



## STUDENTS PARTICIPATING IN EARLY CHILDHOOD EXPERIENCE PLACEMENTS FREQUENTLY ASKED QUESTIONS (FAQ'S)

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### BEFORE PLACEMENT SPECIAL REQUIREMENTS

**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](#)

**Q: Do I need to complete LANTITE if I'm exiting with a Master of Teaching (Birth - 5 Years)?**

A: No, LANTITE is not required for Birth-2 Years or 3-5 Years placements.

**Q: When do I need to complete LANTITE if I'm doing the Master of Teaching (Birth -12 Years)?**

A: You must complete both Literacy and Numeracy components of LANTITE before enrolling in your final K-6 placement.

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### CREDIT FOR PRIOR LEARNING (CPL)

**Q: Can I get credit for placement based on my work experience in an early childhood setting?**

A: Students may apply for Credit for Prior Learning (CPL) for *Professional Experience Birth-2 Years* or *Professional Experience 3-5 Years* if they have completed a comparable subject at another university **and** have undertaken an equivalent number of Professional Experience placement days.

Please note that ACECQA, one of the accrediting bodies for the *Master of Teaching (Birth-5 Years/ Birth-72 Years)*, does not permit Credit for Prior Learning for Professional Experience completed as part of a lower-level qualification. Additionally, credit cannot be granted solely on the basis of holding a waiver as the Early Childhood Teacher (ECT) in a setting.

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### PREPARATION

**Q: What do I need to do before starting placement?**

A: Refer to the Professional Experience Handbook, Section 1: Roles and Responsibilities. Attend your lectures and tutorials, information about your placement requirements is explained in detail.

**Q: Is there any financial support for students while they are on placement?**

A: Yes, eligible students may receive the [Commonwealth Practice Payment](#) to help with placement-related costs.

**Q: Do I need a name badge?**

A: Yes. Order your university Pre-Service Teacher badge at least four weeks before your placement.

**Q: Can I use my own badge?**

A: No. You must use the official university-issued badge.

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## CONFLICT OF INTEREST

**Q: What qualifies as a conflict of interest?**

A: Examples include:

- Employment at the centre
- Having children or relatives enrolled at the centre
- Family or close friends employed at the centre
- Personal or professional ties

**Q: What should I do if I have identified a conflict of interest?**

A: Update the conflict-of-interest section in your InPlace profile and notify the Placements Team: [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

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## PLACEMENT ALLOCATION AND LOCATION

**Q: What is InPlace?**

A: It's the system used to manage and allocate student placements.

**Q: What if I'm already allocated to a centre that I have a conflict with?**

A: Update the conflict section in InPlace and email [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au) immediately.

**Q: Can I do placement where I currently work in a Diploma or Cert III role?**

A: No, this is considered a conflict of interest.

**Q: Can I arrange my own placement?**

A: No, Students must not contact centres directly or organise their own placements.

**Q: I prefer not to be placed in a faith-based setting. What can I do?**

A: Update your religious preference in InPlace or email [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au) for sensitive matters.

**Q: I don't have a car. Will I have to travel far by public transport?**

A: You may need to travel for up to 90 minutes. Update your transport preferences in the InPlace system.

**Q: I moved house and didn't update MySR before the due cut-off date. What should I do?**

A: Update your address in MySR and Contact the Placements Team immediately at [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

**Q: How far will I have to travel for placement?**

A: Up to 90 minutes from your term address. The team tries to allocate within 60 mins by car or 75 mins by public transport where possible.

**Q: My placement is over a 90-minute commute. What can I do?**

A: Contact the Placements Team immediately at [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

**Q: I have a medical condition and need adjustments. What is the process?**

A: Approval of a Placement Reasonable Adjustment Plan (PRAP) is required for any alternative arrangements to be acknowledged during placement. Your PRAP needs to be finalised at least 6 weeks prior to the start date. This link will take you to the [Disabilities Team webpage](#) for more details. We can only make placement adjustments for students who have a PRAP.

**Q: I have a holiday/event during the placement period. Can I request leave or reschedule?**

A: This is not normally considered. Students need to be available during the placement date range to attend placement. Students are informed of these dates at the start of semester. However, if the plans are outside your control, email the Professional Experience Program Lead with the details for consideration, but there is no guarantee that a request will be approved.

