

Distance Education Professional Experience Flowchart for EPT441 and EPT442

1. **You must complete your Child Protection Training.** You will not be able to commence the placement until you do. See your subject material for details. You will receive a certificate which you can take to the school when approaching them for your placement (but only after you have been granted permission to approach schools by the Professional Experience Office).



2. **For EPT441** You complete a Prohibited Employment Declaration Form and Consent to Background Check Form from the Professional Experience Website.

For EPT442 You complete a new Prohibited Employment Declaration form from the Professional Experience Website. You need a new form for each professional experience you undertake (this also applies to professional experiences taking place overseas). Forms are available from the Professional Experience Website <http://www.csu.edu.au/faculty/educat/pep/placement/forms.html>

Post form/s to the Professional Experience Office, School of Teacher Education, Charles Sturt University, Panorama Ave, Bathurst NSW 2795 or fax to 02 63384134.



3. 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>



4. **You** complete the Online Professional Experience Application form requesting 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 has to get permission from the relevant CSU Campus for you to approach these schools). **Under NO circumstance do you approach schools without getting permission from the Professional Experience Office.**
http://www.csu.edu.au/faculty/educat/pep/placement/forms/pract_app.htm



5. **We** notify you by e-mail whether or not your application has been approved. If approved go to step 6. **If not approved** go back to step 4 and complete a new online application form.

6. Once your application has been approved **you** approach the school and gather the information necessary to complete the online Acceptance form. There is a Letter of Introduction on the website Take your Letter of Introduction and your Child Protection Training Certificate with you.
<http://www.csu.edu.au/faculty/educat/pep/placement/documents/forms/Letter%20of%20Introduction%20Generic.pdf>

If all the schools you received permission to approach **are unable to accept you** for the professional experience, **go back to step 4** and complete a new online application form.



7. **You** complete and submit the online 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



8. **We** then 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. For the EPT441 professional experience you will not receive the e-mail confirmation until your Curriculum Method 1 Subject Co-ordinator advises us that your academic progress is satisfactory in the subject.



9. **You** embark on what we hope will be a very rewarding teaching practice experience.



At the conclusion of the Professional 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.