

BACHELOR OF EDUCATION

INTERNSHIP AGREEMENT

THIS AGREEMENT is made as of

2016.

BETWEEN: THE UNIVERSITY OF SOUTHERN QUEENSLAND acting through the School of Teacher Education and Early Childhood, West Street, Toowoomba, 4350 ("USQ") (ABN: 40 234 732 081)

AND: THE STATE OF QUEENSLAND acting through The Department of Education and Training, 30 Mary Street, Brisbane, 4000 ("Department") (ABN: 76 337 613 647)

AND: THE CORPORATION OF THE ROMAN CATHOLIC DIOCESE OF TOOWOOMBA CATHOLIC EDUCATION, c/- Toowoomba Catholic Education Office, 73 Margaret Street, Toowoomba, 4350 ("CEO") (ABN: 88 934 244 646)

AND: QUEENSLAND TEACHERS UNION OF EMPLOYEES, 21 Graham Street, Milton, 4064 ("QTU") (ABN: 62 408 519 861)

AND: QUEENSLAND INDEPENDENT EDUCATION UNION OF EMPLOYEES, 346 Turbot Street, Spring Hill, 4000 ("QIEU") (ABN: 45 620 218 712)

AND: QUEENSLAND COLLEGE OF TEACHERS, 5/601 Coronation Drive, Toowong, 4066 ("QCT") (ABN: 49 750 572 133)

(All of the above collectively "the Parties" and individually "a Party")

RECITALS

- A. USQ hosts a Bachelor of Education (BEDU) Internship Program to provide pre-service teachers with the opportunity to accept responsibility for the professional competence expected of a graduate teacher in all repertoires of teaching practice.
- B. QTU, CEO, QIEU, QCT and the Department have agreed to support the Internship Program.
- C. The Parties have agreed to collaborate to develop appropriate support structures and mentoring programs for Interns, while ensuring that student welfare remains of paramount importance.

AGREEMENTS

1. Definitions

In this agreement –

"BEDU" means Bachelor of Education.

"Confidential Information" means confidential information (in any form) that USQ discloses to a Program Participant or a Program Participant discloses to USQ. Information is not confidential if it is:

- (i) Publicly available;
- (ii) Rightfully known by a Program Participant before disclosure to USQ or by USQ before disclosure to a Program Participant; or
- (iii) Independently created by USQ or a Program Participant without access to the other's confidential information.

"Intern" means a USQ Bachelor of Education student who has successfully completed 80 days (the Bachelor of Education Early Childhood requires 90 days in specified early childhood settings to meet the requirements for dual accreditation) of supervised professional experience and necessary academic studies, has demonstrated effective teaching competence, and has been granted internship authorisation by the QCT.

"Internship Program" means a school-based professional development program developed for Interns of 20 days' duration, completed either on a full-time (5 days per week) or a part-time (minimum 3 days per week) basis over a 4-7 week period as agreed between a host school and USQ. All BEDU students are required to complete the Internship Program. Internship Programs will be negotiated between USQ staff, schools and Interns and will involve professional development for both Intern and participating school staff. The Internship Program should allow the intern to work without direct supervision for up to 50% of a full-time teacher's classroom workload allocation. The remaining 50% requires the intern to undertake secondary duties under the direct supervision of the mentor (eg. Implementing activities planned by the mentor, assisting with small groups of individuals) and must include a negotiated period of 'non contact time'. The Internship Program may involve an Intern working with one or more mentors, under the broad guidance of the school's coordinator of pre-service teacher learning.

"Mentors" meaning experienced registered teachers who work with an Intern while continuing to exercise accountability for their classes' curriculum and assessment programs. Mentors participate in the program on a voluntary basis. An Intern may be allocated a single Mentor or may work as part of a team of teachers who share the mentoring role.

"School Principal" means the principal of a school where the Internship Program is being conducted.

"School Coordinator" means the school's principal or nominee (where a nominee shall be an experienced registered teacher who is a senior member of staff at the host school) who works with the Intern and Mentor/s to

structure and guide the operation of the program and the work of the Intern in the school.

"Program Participants" means the Department, CEO and independent schools who have agreed to host an Intern and "Program Participant" means one of them.

"Personal Information" means information or an opinion (information or an opinion forming part of a database) whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

"Debriefing Session" means a communication by telephone or email between the USQ BEDU Coordinator, School Coordinators, Mentors and Interns to clarify roles and responsibilities, provide support to Program Participants, assist in working through issues of concern and share ideas for improve the Internship Program.

