

Professional Experience Placement Application (Form A)



This form is to be completed by -

1. Students who have been directed to return to a previous site for placement.
2. Students intending to undertake a placement outside of Queensland.

Preservice educator/student details

Student name

Student phone

Student number

Program code

Specialisation

Working with children

USQ students seeking placement in Queensland must have a current Blue Card that does not expire during the placement and which is registered with USQ.

I have a current Blue Card.

Blue Card
number

Blue Card
expiry date

OR

I have attached evidence of compliance with the legal requirements for a setting outside of Queensland.

Placement details

The Professional Experience calendar is available from the Professional Experience [Website](#). Placements are five days per week, full-time, with no part days and no variations. Make-up days are required for any absences due to public holidays, student free days, or illness and you should negotiate these with your Mentor, Site coordinator and Liaison Officer. Any absences or variation to approved dates must be reported to the Professional Experience Office. For insurance and administration purposes, you will not be able to begin your placement until your placement dates are confirmed on InPlace.

Course code

Number of days

Starting date

Finishing date

Site information

Site name

Coordinator name

Coordinator email

Phone

Site postal address

Suburb

State

Postcode

Mentor information

Mentor name

Mentor email address/es

Placement Year level/s and
teaching area (if applicable)

Declarations

Students, discuss and complete each section with your site coordinator. Both sign at the bottom for agreement.

Conflict of interest

USQ deems it to be a conflict of interest if:

A. You have or have had family members attending, or employed at the site.

B. You are or have been employed in a paid role in any capacity at the site.

I acknowledge that in the event this placement is not approved due to a conflict of interest and after notification from the PE team, I will source an alternate placement.

I declare I do not have any conflict of interest at this site.

OR

My circumstances may be interpreted as a conflict of interest. Details are provided here:

Professional conduct requirements for students

I agree to demonstrate professionalism in all aspects of this placement and will accept the sites' expectations for ethos, religious affiliation, cultural awareness or teaching philosophy. I shall discuss these matters with the site and, where applicable, complete a statement of faith or other documents to satisfy the site.

I declare that as the preservice educator it is my responsibility to return this form to the Professional Experience Office, keeping a copy for myself, and check that my placement is confirmed on InPlace before I commence my placement.

By submission of this form you are confirming the details provided and agree to the Professional Conduct Requirements.

USQ Preservice educator/student's name Date

Site Coordinator's name

Site Coordinator's signature Date

Form submission

Students submit to: BELA.placements@usq.edu.au

Schools/Sites submit to: professional.experience@usq.edu.au

USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements.

Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data.

To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: privacy@usq.edu.au