

Distance Education Professional Experience Flowchart for EPT514 and EPT520

1. **You** complete a Prohibited Employment Declaration form from the Professional Experience Website and post 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>
↓
 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.
<http://www.csu.edu.au/faculty/educat/pep/placement/documents/policies/apr2008-state-reqs-child.pdf>
↓
 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) the Professional Experience Office have to get permission from the relevant CSU Campus for you to approach these schools). **Do not approach schools without getting permission from the Professional Experience Office under any circumstance.**
http://www.csu.edu.au/faculty/educat/pep/placement/forms/pract_app.htm
↓
 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.
↓
 5. When your application has been approved you approach the school and to gather the information necessary to complete the online Acceptance form. Take the Letter of Introduction and your Child Protection Training Certificate with you. The Letter of Introduction is available from the website (you will not be issued with a personalised letter as you were for the EPT511 professional experience).
<http://www.csu.edu.au/faculty/educat/pep/placement/documents/forms/Letter%20of%20Introduction%20Generic.pdf>
↓
 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
↓
 7. **We** post the professional experience material to the school where you are doing the placement and send you an e-mail notification confirming arrangements and that it is fine to commence the professional experience after the Subject Co-ordinator advised us that you have passed the first assignment for the subject.
↓
 8. **You** embark on what we hope will be a very rewarding teaching practice experience.
↓
- Your Associate Teacher** sends the Professional Experience Office your report, timesheet, duplicate copy of the teaching/learning experience feedback sheets and their pay claim material by post at the end of the professional experience. Reports require verification by the Professional Experience Office and signature to be valid. **DO NOT** keep the original Report – it will be “verified” by on campus staff and returned to you.