2. Term

Notwithstanding the date of signature by any party to this Agreement it commences on 18 July 2016 and unless terminated under clause 16 will continue until 17 July 2021.

3. Objectives

The objectives of the Internship Program are –

- i. To facilitate a supported transition from pre-service teacher preparation into the teaching profession;
- ii. To provide opportunities for Interns to experience all facets of teachers' work;
- iii. To increase the opportunities for Interns to be involved in progressively more autonomous education decision-making;
- iv. To enhance the Intern's ability to reflect on issues of professional practice;
- v. To further develop requisite skills and knowledge for teaching;
- vi. To foster collaboration between the parties; and
- vii. To enhance the professional growth of all Program Participants.

4. USQ's Obligations

- 4.1 USQ must provide a copy of this Agreement to all School Coordinators and Interns.
- 4.2 USQ must obtain the appropriate written authorisation from the QCT for each Intern before final assignment as an Intern within a school. If requested, USQ must provide a copy of the authorisation to a Program Participant.

- 4.3 USQ must develop and conduct programs to prepare Interns, School Coordinators and Mentors for participation in the Internship Program.
- 4.4 USQ must assist and support Interns, Mentors and School Coordinators in relation to their respective professional development needs arising from the Internship Program.
- 4.5 USQ must complete an appraisal of each Intern completing the Internship Program. Interns, at their discretion may make available copies of the appraisal to Program Participants in compliance with all relevant privacy laws and regulations.
- 4.6 During the operation of the Internship Program, USQ must conduct Debriefing Sessions for all Interns, Mentors, School Coordinators and USQ staff.
- 4.7 USQ must ensure that under the Internship Program, an Intern will
 - (a) Prepare a plan for the Internship Program in collaboration with the School Coordinator and Mentor/s;
 - (b) Negotiate with the School Coordinator and Mentor/s a teaching program including a teaching component up to 50 percent of a full time teacher's loading and a non-teaching component;
 - (c) Prepare for teaching in collaboration with school personnel;
 - (d) Plan and use selected teaching and/or curriculum approaches relevant to his/her own professional growth and learning;
 - (e) Participate in the full range of school and co-curricular activities over the period of the Internship Program; and
 - (f) Complete all other requirements of the USQ course EDC4000 Professional Placement and Portfolio.
- 4.8 USQ will provide copies of the items listed in clause 4.7(a), (c) and (d) to all relevant School Principals.
- 4.9 In collaboration with the relevant School Principal and Coordinator, USQ must ensure that Interns obey any lawful directions, rules or procedures of the Program Participant.
- 4.10 USQ warrants that Interns have demonstrated the competence to commence participation in the Internship Program.
- 4.11 USQ is responsible for ensuring that each Intern is aware that they must hold a valid Blue Card issued under the *Commission for Children and Young People and Child Guardian Act 2000* at the commencement of their Internship.
- 4.12 USQ must, as soon as reasonably possible, notify the relevant School Principal of the school where the Intern is carrying out their Internship, if they become aware that the Intern has had their Blue Card cancelled or revoked under the *Commission for Children and Young People and Child Guardian Act 2000*.

5. Principal's Authority.

School Principals and/or their nominees will:

- (a) Agree to host an Intern if:
- (i) USQ has advised of the authorisation from QCT; and
 - (ii) The Intern has demonstrated the appropriate level of competence as indicated by a satisfactory grade for the professional attachments linked to:

All specialisations	EDC1400 and EDC3100
Early Childhood	EDE2101, EDE2010, EDE4103 and EDE3009
Primary	EDP2111, EDP 2222, EDP3333 and EDP4130
Special Education	SPE3001
Health & Physical Education – Primary	EDP2111, EDP3333, EDP4130 and EDH2254
Health & Physical Education – Secondary	EDS2401, EDS4401 and EDH2254
Secondary	EDS2401, EDS2402 and EDS4401
Alternatives	EDO3500, EDO3501 and EDO3211

- (b) Release Mentors to participate in professional conversation with Interns and Internship Program information sessions.
- (c) Appoint a School Coordinator to liaise with USQ on matters related to the Internship Program.
- (d) Provide a copy of this Agreement to each Mentor.

