduled PEx dates they will need to be noted on a Record of Absence/MUD form and made up.

- Pupil free days (PSTs mirror the ST's activities. If the PSTs cannot mirror their ST's activities or participate in professional development these days may require make up days)
- Local holidays (including Gold Coast, Brisbane or Ipswich Exhibition holidays)
- State and National public holidays (Labour Day, Anzac Day, etc.)

PSTs are to attend 100 percent of allocated days to successfully complete each PEx. Missed days, not including public holidays already noted in the scheduled dates, must be noted on a Record of Absence/MUD form and made up.

I

Incident Reporting

Any incident that requires the attention of the University insurers should be notified directly to Services@Griffith or insurance@griffith.edu.au as soon as possible. The Griffith Liaison and PEx Office should also be notified via Record of Incident Form.

The university insurance policy covers students undertaking approved PEx programs for public liability, accidental death, capital benefits and non-Medicare medical expenses.

Cover applies when the student is engaged in activities officially organised and under the control of the university. This includes direct travel to and from such activities. This cover does not extend to personal property or property damage, e.g. your motor vehicle.

Students are eligible for cover under University's Student Personal Accident Policy, if you have incurred medical expenses, you should contact insurance@griffith.edu.au who will be able to advise what you can claim.

For more please visit:

- [Student Insurance](#)
- [Griffith Counselling](#)

Medicare Expenses:

The University does not provide any medical insurance cover. For personal accident claims no cover is provided for the 'Medicare Gap'. This is the difference between the medical fee and the amount refunded by Medicare. The Health Insurance Act states that no insurer is permitted to cover this cost. If PSTs wish to arrange private health cover, they must do so at their own expense. The University policy covers PSTs for accidental death and capital benefits while undertaking prescribed, as well as approved, professional practice programs.

Private Motor Vehicles:

The university insurance policies do not extend to the use of or incidents involving private motor vehicles. If students use a private vehicle when on placement, it is the responsibility of the vehicle owner to insure their own vehicles for damage and damage caused to other vehicles or property.

WorkCover:

Students are not employees of the University or the host organisation. Therefore, they cannot be covered under either the University's or the host organisation's WorkCover insurance.

Personal Belongings:

The University does not take out insurance cover for your belongings, nor does it accept responsibility for their loss or damage. You should make sure that you protect your personal belongings by obtaining adequate personal insurance.

The University insurance does not apply if students drive a vehicle owned by the host organisation, it is the responsibility of the host organisation to insure their own vehicles and determine who can drive their vehicles

Interstate Placements

As a Queensland University, offering ITE under the accreditation of the Queensland College of Teachers and

ECE under ACECQA , we require all our students, regardless of where they reside, who intend to undertake Professional Practice, or seek employment – to undergo the Queensland Working with Children Check and to be issued with a Queensland Government Blue Card.

PSTs must hold a current Working With Children Check (WWCC) (**Blue Card**) Queensland. PSTs who reside outside Queensland, and are intending to complete PEx, must also hold a valid WWCC equivalent in the state you reside, before commencing a PEx placement in addition to the Blue Card.

PSTs undertaking an interstate placement (i.e. outside of Queensland) are responsible for ensuring they meet that particular state's requirements for PST placements as well.

The table below shows authorised government screening units that are responsible for working with children registrations in each Australian state and territory: [Working with Children Checks in Australia | ANCC](#)

State or Territory <i>Name of the Check</i>	Link to Education Department	Links to Government Screening Unit
New South Wales <i>Working with Children Check</i>	Apply for a Working with Children Check Service NSW	www.education.nsw.gov.au
Queensland <i>Blue Card Check / Working with Children Check</i>	Blue Card Services	www.education.qld.gov.au
Victoria <i>Working with Children Check</i>	Department of Justice and Regulation, Working with Children Check Unit	www.education.vic.gov.au
South Australia <i>DCSI Screening / Working with Children Check</i>	Screening checks SA.GOV.AU	www.education.sa.gov.au
Australian Capital Territory <i>Working With Vulnerable People (WWVP) Check</i>	Working With Children Checks ACT Government	www.education.act.gov.au Pre-service Teacher Approval ACT
Tasmania <i>Registration to Work with Vulnerable People (RWVP) / Working with Children Registration</i>	Registration to Work with Vulnerable People	www.decyp.tas.gov.au
Western Australia <i>Working With Children Check</i>	Working with Children Check	www.education.wa.gov.au
Northern Territory <i>Working with Children Clearance / Ochre Card</i>	Working with children clearance: apply and renew NT.GOV.AU	www.education.nt.gov.au

Note: Preservice teachers must register with their registration body to be able to undertake placement. There may be additional requirements for entry into an educational site as a PST in your state or territory. It is your responsibility to meet all requirements. Please check with your states Education department for more information.

