



Northern PCAP
Rural and Remote
Practicum Support Project
2008
Information Sheet

(Updated Dec 2007)

The aim of this project is to encourage and support pre-service teachers to undertake professional experiences in geographically isolated schools with the purpose of increasing the number of teachers seeking placements in Rural and Remote schools.

This guide outlines the process of applying for and claiming reimbursement for practicums undertaken in Northern PCAP schools.

The following process is to be followed.

1. The university notifies Northern PCAP of the arranged pre-service practicum placement(s) in a Northern PCAP School using the ‘*Application for Rural and Remote Practicum Support*’ form.
2. Northern PCAP advises the university, student and the school, via email, of the availability of funding, and details of the entitlements for each practicum.
3. The student pays the costs, completes the practicum, and keeps receipts for the following.
 - Accommodation – receipts required for all categories
 - Travel – receipts/flight documentation etc required for travel to category D schools.
 Travel to category A,B and C schools will be paid as a flat rate allowance.
4. The student completes the ‘Claim for Reimbursement 2008’ form which is signed by the Principal, then sent with original receipts to the northern PCAP office. (students should keep a copy for their own records)

Note - travel and accommodation costs will only be reimbursed up to the specified limits, and are not transferable.

5. The claim is processed and paid by direct deposit into the student’s bank account, usually within one week of receipt of the correctly completed form and documentation.

Each school in the Northern PCAP Area is allocated a category. A list of schools and their category is provide on the next page. The table below lists the amounts available for each practicum for each of the four categories.

Category	Accommodation per week (max 4 weeks) Receipts required	Travel Allowance
A	\$80 (max \$320)	Flat rate allowance \$80
B	\$100 (max \$400)	Flat rate allowance \$150
C	\$125 (max \$500)	Flat rate allowance \$300
D	\$200 (max \$800)	Actual costs reimbursed up to \$1200 Receipts/documentation required

**If you have any queries regarding this process,
 please contact the Northern PCAP Area Office on 4039 8147.**

The schools below are sorted in their geographic cluster and include their particular category.
 This is based on travel distance from the nearest major city.

Bowen Cluster

- Bowen High (B)
- Bowen Primary (B)
- Gumlu (A)
- Merinda (B)
- Queens Beach (B)
- Scottville (B)
- Collinsville High (B)
- Collinsville Primary (B)
- St Mary's- Bowen (B)
- St John Bosco's- C'ville (B)

Cape Cluster

- All schools in the Cape cluster are category (D).*
- Coen
 - Kowanyama
 - Lockhart
 - Pornpuraaw
 - Western Cape College -
 Aurukun Campus
 Mapoon Campus
 Weipa Campus

Cook Cluster

- Bloomfield (B)
- Cooktown (B)
- Hope Vale (B)
- Lakeland (B)
- Laura (B)
- Rossville (B)

Dalrymple Cluster

- Greenvale (B)
- Homestead (B)
- Mt Fox (A)
- Pentland (B)
- Ravenswood (A)
- School of Distance Education -
 Charters Towers (A)

Georgetown Cluster

- Forsayth (C)
- Georgetown (C)
- Mt Garnet (B)
- Mt Surprise (B)
- Ravenshoe (A)
- St Teresa's-Ravenshoe (A)

Walsh Cluster

- Chillagoe (B)
- Dimbulah (A)
- Mutchilba (A)
- St Anthony's-Dimbulah (A)

Gulf Cluster

- Burketown (D)
- Croydon (C)
- Doomadgee (D)
- Karumba (C)
- Mornington Island (D)
- Normanton (C)

Tableland Cluster

- Julatten (A)
- Mt Molloy (A)
- Herberton (A)
- Irvinbank (A)
- Mt St Bernard College -
 Herberton (A)

Torres Cluster

- All schools in the torres cluster are category (D).*
- Northern Peninsula Area College - (Bamaga)
 - Our Lady of the Sacred Heart (Thursday Is)
 - Tagai State College-Campus of
 Badu
 Darnley
 Dauan
 Horn
 Kubin
 Mabuiag
 Malu Kiwai
 Mer
 Poruma
 Saibai
 St Pauls
 Stephen
 Thursday Is Prim.
 Thursday Is Sec.
 Warraber
 Yam
 York