6. Program Participant's Obligations

6.1 Each Program Participant must ensure that:

- (a) The Mentor/s relating to that Program Participant will use their time released from face-to-face classroom contact on mentoring, induction and professional activities, including but not limited to:
 - (i) Being in contact with USQ to clarify the aims of the Internship Program and the roles of the Interns, Mentors, School Coordinators and USQ staff;
 - (ii) Providing opportunities for the Intern to plan, prepare, teach, assess and evaluate curriculum, co-curriculum and assessment programs;
 - (iii) Exercising accountability for the oversight and management of their classes curriculum, co-curriculum and assessment programs;
 - (iv) Inducting the Intern on relevant school policies;
 - (v) Conducting regular collaborative planning and review sessions in lieu of attendance at lessons, to guide and support the Intern;

- (vi) Undertaking other negotiated professional activities: which may include professional work, school projects and/or professional learning;
 - (vii) Assisting the development of the Intern's understanding of duty-of-care provisions and legal risk management of curricular and co-curricular activities, and relevant school policies; and
 - (viii) Participating in a debriefing session at the conclusion of the Internship Program.
- (b) Interns are not used as supply or substitute teachers, however, an Intern may be assigned to teach classes to facilitate the release of Mentor/s for the purposes identified in clause 6.1(a)(i); and
 - (c) Mentors are not used for substitute teaching in release time while the Intern is responsible for teaching that Mentor/s class; and
 - (d) The School Co-ordinator:
 - (i) Allocated to the Intern up to 50% of the usual classroom teacher workload;
 - (ii) Assigns Mentor/s to the Intern;
 - (iii) Ensures that appropriate mentoring arrangements are in place if the designated Mentor/s is/are absent from the school through illness or other unforeseen circumstances;
 - (iv) Encourages the school community to accord the Intern the status and authority commensurate with the position; and
 - (v) Supports the Intern's professional development through a planned induction program.
- 6.2 The Program Participant's obligations under clause 6.1 will be exercised through the authority and responsibility of the relevant School Principal.

7. Interns.

- 7.1 The Intern will undertake the Internship Program at a designated school, ideally one of the schools where professional experience components of courses listed in 5(a)(ii) are offered.
- 7.2 The Intern will:
 - (a) Prepare a plan for the Internship Program in collaboration with the Intern's Mentor/s. The teaching program assigned to the Intern should allow the Intern to work without direct supervision for up to 50% of a full-time teaching load at the designated school;
 - (b) Undertake to develop a sound understanding of duty of care provisions and legal risk management of curricular and co-

- curricular activities and relevant school policies through instruction at USQ and the induction program;
- (c) Present their learning from their involvement as an Intern for assessment as part of the USQ course EDC4000;
 - (d) Ensure that information detailing coverage under the USQ Personal Accident Insurance Policy is available on request by the School Co-ordinator; and
 - (e) Be responsible for ensuring that they hold a valid Blue Card issued under the *Commission for Children and Young People and Guardian Act 2000* at the commencement and for the duration of their Internship.

8. Insurance.

- 8.1 USQ must, for the term of this Agreement ensure the following insurance policies to cover the Interns are in place:
 - (a) Public liability insurance;
 - (b) Work experience and professional indemnity insurance; and
 - (c) Personal accident insurance.
- 8.2 USQ must provide full and clear information about the insurance policies referred to in clause 8.1 to the Program Participant within seven days of the Program Participant requesting such details in writing.

9. General Matters.

The Parties acknowledge as follows:

- (a) The Internship Program is separate from the policies and guidelines issued for the professional experience elements of the BEDU and the professional experience components of all other programs of pre-service teacher education at USQ;
- (b) Under the Internship Program, the roles of Mentor/s and School Coordinator are different from that of a supervising teacher and as such Mentors and School Coordinators are not entitled to the payment of any allowance for participation in the Internship Program; and
- (c) Without limiting the generality of 9(b) and for the sake of certainty, Mentor/s and School Coordinators do not perform the tasks of a supervising teacher as defined in clause 4 of the *Practice Teaching in State Schools Industrial Agreement (1992)*, section B(8) of the *Practice Teaching in Catholic Primary Schools Industrial Agreement (1990)* and/ or the *Catholic Secondary School Tutors Industrial Agreement* and are not entitled to the payment of any allowance payable to a supervising teacher.

10. No Employment Relationship.

- 10.1 Nothing in this Agreement is intended to constitute either USQ or any Intern, the partner, agent or representative of a Program Participant

for any purpose, or creates any partnership, agency or trust between USQ or an Intern with a Program Participant.

