

Supervising Teacher Payment Form - Frequently Asked Questions

Thank you for supporting a Western Sydney University Pre-Service Teacher during their Professional Experience placement.

This information sheet explains who can claim payment, how to submit a payment claim, what information is required, and what happens after a claim has been submitted.

Quick Facts

- Supervising Teachers are paid as suppliers, not University employees.
- You do not need an ABN or TFN to submit a claim.
- Superannuation is not paid.
- The payment form is emailed to the school or Early Childhood service approximately one week before the placement ends.
- Payment may take up to six weeks after the placement period ends.
- Missing or incorrect information may delay payment.
- Questions can be sent to EduPEX@westernsydney.edu.au



Who can claim payment?

NSW Supervising Teachers who support a Western Sydney University Pre-Service Teacher during a compulsory Professional Experience placement can claim payment. School Professional Experience Coordinators may also claim payment when they coordinate placements for three or more students in the same semester.



Can I claim payment for supervising more than one student?

Yes.

- Early Childhood settings: Supervising Teachers can claim payment for each student supervised, including situations where placement dates overlap.
- School settings: Supervising Teachers can claim payment for more than one student where placements do not overlap.
- Paired placement model: Schools participating in the paired placement model can claim payment for multiple students supervised by the same teacher, including students placed together at the same time or students sharing the same Supervising Teacher across different placement periods.



Can two Supervising Teachers share the payment for one student?

Yes. The supervision payment can be shared between a maximum of two Supervising Teachers. Each teacher must claim only for the total number of days they supervised the student. The combined number of days claimed must not exceed the student's total placement duration.



Can school-based Supervising Teachers or Professional Experience Coordinators claim payment for a five-day observation placement?

No. School-based Supervising Teachers and Professional Experience Coordinators are not eligible to claim payment for observation-only placements of five days (30 hours).

If you are unsure whether a placement is an observation-only placement, please contact EduPEX@westernsydney.edu.au



Are Early Childhood Supervising Teachers paid for observation days?

For Early Childhood placements commencing from October 2026, Supervising Teachers will be paid for the entire placement duration, including observation days. This includes Supervising Teachers supporting students in the **Early Learning Environments subject (TEAC7037)** five-day observation placement.



Who can claim payment as a School Professional Experience Coordinator?

A School Professional Experience Coordinator can claim payment when they coordinate placements for three or more Western Sydney University students in the same semester.



Do coordinators use the same payment form?

Yes. School Professional Experience Coordinators use the Supervising Teacher Payment Form.



Can an Early Childhood Centre Director claim a coordinator payment?

No. Early Childhood services are not currently eligible to claim coordinator payments. An Early Childhood Centre Director may still claim a Supervising Teacher payment if they directly supervise a Pre-Service Teacher.

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SUPPLIER & TAX INFORMATION

**Am I an employee of Western Sydney University?**

No. Supervising Teachers are paid as suppliers, not as University employees.

**Do I need an ABN?**

No. Supervising Teachers are not required to provide an ABN.

**Do I need to complete a separate ATO Statement by a Supplier form?**

No. The required declaration is included in the University's Supervising Teacher Payment Form.

**Do I need to provide my TFN or superannuation details?**

No. TFN and superannuation details are not required.

**Will I receive superannuation?**

No. Superannuation is not paid on Supervising Teacher supplier payments.

**Do I need to declare the payment as income?**

Yes. You must declare the payment as income in your personal tax return. Please seek independent tax advice if you are unsure about your personal tax obligations.

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COMPLETING YOUR PAY CLAIM

**How will I receive the payment form?**

The Professional Experience Team will email the payment claim form link to the School Professional Experience Coordinator or Early Childhood Service Professional Experience Coordinator approximately one week before the placement ends.



What information will I need to provide?

The form will ask you to provide your personal details, including your bank account details, and placement information, including the Pre-Service Teacher's name and placement dates.



When should I submit my claim?

Submit your claim after the placement has ended and as soon as possible after receiving the payment claim form. Before submitting, please make sure all placement and supervision details are included.



What happens if information is missing or incorrect?

The Professional Experience Team will contact you if any information is missing or incorrect. In these cases, you will be required to submit a new payment claim form with the correct information. Please note that this may delay the processing of your payment.



How do I save a copy of my submitted form?

Once your payment claim form has been submitted, you will receive a ServiceNow case number. You can use this case number to log back into the ServiceNow portal and view your submitted request and payment claim details. If you are unable to locate your case number, please contact EduPEX@westernsydney.edu.au

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PAYMENT PROCESSING



How long will payment take?

Payment may take up to six weeks after the placement period ends, provided the form is complete and correct.



Will I receive confirmation when the payment is processed?

Yes. Once the Professional Experience Team has reviewed your payment claim, it will be verified before being forwarded to the University's Finance Team for payment processing. You will receive email updates throughout the process, including notifications when your claim has been verified and sent to Finance Team for payment processing. Once payment has been processed, you will receive a remittance advice from Accounts Payable.



I forgot to claim for a previous semester. What should I do?

Submit separate payment claim forms for the current and previous semester placements, ensuring the correct placement details are included for each claim.

If you require assistance with placement information or would like to confirm whether a payment claim has already been submitted, please contact EduPEX@westernsydney.edu.au



Who should I contact for help?

Please contact the Partnerships and Engagement Team at: EduPEX@westernsydney.edu.au