L

LANTITE

The Australian Federal Government has mandated that all students of ITE programs demonstrate they have been assessed as being in the top 30% of the adult population for personal literacy and numeracy.

LANTITE is administered and managed by the Australian Council for Educational Research and students are expected to attempt the test in their first year of study.

All ITE PSTs need to demonstrate a pass result in literacy and numeracy components of the LANTITE prior to commencing placement in their second year: 2999EDN (BEEd); 7888EDN (MPT); 7999EDN (MST).

Learning Sites

See: *PEX Handbook*

Leaving Early

It is expected that PSTs will remain at the educational site during the working hours for that site – observing, teaching, assisting, planning their lessons etc. PSTs are **NOT** to leave when their teaching time for the day is complete. PSTs are to leave when the day is complete and they are released by their ST. Use any 'down time' (e.g. spare sessions, ECE nap times) as a time to reflect and plan.

Note: a partial absence on any day will require a whole day to be made-up.

See entry: *Attendance*

Library Loans

From Griffith

Information about University Library loans during PEX is available on the [University Library](#) page or by visiting the loans desk at your campus library.

From Educational Sites

PSTs are to return all educational site resources including library books before the end of the PEX placement.

Literacy

Graduates of ITE programs must have levels of literacy and numeracy appropriate for teaching, and model accuracy in literacy and numeracy for students. PSTs must improve these aspects of professional practice, where necessary.

If there is serious concern well before the interim report deadline, contact the PEX Office immediately to flag that the PST may be at risk.

See: *PEX Handbook Assessment and At-Risk Process*

M

Medication

PSTs who are taking prescribed medication known to cause alterations to behaviour must obtain a medical clearance from their doctor declaring they are medically fit and capable to undertake all the duties related to the PEx. This must be submitted to SONIA at least two weeks before commencing any PEx visits. PSTs uncertain of the effects of medication they are using should consult their prescribing doctor before commencing any PEx activity.

Students requiring medication during the teaching day must advise the educational site office and follow their policy for the safe storing of medications.

If any student is disabled or has a health condition that may impact on their ability to successfully undertake required learning activities of PEx courses, they are to complete the University Disclosure Statement found in the University Policy Library and advise the PEx Office.

See entry: *Disabilities and Accessibility*

Medical Procedures

When working with students who have physical/multiple impairments, PSTs must **NOT** be involved in any medical procedures.

N

Numeracy

Graduates of ITE programs must have levels of literacy and numeracy appropriate for teaching, and model accuracy in literacy and numeracy for students. PSTs must improve these aspects of professional practice, where necessary.

If there is serious concern well before the interim report deadline, contact the PEx Office immediately to flag that the PST may be at risk.

See: *PEx Handbook Assessment and At-Risk Process*

O

Observations

See: *PEx Handbook*

Online Preservice Teachers

PSTs undertaking an interstate placement (i.e. outside of Queensland) are responsible for ensuring they meet that particular state's requirements for PST placements.

See entry: *Interstate Placements*

P

Personal Action Plan

See: *PEx Handbook*

Permission to Teach (PTT)

If a school has been unable to find a registered teacher for a vacant teaching position and wishes to offer the position to a PST before they are eligible for registration, the school or employing authority for the school can initiate the PTT process with the QCT. The QCT will then contact the PST to advise how they can apply for PTT. The QCT will assess whether they are eligible for PTT and advise them and the school. For more information on PTT, visit the QCT website: [Permission to Teach Qld - Approval to Teach Qld | QCT](#)

While a PTT is an arrangement between the employer, the PST, and the QCT and not a decision for the University, there is an assumption on QCT's part that the PST has discussed the PTT arrangement with the ITE program provider. This should be done as the PTT is being organised, not just prior to PEx. There are conditions around PEx during a PTT.

See *Program Canvas site for the PTT form and details.*

Personal Property

Any personal property (such as laptops) brought onto the campus or educational site by PSTs or used during PEx programs is at the owner's risk and is not covered under the University's insurance policy. PSTs are urged to arrange their own cover for any personal items, should they deem it necessary.

See entry: *Insurance.*

Photographs

Photographs must not be taken at an educational site without discussing the purpose with the ST first. Written consent is required before taking photographs of children.

Do not under any circumstances, display photographs of children or the educational site on any social media sites.

Placements

All placements are organised by the PEx Office. PSTs are not to arrange their own PEx placement.

Planning – Units and Lessons

See: *PEX Handbook*

Pregnancy

Regulations applying to Department of Education teachers will apply.

A PST who is pregnant must:

- Commence maternity leave at least six weeks prior to the expected date of birth of the child
- Remain on maternity leave until at least six weeks after the birth of the child.

The PEXAL may, at the request of the PST, and on receipt of a certificate from her medical practitioner certifying that in the opinion of the medical practitioner they are fit for attending the PEX placement, reduce the period mentioned in the above clause.