10.2 Neither USQ nor any Intern has the authority to bind a Program Participant unless expressly provided in this Agreement.

10.3 USQ must ensure that Interns do not represent themselves as employees or agents of any Program Participant.

11. Indemnity

11.1 USQ indemnifies and releases each Program Participant their employees and officers ("the Indemnified") from and against any loss, damage or expense arising from any claim, action, suit, demand or proceeding (together as a "Loss") that may be brought against a Program Participant as a result of:

- (a) Any negligent act or omission by USQ in the performance of its obligations hereunder;
- (b) Any negligent act or omission of USQ relating to the placement of an Intern; or
- (c) Any negligent act or omission by an Intern whilst undertaking the Internship Program under this Agreement.

11.2 The University's liability to indemnify Program Participants under Clause 11.1 shall be reduced proportionally to the extent that any unlawful or negligent act or omission of Program Participants contributed to the loss or liability.

12. Misconduct

12.1 If, in the opinion of the School Principal of the school at which an Intern is posted, the conduct of an Intern warrants disciplinary action against that Intern, the Program Participant will notify USQ of the conduct.

12.2 If, in the opinion of the School Principal of the school at which an Intern is posted, the conduct mentioned in clause 12.1 is of such seriousness as to require the suspension of the Intern, the Program Participant may recommend to USQ that the Intern cease participation in the Internship Program.

12.3 USQ is responsible for disciplinary action taken against an Intern because of conduct mentioned in clause 12.1. Disciplining of Interns will be in accordance with USQ statutes, policies and procedures.

12.4 The Program Participant, after consultation with USQ, may allow an Intern suspended under Clause 12.2 to again participate in the Internship Program on renegotiated conditions provided that they are consistent with the terms of this Agreement.

12.5 Any disciplinary action taken under this clause 12 does not act as a waiver of any right that the Program Participant may have under this Agreement.

- 12.6 USQ acknowledges and agrees that any Intern who is suspended from the Internship Program retains all of their rights in resolving disputes arising USQ statutes, policies and procedures as if the incident had occurred at USQ.

13. Requirements.

- 13.1 This clause sets out USQ's obligation with respect to any personal information it collects, for, from or on behalf of the Program Participants in connection with this Agreement.
- 13.2 Where USQ has access to personal information in order to fulfil its obligations under this Agreement, it must:
- (a) Ensure that personal information is protected against loss and against unauthorised access, use, modification or disclosure and against other misuse;
 - (b) Not use personal information other than for the purposes of this Agreement, unless required or authorised by law;
 - (c) Not disclose personal information without the written agreement of the relevant School Principal or any other persons authorised in writing by a Program Participant unless required or authorised by law;
 - (d) Immediately notify the relevant Program Participant if it becomes aware that a disclosure of personal information is, or may be required or authorised by law;
 - (e) Ensure that only authorised personnel have access to the personal information and that it is stored in a safe and secure manner;
 - (f) Make its employees and agents aware of USQ's obligations under this clause and obtain an undertaking from its employees and agents to observe this clause, including where requested, by a Program Participant, requiring those employees and agents to promptly sign a privacy deed, relation to personal information;
 - (g) Inform itself of, become familiar with and observe the requirements of *Information Standard 42 – Information Privacy* and the Queensland Department of Education and the Arts' Privacy Plan, and comply with such other privacy and security measures as the Program Participants reasonably advise USQ in writing from time to time; and
 - (h) Where personal information is no longer required for the purposes of this Agreement, return the personal information and any copies of that information to the relevant Program Participant.

14. Confidentiality.

- 14.1 USQ must ensure that Interns:

- (a) Keep information about all students confidential; and
 - (b) Do not disclose information about a student to a third party, other than relevant employees of the school where they are completing their Internship.
- 14.2 USQ and each Program Participant will keep in strict confidence the Confidential Information of the other and must not disclose any of the other's Confidential Information to a third party without prior written consent.
- 14.3 The obligations in clause 14.1 and 14.2 shall survive termination or expiration of this Agreement.

