

WAIVER OF APPENDIX B OF THE NESA PROFESSIONAL EXPERIENCE POLICY

Professional Experience Information for Pre-Service Teachers

WHAT IS A WAIVER OF APPENDIX B?

NESA allows conditionally accredited teachers to complete their final professional experience placement at the school where they are currently employed. This is known as the Waiver of Appendix B and is intended to support pre-service teachers who are working under an ongoing teaching contract.

This is available only to **conditionally accredited** Initial Teacher Education (ITE) students 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 (SLOs), COVID Tutors, or casual teaching employment with irregular hours.

ELIGIBILITY CRITERIA

To be eligible for Waiver B, 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 Waiver Appendix B 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 WAIVER OF APPENDIX B APPLICATIONS – IMPORTANT NOTE

If you apply for both CPL and Waiver of Appendix B during the same semester and your Waiver of Appendix B application is approved, your CPL application will be automatically cancelled.



HOW TO APPLY FOR WAIVER B

1. Discuss the placement with your School Principle.
2. Complete the application form via this link [Waiver B 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.



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FREQUENTLY ASKED QUESTIONS

Q: Can SLSOs or COVID Tutors apply?

A: No. Waiver B 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