Prerequisites

Students are required to have, and to follow, an up-to-date program of studies; contact educationconnect@griffith.edu.au. It is the student's responsibility to ensure that the required prerequisites courses are completed successfully before enrolling in PEX courses. Students found to be ineligible will be withdrawn from placement.

Professional Experience Folders

See: *PEX Handbook*

Professional Development Reflection

See: *PEX Handbook*

Professionalism

The PST is expected to exhibit ethical and professional behaviour in all contexts of the school/centre experience, and it is expected that the PST will model socially appropriate ways of behaving for children.

PSTs must ensure their dress and personal presentation meet the requirements and the expectations of the educational site. PSTs who do not meet these requirements could be asked to go home by either the ST or ESC and will need to make up the missed day. PSTs are reminded they are not only representing Griffith University while on PEX but teaching in possible sites of future employment.

PSTs are required to:

- Follow educational site procedures and supervisors' instructions
- Act respectfully towards all members of the educational site community
- Maintain the confidentiality of educational site community
- Maintain high standards of behaviour
- Use resources economically and efficiently.
- PSTs who are deemed unsuitable for either inappropriate personal or professional behaviour during their PEX may be withdrawn at the discretion of the PEX supervising team and educational site personnel.

Refer to the University's policy document *Inability to Complete Required Components of Professional Qualification: Inability to Complete Required Components of Professional Qualification Policy*

Pupil-free days

PSTs are required to attend pupil-free days. On these days, their activities should generally mirror their ST's. If PSTs cannot mirror their ST's activities or participate in professional development these days may require make up days

See entries: *Absences and Holidays*

R

Reflections

See: *PEX Handbook*

Remuneration for Educational Site Coordinators and Supervising Teachers

Payment forms are available to all ESCs and STs on SONIA. Contact: peo-payments@griffith.edu.au if you do not have access to these forms by the mid-point of the PEx.

Reports

See: *PEX Handbook: Interim Report, Final Report*

Roles and Responsibilities

See: *PEX Handbook: Educational Site Coordinator, Supervising Teacher, Preservice Teacher*

S

School Camps

See entry: *Camps*

Site Policies

The PST should familiarise themselves with the educational site's policies as soon as possible before or during the PEx lead-in days or block. These include general policies, health and safety policies, behaviour management policies, emergency policies, etc.

The ESC or ST may provide the PST with information and handbooks regarding these policies and other

issues. The PST should read these documents and adhere to the policies and instructions. The ST should remind the PST of any relevant policies and issues as needed.

Site Resources

- PSTs must return all educational site resources and student work at the end of the PEx, including library books and items borrowed from the ST and other staff.

Social Media Sites

Some PSTs contribute to social media sites that are not private and therefore are open to all members of social media generally, which may include staff of the university, schools/centres and school/centre students and parents.

Please ensure that sites are private. Also be aware that *friends* on a site are able to do screen shots at any time and forward these details on. Professional ethics are vital as you are entering the teaching profession. Please ensure that you do not name educational sites, students or staff as this could have serious consequences for you.

This includes **any photographs** of children or students. **DO NOT** under any circumstances display photographs of children and students or the school/centre on any social media sites. Photographs can be viewed whether a site is public or private.

Photographs must not be taken at the educational site without first discussing the purpose with the ST. Written consent is required before taking photographs of children or students.

See *Griffith University Social Media Guides*: [Social media](#)

Supervising Teacher Guidelines

See: *PEx Handbook*

T

Transport

Under **no** circumstances are PSTs to transport pupils into the community.

Travel Time

Due to limited availability of placements, PSTs may expect to travel up to one and a half hours to and from a PEx placement, regardless of transport arrangements. This does not include consideration of traffic or minor roadworks.

U

University Study

Students cannot be enrolled in other courses which have scheduled classes over the PEx placement period.

V

Variation to PEx

Assigned PEx days may not be varied without formal application (SONIA/Forms/ Request for Variation) and approval by the PExAL.

See entry: *Absences*

W

Withdrawal

PSTs should not withdraw from a PEx or an educational site placement without discussion with the PExAL as support and alternative options may be available.

A PST who withdraws from a PEx placement after the census date will be given a fail grade for the PEx and the course.

Withdrawal Due to Special Circumstances

Students may apply to Withdraw due to Special Circumstances see: [Withdrawal due to special circumstances](#)

This is a university process and decision-making and requires proof that your study has been adversely affected by special circumstances and the last date to withdraw has passed.

See entry: *Designated Courses*

Working in an Educational Site

It is professionally inappropriate and creates a conflict of interest to place PSTs in an educational site where they are currently involved in volunteer or paid employment. It is the responsibility of the PST to disclose relevant information to the Placement Officer, PEx Office to ensure this does not occur.

See entry: *Conflict of Interest*

