



WESTERN SYDNEY  
UNIVERSITY

# EMPLOYMENT-BASED FINAL PROFESSIONAL EXPERIENCE

## Professional Experience Information for Pre-Service Teachers

### WHAT IS A EMPLOYMENT-BASED FINAL PROFESSIONAL EXPERIENCE?

NESA allows conditionally accredited students can apply to complete their final Professional Experience placement, including the Teaching Performance Assessment (TPA), at the school where they are already employed.

This arrangement offers greater flexibility for both students and employers, while aligning with current ITE practices.

Students must be employed as teachers in NSW schools on an ongoing basis at a school (including casual contracts with regular hours, temporary contracts, or permanent positions).

**This does not apply to School Learning Support Officers (SLSOs), COVID Tutors, or casual teaching employment with irregular hours.**

### ELIGIBILITY CRITERIA

To be eligible for Employment-Based Final Professional Experience, you must meet ALL of the following:

- The Pre-Service Teacher must have completed a satisfactory placement in at least one other school prior to the current school location (to fulfil the requirement of placements in two different schools).
- This can only be applied to a student's final placement.
- The principal of the school must support 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 Employment-Based Final Professional Experience conditions.
- **Students enrolled in TEAC7106 – Professional Experience K-6 must also obtain approval from the Unit Coordinator prior to submitting the application.**

### ELIGIBILITY EMPLOYMENT TYPES

You must be employed under one of the following conditions:

- Casual contract with regular hours (on the same class/es each week)
- Temporary contract (on the same class/es each week)
- Permanent position
- Your contract must cover the full placement period
- This cannot be a new contract that starts when placement starts; that is, you must already be teaching in the position that you will have for the placement period.

### CPL AND EMPLOYMENT-BASED FINAL PROFESSIONAL EXPERIENCE APPLICATIONS – IMPORTANT NOTE

If you apply for both CPL and Employment-Based Final Professional Experience in the same semester, approval of your employment-based application will automatically cancel your CPL application. Please note that where CPL has been granted, the final placement must be at least 20 days.



### HOW TO APPLY FOR EMPLOYMENT-BASED FINAL PROFESSIONAL EXPERIENCE



1. Discuss the placement with your School Principle.
2. Complete the application form via this link – [Employment-Based Final Professional Experience Application Form](#). Providing your school's name, principal's details and confirmation of a prior placement at a different school.
3. After submission, The principal will receive a link to complete the application form, which will be sent to the email address you provide in your application. This link will be sent within three days of submitting your application, and the principal will have five days to complete the form.
4. Once both forms are complete, your application will be reviewed by the Director of Professional Experience. If deemed eligible, it will then be submitted to NESA for final approval.



### SUPERVISING TEACHER GUIDELINES

- Oversee placement, complete the Final
- Report and TPA observations.
- Primary: Observe & give feedback on 1+ lesson per KLA.
- Secondary: Observe & give feedback on 1+ lesson per class.
- Provide feedback on 3 TPA lessons.
- Hold regular progress meetings.

## Professional Experience Information for Pre-Service Teachers

### FREQUENTLY ASKED QUESTIONS

**Q: Can SLSOs or COVID Tutors apply?**

A: No, this is only for those employed as classroom teachers.

**Q: Will I be paid during the placement?**

A: Yes. You remain employed and paid under your existing contract while completing your placement.

**Q: What if I'm part-time?**

A: If employed part-time (e.g. 3 days/week), you must attend the school 5 days per week during the placement period. The extra 2 days are unpaid and supervised like any other placement.

**Q: Can RFF teachers (Primary) apply?**

A: Not if you're employed full-time as an RFF teacher. To meet the placement and TPA requirements. A minimum of 3 days on a class (the same class) is required.

**Q: What about Secondary KLAs?**

A: Secondary teachers must complete their placement in their allocated Key Learning Area (KLA). Schools may need to adjust your timetable to support this.



### NEED HELP?

If you have any questions not addressed above, please email the School of Education Professional Experience Team - [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)