**Q: What if I withdraw before placement starts?**

A: Send an email to the Placements team [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au), as well as the Subject Coordinator and PE Academic Program Advisor immediately. We do not get notification through the student management system of your withdrawal, and we need to either remove you from our placement list or notify the Early Childhood Service of your withdrawal.

**Q: Do I need to contact the Early Childhood Service before my placement?**

A: Yes. Please read the instructions in the email from the Professional Experience team carefully and contact the placement setting to arrange a meeting before your placement starts. Make sure you have submitted a signed copy of the Early Childhood Pre-Service Teacher Acknowledgement Form before your placement commencement date.

**Q: I received jury summons. What should I do?**

A: Please click [here](#) to complete the Professional Experience & Attendance Letter Request Form to request a Jury Duty Letter.

**Q: When will I receive my placement allocation?**

A: You will receive an email from the placement team via InPlace 2-3 weeks before the placement start date.

**Q: When will I receive the PE Handbook?**

A: It's available via the [SoE website](#) and on your vUWS site.

**Q: Will there be lectures/tutorials before placement?**

A: Yes. All professional experience subjects include tutorials and online modules. Some subjects have lectures.

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## DURING PLACEMENT

**Q: Do I attend university classes for other subjects during placement?**

A: No. Your timetable will be adjusted. If you have a non-SoE elective with required attendance, contact your Professional Experience Program Lead.

**Q: Can I leave early each day to pick up my children?**

A: No. You are expected to be present full-time. Plan alternative care arrangements in advance.

**Q: What do I wear on placement?**

A: Wear professional attire in line with the centre's policy and discuss expectations with your Supervising Teacher. You must wear your university name badge.

Please note that in early childhood education and care services, you cannot wear smart watches that can capture, store, or transmit images or videos (which include sending texts or emails) due to digital device safety requirements.

**Q. Can I use my mobile phone, tablet, laptop or other personal device on placement?**

A. It is a legal requirement that you must not use, or have in your possession, a mobile phone, tablet, laptop, smart watch, or other personal device while you are working directly with children on placement. A personal device is any device that can capture, store or transmit images or videos. You can use your mobile phone, tablet, laptop, or other personal device when you are not providing education and care **and** not physically present with children. For example, when you are on a break in the staff room which children cannot access. Your personal device/s must be stored in a location where children are not permitted, such as a locked office or staff room. Failure to comply with this requirement can result in a maximum fine of \$55,000 for you as an individual.

**Q: Do I need to attend every day?**

A: Yes. Full attendance is required to meet placement criteria.

**Q: What are the expected start and finish times?**

A: Each early childhood setting has different hours. The Centre Director will confirm your shift pattern. You are expected to complete a mix of shifts. Arrive at least 15 minutes before your shift and stay until the end, ensuring all tasks are completed. Meetings with your Supervising Teacher may occur before or after your shift.

Complete the daily attendance register, recording your arrival and departure times, and have it initialed by your Supervising Teacher.

**Q: What if I am sick during placement?**

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

1. Contact the school and your University Advisor by 7.30am on the day of absence.
2. Complete an Absence Form available on vUWS portal.
3. Negotiate with the school or centre to make up the days for your illness.

**Note:** It is not possible to make up missed days when lectures or tutorials are scheduled. If a pre-service teacher is absent during their placement for three or more days, you will be required to provide a medical certificate. Please also note that if a school believes that your absences are having an impact on the Supervising Teacher or class, they can terminate your placement.

**Q: What if something unexpected comes up during placement?**

A: Pre-service teachers are not permitted to negotiate placements days with their Supervising Teachers, nor to avoid themselves from their placements for matters such as holidays, weddings, childcare or work. Any special requests must be emailed to the placements team: [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

**Q: Can I delay placement due to illness/injury?**

A: Yes, there is a process to follow. If the placement delay is longer than one or two weeks, you may be advised to Withdraw Without Penalty and re-register when the subject is next offered.

**Q: What if I get injured during placement?**

A: Pre-service teachers must follow the injury reporting procedures of their placement setting. Any injury must also be reported to the University Advisor or the Professional Experience Team. For further details, refer to the Professional Experience Handbook.

**Q: Can I attend excursions?**

A: Yes. You are expected to attend excursions and events with your Supervising Teacher. Refer to the PE Handbook.

