



PROFESSIONAL PRACTICE, COMMUNITY ENGAGEMENT (TEAC7108)

FREQUENTLY ASKED QUESTIONS (FAQ's)

Q: I am having issues enrolling in my Professional Experience Subject. What is stopping me?

A: Before enrolling in this subject, please make you have met all the Special Requirements. These are legislative requirements for educators in NSW and must be completed prior to enrolment. For more information, [click here](#)

Once enrolled, you will be required to complete the following mandatory training courses for School-Based Placements:

- Anti-Racism Policy
- Aboriginal Cultural Education
- Code of Ethics and Conduct Training (updated course – includes Ethics + Conduct)

All three courses must be completed via [MyPL](#).

After **Week 1 of the semester**, please check your "To Do" list in InPlace for instructions. Certificates of completion must be uploaded to InPlace as part of your placement eligibility.

Q: Can I apply for credit for PPCE based on my experience in secondary school classrooms?

A: Students may be eligible to apply for Credit for Prior Learning [Credit for Prior Learning \(Advanced Standing\) | Western Sydney University](#)

You need to apply using a signed statement of service on the school letterhead outlining your duties and how long they have been performed. This needs to be equal or more than the number of service placement hours in PPCE.

Q: What do I need to do for this unit?

1. Read the Subject Outline carefully prior to workshop 1
2. Order your name badge (instructions in the 'Learning Modules' tab)
3. Review the 'Placement Preparation' module found in the 'Learning Modules' tab prior to workshop 1
4. Attend workshop 1 (if you have a clash you can listen to the recording afterwards)
5. Start looking at placement options on InPlace
6. Attend workshop 2 (if you have a clash you can listen to the recording afterwards)
7. Submit assessment 1 and finalise placement.
8. Complete your placement.
9. Complete assessment 3

Q: Do I need a name badge?

A: Yes. Pre-Service Teachers must order their own badge at least 4 weeks before the start of their placement. Please refer to instructions on how to order your Name Badge [here](#). You only need to purchase your badge once as it can be used for all your professional experience placements.

Q: What is a conflict of interest?

A conflict of interest includes:

- Working at the school
- Having children or relatives enrolled at the school
- Having close friends or relatives employed at the school

You cannot complete placement where your child is enrolled.

Q: What is InPlace?

A: InPlace serves as our student placement system, maintaining a database of schools, settings, and students in need of placement each semester. Instructions on how to use InPlace can be found [here](#)

Q: I know someone who works at the local secondary school. Can I ask them if I can undertake my PPCE placement there?

A: Yes, if it is a NSW Department of Education Secondary school and there is no conflict of interest.

Q: Can I find my own placement?

A: Yes. Students can organise their own placements if it is with a NSW Department of Education Secondary School, for PPCE.

Q: What is the Placement Acknowledgement Form for?

A: This form is used by the WSU Placement Team to confirm your placement. Your placement cannot be approved or started until this form is uploaded to InPlace and approved. Please make sure that all sections are completed accurately, especially your supervisor's email address, as this is needed to send your final placement report. Also double-check that your placement start and end dates, as well as your supervisor's contact details, are correct.

Q: What should I do if any of my placement details change after submitting the Placement Acknowledgement Form?

A: If any of your details change, such as your supervisor's information or placement dates, you must email the Placement Team as soon as possible - Eduplex@westernsydney.edu.au

Q: What should I do if I'm unable to find a placement?

A: Please get in touch with the subject coordinator to plan your next steps. Additionally, be prepared to show evidence of your email communications indicating the number of schools you've reached out to.

Q: Can I complete my placement in a Faith-based, Private, or independent secondary school?

A: Students must not approach any Faith-based, Private, or independent schools unless the school is listed in InPlace.

Q: Will I have to attend any lectures or tutorials prior to attending placement?

A: Yes, you must attend two online workshops, one in week 1 and another in week 2 and complete independent learning activities.

Q: What do I need to take with me on the first day of placement?

- Print and sign the [Pre-service Teacher Acknowledgment Form](#).
- Submit copies of your mandatory training certificates and the signed Acknowledgment Form to the school on or before your first day of placement.
- Bring and present your photo ID on your first day.

For more information, refer to the *Guide for Pre-service Teachers Undertaking Placements in a NSW Public School* or visit the [NSW Department of Education website](#).

Q: What will I need to wear on placement?

A: You will be required to dress in professional attire in line with the individual school's policy. Please ensure you talk to your supervisor about appropriate attire before you begin the placement. You must also wear your University Pre-Service Teacher Badge during your placement.

Q: What time will I start and finish my placement?

A: It will depend how you are undertaking the 30 hours. If you are completing full days in a school:

Each school varies in the time of their school day. The School Based Professional Experience Coordinator will need to inform Pre-service Teachers of the expected arrival and departure time.

It is expected that you will be in attendance at least 30min prior to the start of the school day and 30min after the end of the school day.

You are required to complete the timesheet daily, recording both arrival and departure times and have this initialled by your Supervisor Teacher.

Q: What do I do if I am sick while I am undertaking my placement?

A: If you are sick for any days during your placement you must:

1. Contact the school supervisor by 7.30am on the day of absence.
2. Negotiate with the school or centre to make up the days for your illness.

Q: I have injured myself while on placement, what do I need to do?

Pre-service teachers must follow the reporting procedures in their schools. Contact must be made with the Western Professional Experience Team to report the injury.

Q: Can I attend school excursions while on placement?

Yes, we encourage you to attend excursions, sports carnivals, and other such activities with your supervisor.

Q: Who will support me while on placement?

You will have the support of placement supervisor at the school, along with the university unit coordinator.

Q: My supervisor did not receive end of placement report. Where can they get this?

Ask the supervisor to contact the Placements Team - EduPEX@westernsydney.edu.au

Q: What documents do I have to submit during and after my placement?

Students are required to submit a Rational and Reflection on vUWS. Please refer to the subject outline for more details.

Q: How do I submit my final report?

This will be submitted by your school supervisor; students are not required to submit this document.

Q: How do I get a copy of my final report?

A: To access your report:

1. Log in to InPlace.
2. From the homepage, click on your confirmed placement details.
3. Select the Assessment tab.

If your supervisor has completed the report, you will be able to download a copy directly from InPlace.

If you're unable to access it or need assistance, please contact the Placements Team at EduPEX@westernsydney.edu.au