15. Dispute Resolution.

- 15.1 If a dispute between any of the Parties to this Agreement arises, the Party claiming that a dispute has arisen will within a reasonable time of the dispute arising give to the other Party (or Parties) a notice in writing stating the nature of the dispute.
- 15.2 After the giving of a notice under clause 15.1, USQ and the relevant Program Participant will use their best endeavours to resolve the dispute.
- 15.3 The Parties may by mutual consent agree to hold meetings or take any other steps including the appointment of a mediator in an attempt to resolve the dispute.
- 15.4 If the Parties are unable to resolve the dispute under clause 15.2 within 14 days, the Party claiming that a dispute has arisen may terminate this Agreement.

16. Termination.

- 16.1 This Agreement may be terminated at any time by mutual agreement amongst all Parties.
- 16.2 A Party may give 12 months notice in writing to all other Parties if it does not wish to continue participation in the Internship Program. If notice of withdrawal is given then the remaining Parties shall meet to determine if the Internship Program shall be continued and on what terms.
- 16.3 If a Party is in breach of any of its obligations under this Agreement any other Party may give written notice prescribing the breach to the other Party. The notice shall specify a time by which the breach must be cured. If the breach is not remedied by the specified time period then the dispute resolution process under clause 15 must be used to try to rectify the breach. If the breach is not rectified after the dispute resolution process then the Parties not in breach shall determine mutually whether to continue the Agreement without the Party in breach or to terminate.

17. Notices

All notices by a Party must be in writing, and addressed to the last notified address of the Party to whom the notice is sent. Notices will be sent by pre-paid post or email. Notices will be taken to have been received on the second business day after posting, or on the first business day after an apparently successful email.

18. QCT's Obligations.

QCT will provide authorisation for a student to teach as an Intern subject to USQ attesting to the student's suitability and demonstrated satisfactory performance during the professional experience components of relevant courses in the BEDU.

19. QIU and QIEU will:

- (a) Extend to the Intern the opportunity to join as an associate member; and
- (b) Support the Internship Program with their respective members.

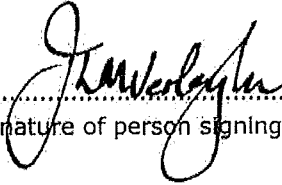
20. Counterparts.

This Agreement may be signed in any number of counterparts.

21. Governing Law.

The laws in force in Queensland will govern this Agreement and each of the Parties submit to the jurisdiction of the courts of Queensland.

SIGNED for UNIVERSITY OF SOUTHERN QUEENSLAND
acting through the School of Teacher Education
And Early Childhood by


Signature of person signing

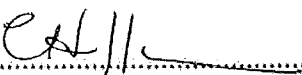
Name of person authorised to sign **Professor Janet Verbyla**
Senior Deputy Vice-Chancellor
University of Southern Queensland
Designation of person signing

On 3 May 2016
Date Signed

In the presence of: Toni Bryon
Name of Witness


Signature of Witness

SIGNED for THE STATE OF QUEENSLAND acting through
The Department of Education, Training and Arts by

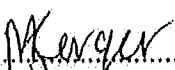

Signature of person signing

C. Heffernan
Name of person authorised to sign

Assistant Director General - Human Resources
Designation of person signing

On 4/7/16
Date Signed

In the presence of: Mercia Berger
Name of Witness


Signature of Witness

SIGNED for the QUEENSLAND TEACHERS UNION by

.....
Signature of person signing

.....
Name of person authorised to sign

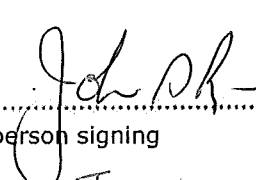
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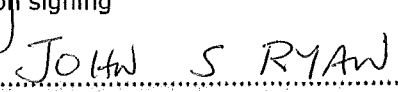
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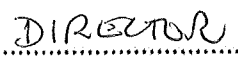
In the presence of:
Name of Witness

.....
Signature of Witness

SIGNED for THE QUEENSLAND COLLEGE OF TEACHERS by


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Signature of person signing


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Name of person authorised to sign


.....
Designation of person signing

On
Date Signed

In the presence of:
Name of Witness

.....
Signature of Witness

SIGNED for the QUEENSLAND INDEPENDENT EDUCATION UNION by

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Signature of person signing

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Name of person authorised to sign

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Designation of person signing

On
Date Signed

In the presence of:
Name of Witness

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Signature of Witness

SIGNED for THE CORPORATION OF THE ROMAN CATHOLIC
DIOCESE OF TOOWOOMBA by

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Signature of person signing

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Name of person authorised to sign

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Designation of person signing

On
Date Signed

In the presence of:
Name of Witness

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Signature of Witness