

# Supervising Teacher Payment Form – FAQs



WESTERN SYDNEY  
UNIVERSITY

## SUPERVISION ELIGIBILITY AND PAYMENT ENTITLEMENTS

### Q: Who is eligible for payment?

A: NSW Teachers who supervise Western Sydney University Pre-Service Teachers during compulsory placement can claim a payment. This excludes the 5-day observation placements. School Professional Experience Coordinators may also claim if they coordinate placements for three (3) or more students in the same semester.

### Q: Can I claim payment for supervising a student on a 5-day / 30-hour observation placement?

A: No, Supervising Teachers are not eligible for payment for observation-only placements (5 days / 30 hours). If you're unsure about the placement type, please email [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au).

### Q: Can two Supervising Teachers claim payment for supervising the same student?

A: Yes, provided the combined total of days equals the full placement duration.

### Q: Can I claim payment for Early Childhood student observation days?

A: No. Supervising Teachers in Early Childhood settings are not eligible for payment for the placement observation days. Contact

[EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au) if unsure.

### Q: How much am I paid as a Supervising Teacher?

A: \$37.15 per day for each day a Pre-Service Teacher is supervised

### Q: Will I be paid superannuation?

No. Superannuation will not be paid in relation to supplier payments.

### Q: Can I claim payment for supervising two students during the same semester?

A: Early Childhood settings: Yes, even with overlapping dates. School settings: Only if placements do not overlap.



# Supervising Teacher Payment Form – FAQs



## SCHOOL COORDINATORS & EARLY CHILDHOOD DIRECTORS

### Q: Who is eligible for payment as a School Professional Experience Coordinator?

A: You must coordinate three (3) or more student placements during the same semester.

### Q: I am an Early Childhood Centre Director and have coordinated more than one placement during the same semester. Am I eligible to claim Coordinator payment?

A: No, Early Childhood Centres are not eligible to claim coordinator payments.

### Q: Do I use the same form to claim payment as a School Professional Experience Coordinator?

A: Yes. Coordinators use the same Supervising Teacher Payment Form.

## TAX AND SUPPLIER STATUS

### Q: Are Supervising Teachers casual employees or suppliers to the University?

You are considered a Supplier, not an employee, while performing student supervision duties.

### Q: Do I need to report this payment for tax purposes?

A: Yes. You must declare the amount received from WSU as income in your personal tax return.

### Q: As a supplier, do I need to have an ABN?

A: No. A Supervising Teacher is not expected to provide an ABN.

### Q: As a supplier without an ABN, do I need to complete an ATO Statement by a Supplier form?

A: No. A declaration to this effect is included in the University's Supervising Teacher Payment Claim form.

### Q: Do I need to keep a copy of the submitted Payment Claim Form?

A: Yes. The ATO requires you to keep copies of your forms and remittance advice.



## CLAIM FORM – WHAT YOU NEED TO KNOW

### Q: What information do I need to provide in the Payment Claim Form?

A: The following information will be collected on the Payment Claim Form:

- Personal details
- Placement details
- Claim type
- Bank account details

### Q: How do I get a copy of the Supervising Teacher Payment Form?

A: One week prior to placement end, the Professional Experience team will email a link to the School or Centre.

### Q: How do I save a copy of my completed Supervising Teacher form?

A: After submitting the supervising Teacher Payment Form

- Click the three dots (•••) in the top right corner of the page.
- Select "Print"
- Choose "Save as PDF" to download a copy of your completed form.

### Q: I supervised a student last semester but forgot to submit a claim. How can I claim payment now?

A: Submit separate forms for the current and previous semester claims with correct details.

## PROCESSING AND TIMEFRAMES

### Q: How long will it take for me to be paid?

A: Payment will be made within 6 weeks of the placement period ending, provided the form is accurate and complete.

### Q: What happens if there's missing or incorrect information in my form?

A: The PE team will contact you. This may delay your payment.

### Q: Will I receive a confirmation of payment?

A: Yes. A Remittance Advice will be emailed by Accounts Payable.

### Q: Do I need to keep a copy of the submitted Payment Claim Form?

A: Yes. The ATO requires you to keep copies of your forms and remittance advice.

## PRIVACY AND SUPPORT

### Q: How is my personal information managed?

A: WSU manages your data in line with its [Privacy Policy](#) and applicable legislation.

### Q: Who do I contact if I need assistance?

A: Email the Professional Experience team at [edupex@westernsydney.edu.au](mailto:edupex@westernsydney.edu.au)

