



Frequently Asked Questions

Waiver of Appendix B of the NESA Professional Experience Policy

What Is a Waiver of Appendix B of the NESA Professional Experience Policy?

NESA has developed a flexible response to the requirements for professional experience to allow conditionally accredited teachers completing their final professional experience placement in a school where they are employed.

The Waiver Appendix B application relates to Conditionally Accredited ITE students who are employed as a teacher on an ongoing basis at a school (casual contract regular hours, temporary contract or permanent). This does **not** relate to SLSOs, COVID Tutors or casual (irregular hours) teaching employment.

What Criteria do I need to meet to be Eligible?

- The Pre-Service Teacher must have undertaken a satisfactory placement in at least one other school prior to the current school location (to meet the placement in two school's requirement).
- The Principal of the school supports the application.
- The Pre- Service Teacher is currently employed as a teacher on an ongoing* basis at a school.
- NESA approves the placement under the Waver B conditions.

What type of employment contract must the pre-service teacher have to apply for a Waiver of Appendix B?

The Pre- Service Teacher must already be employed as a teacher at the school on an ***ongoing** basis. That is, casual contract regular hours (on the same class/es each week), temporary contract (on the same class/es each week) or permanent. The contract must also cover the full date range of the placement period.

Can Pre-Service Teachers who are employed in SLSO positions apply?

No, the Pre-Service Teacher needs to be employed as a classroom teacher. This application does **not** relate to SLSOs, COVID Tutors or casual teaching (irregular hours) employment.

Is the Pre-Service Teacher eligible to be paid during the professional experience period?

Yes, NESA has implemented this 'Waiver' to support the ongoing employment of Conditionally Accredited Teachers whilst they are required to complete professional experience. It is expected that Pre-Service Teachers continue their employment and receive payment during their professional



experience. They are expected to complete regular duties as per their employment contract as set out by the school. If this is not the case, then a pre-service teacher is not eligible to complete placement under the 'Waiver B'.

What if the Pre-Service Teacher is employed at the school on part time basis?

If a Pre-Service Teacher is employed at the school on a part time basis e.g., 3 days per week (not casual relief), they will need to attend school for 5 days per week and be allocated to one mentor teacher for those additional days on professional experience. These additional days are unpaid and will have the same requirements as 'normal' professional experience.

Can Pre-service Teachers who are employed as an RFF Teacher apply (Primary)?

If a pre-service teacher is employed fulltime (5 days) as an RFF teacher they will not be able to meet the requirements of the professional experience and TPA. Primary pre-service teachers need to have a minimum of 3 days per week on one class. If a school wishes to support the pre-service teacher to complete their placement, they will need organise timetable that supports this. There may need to be some negotiation around employment and taking leave without pay for the three days per week (this however is between pre-service teacher and school).

Are Secondary Pre-Service Teachers required to complete a placement in their allocated KLA area? (Secondary students)

Schools must support Pre-Service Teachers to ensure they complete the placement in the correct KLA area. This may require negotiation of current teaching load and teaching timetable.

What are the supervision requirements of the Pre-Service Teacher during the placement period?

Schools must provide an assurance that the existing principles and practices of independent and impartial assessment of the Pre-Service Teacher on placement will be maintained.

The school will be asked to provide the name, position and email of the person who will supervise and mentor the student for the duration of the placement. This person will be responsible for providing feedback, completing the student's Final Report, and supporting the student to complete their Teaching Performance Assessment (TPA).

How much supervision is required by the mentor?

For Primary Pre-Service Teachers, the mentor teacher must supervise and provide feedback on at least one lesson for each KLA.

For Secondary Pre-Service Teachers, the mentor teacher must supervise and provide feedback on at least one lesson for each class the Pre-Service Teacher is teaching.



Mentor teachers are expected to supervise the 3 lessons the Pre-Service Teacher has chosen for their TPA. It is also expected the mentor will have regular meetings and updates with the pre-service teacher throughout the placement.

Is the pre-service teacher required to complete the Teacher Performance Assessment (TPA)?

The Pre-Service Teacher is expected to meet all the requirements of their TPA in the school at which they are employed. The three TPA lessons must be observed and feedback provided by the school nominated mentor/supervising teacher.

What is the application process?

Pre-Service Teachers must first discuss the opportunity to undertake professional experience in their school of employment with the School Principal and provide information about the placement dates, teaching areas (Secondary only) and discuss any negotiated teaching load or timetable requirements.

The Pre-Service Teacher completes the Western Sydney University [eForm](#) nominating the school at which they are employed and providing the School Principal's name and email address. They will also need to provide information confirming they have completed their previous placement at a different school.

Once the application has been assessed, the School Principal will receive an email with a link to an additional form that they must complete within 5 days. Only once this form is completed can an application be sent to NESA for approval.

NESA must approve all placements under the 'Waiver B' and as such all information provided is sent to NESA for approval.

Where do I go to have further questions answered?

Please email the School of Education Professional Experience Team with any questions not covered by this document. You can email the team at EduPEX@westernsydney.edu.au