

Distance Education Professional Experience Flowchart for EPT520

1. **You** complete THREE(3) forms related to Child Protection - Prohibited Employment Declaration form, Consent to Background Check form and DoCS/DET Volunteer-Student Declaration form, all of from the Professional Experience Website and post them to the Professional Experience Office, School of Teacher Education, Charles Sturt University, Panorama Ave, Bathurst NSW 2795 or fax to 02 63384134. You need a new form for each professional experience you undertake (this also applies to professional experiences taking place overseas).
<http://www.csu.edu.au/faculty/educat/pep/placement/forms.html>
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 2. If you are intending to undertake your teaching practice in any state except NSW, **you** will need to get a criminal check completed before going on professional experience. Go to the **Child Protection Policies** to find out all the details. Please allow plenty of time for processing – up to 6 months. <http://www.csu.edu.au/faculty/educat/pep/placement/documents/policies/apr2008-state-regs-child.pdf>
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 3. **You** complete online the Professional Experience Application form signalling your intention to get permission to approach schools. Please allow plenty of time for processing to occur. If you are seeking permission to approach schools that belong to another CSU Campus (eg Dubbo, Wagga Wagga or Albury areas) staff will approach these schools on your behalf. **Do not approach schools without getting permission form the Professional Experience Office under any circumstance** http://www.csu.edu.au/faculty/educat/pep/placement/forms/pract_app.htm
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 4. **We** notify you by e-mail whether or not your application has been approved.
If approved go to step 6. **If not approved you** go back to step 3 and complete a new online application form.
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 5. When your application has been approved you may contact the school to negotiate a placement. When you have all the necessary information necessary, complete the online Acceptance form. Take your Letter of Introduction and your Child Protection Training Certificate with you.
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 6. **You** complete online the Professional Experience Location Acceptance form at least **3 weeks** before your professional experience starting date.
http://www.csu.edu.au/faculty/educat/pep/placement/forms/pla_ec_p.htm
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 7. **Most of the material required by the school will be in your Subject package.** CSU staff will post the assessment documents and CD to the school. **Your** Professional Experience Workbook will be located on your Professional Experience subject site.
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 8. You will receive an e-mail notification confirming arrangements and that you have approval to commence the professional experience after the Subject Co-ordinator advised us that you have passed the first assignment for the subject.
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 9. **You** embark on what we hope will be a very rewarding teaching practice experience.
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- Your Associate Teacher** sends the pay claim to HR Services as soon as you **start** the placement. At the end of the placement all other material is returned to CSU - the original assessment report; your signed timesheet, and duplicate copy of the teaching/learning experience feedback sheets. Reports require verification by the Professional Experience Office to be valid. **DO NOT** keep the original Report – it will be verified by on campus staff and returned to you