

ACCEPTANCE OF PLACEMENT DECLARATION

Please ensure that you have read and understood the following expectations regarding your Professional Experience Placement. Failure to adhere to any of the following expectations may result in a failure of the Unit.

As a pre-service teacher with Swinburne University I agree to the following.

I will:

- Conform to the placement setting's policy concerning dress and professional behaviour and adhere to my state or territory's teacher code of conduct, mandatory reporting and child safe standards.
- Ensure you are aware of policies and guidelines applicable to your placement setting regarding the safeguard and promotion of children's health and safety, the minimization of risk and which protect children from harm, injury and infection.
- Be aware of and follow the OH & S guidelines of the placement setting to support health and safety obligations and to maintain a safe and healthy working environment. Ensure the setting and SOL incident reporting process is followed as needed.
- Follow the placement setting policies and guidelines in relation to confidentiality and privacy. Discuss with your supervising teacher any collection of student work or images as examples.
- Provide all documentation to my supervising teacher/mentor at the initial meeting including:
 - Copy of Placement Expectations and Requirements Pack
 - Professional Experience Handbook
 - Lesson Plan or Learning Plan template
- Adequately prepare for placement expectations and provide my supervising teacher/mentor with written plans for all lessons or learning experiences at least one (1) day before these are scheduled.
- Ensure that my supervising teacher/mentor provides me with written feedback on my lessons on a regular basis.
- Become fully involved in the life of the educational setting by attending staff and planning meetings, taking part in professional development opportunities and completing yard duty (where appropriate).
- Observe a significant number of lessons or learning experiences, routines, interactions and teaching techniques in my classroom and ensure that professional notes are taken when observing to discuss with my supervising teacher/mentor.
- Remain professional when receiving feedback from my supervising teacher/mentor.
- Remain involved in my unit of study by participating in weekly online discussions throughout my placement.
- Discuss the Interim Report (where applicable) and Final Report with my supervising teacher/mentor and make goals for future placements.
- Ensure I have a copy of the completed Interim (where applicable) and Final Report (all placements), including with my own comments, which has been completed and signed by the supervising teacher/mentor.

I understand:

- The supervising teacher/mentor will submit the completed and signed copies of my placement reports directly to my OLA for verification and recording.
- If I withdraw from my Placement unit between the Census date and the last day to withdraw from units of study without Academic Penalty, my request to withdraw will be placed on hold until my Placement situation is assessed. You, the OLA/UC and the school/setting may be required to provide documentation to support the assessment of my withdraw application. A determination will be made as to whether my grade is Withdrawn (W) or Fail (N).