**Q: Can I complete placement part-time?**

A: No. You must attend placement as per the scheduled times set out by the University. Majority of the Placements are full-time only, unless you have a PRAP from Disability Services specifying that part-time attendance is an approved adjustment.

**Q: I cannot afford time off work. Can I do placement part-time?**

A: No, your Professional Experience placement is full-time. If you are under financial stress please contact [student welfare](#).

**Q: Who supports me on placement?**

A: Your Supervising Teacher, the Centre Director, and your University Advisor.

**Q: What can I expect from my Supervising Teacher?**

A: Please refer to Roles & Responsibilities section of the Professional Experience Handbook. Attend your lectures and tutorials, information about your placement requirements is explained in detail.

**Q: What if I have difficulties during placement?**

A: First, speak with your Supervising Teacher. If unresolved, contact the Centre Director or your University Advisor.

**Q: How will I know who my University Advisor is?**

A: You'll be notified via email once they are allocated. This will also appear on InPlace.

**Q: My Supervising Teacher didn't receive documents. What now?**

A: Ask them to check with the Centre Director, as all documents are initially sent to them. They can request the documents by emailing [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

**Q: I'm worried about the EXPO presentation. Where can I get help?**

A: vUWS contains resources, exemplars, and notes. You can also ask your Advisor or Subject Convenor.

**Q: I want to take a photo of a learning environment for my EXPO or Case Study.**

A: Any photography in an Early Childhood Service must be discussed with and approved by the Centre Director. **Under no circumstances are you allowed to take photos of children.** Following the new digital device safety requirements, you must only use a service-owned device to take the photo, and approval must be obtained before the image can be sent to you.

**Q: What if I decide to withdraw during placement?**

A: You must notify your University Advisor and the Placements Team immediately if for any reason you wish to withdraw from the placement. Please note: Academics can only award a Satisfactory Grade or an Unsatisfactory Grade for Professional Experience Subjects. A withdrawal CW) grade is dependent on your individual [application](#).

**Q: How do I get the final report for my Supervising Teacher?**

A: It is emailed to the Centre Director. They can also request a copy by contacting the Placements Team.

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## **AFTER PLACEMENT**

**Q: What if I fail my placement?**

A: Students will go through the At-Risk Process that is outlined in Section 3 - Progress and assessment, in the Professional Experience Handbook. Please refer to the section regarding the outcome of this process. Students will be able to reattempt the subject in a later semester.

**Q: What documents must I submit after placement?**

A: Students are required to submit a final report and their time sheet on vUWS. Please ensure these are signed by you **and** your Supervising teacher prior to submission. Some subjects may also require additional documents, such as a case study or reflections, as outlined in the relevant section of the Subject Learning Guide.

**Q: How do I submit my final report?**

A: There is a page on the vUWS site for submission of documents. Please ensure when submitting all documents that they are in PDF, legible, and signed by both Supervising Teacher and student (photos/images are not accepted).

**Q: When is the EXPO presentation being held?**

A: The EXPO will take place after your placement. As you are near the end of your placement, the EXPO schedule will be provided on the vUWS site. You will present to your hub group, with your presentation limited to a maximum of 15 minutes. Further information will be available on vUWS.

**Q: What if I can't attend my scheduled EXPO?**

A: The EXPO is a formal assessment activity. As with all assessments, if you are unable to meet the deadline, you must submit an Extension Request through Western Now. You should also contact your University Advisor to apologise for not being able to attend. After that, please contact the Program Lead for Professional Experience to reschedule your EXPO.

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

A: Your Supervising Teacher will provide you with a completed and signed copy of your final report on the last day of placement. You are responsible for sighting, signing, and submitting the report on vUWS. It is essential that you save a copy of this document, as it must be provided to NESAs or the Department of Education for employment purposes.

**Q: I need a letter for AITSL. Please advise how I can request this?**

A: To request an AITSL Supervised Teaching Practice Statement, please complete this [form](#). Processing may take up to three weeks. If you are currently enrolled, processing will begin after final grades are released, with the statement issued approximately three weeks thereafter.

**Q: NESAs have requested a Completion Letter. How can I get this?**

A: Please visit the [WSU Completions and Conferral Webpage](#) for further information on how to order this document.

## **STILL HAVE QUESTIONS?**

If you couldn't find the answer to your question about Professional Experience or need more information, please contact the Professional Experience Office at

[Edupex@westernsydney.edu.au](mailto:Edupex@westernsydney.edu.au)