Starting a placement earlier than the scheduled block is not possible. However, pre-service teachers with extenuating circumstances may apply to delay the start of their placement, depending on the unit requirements, by completing this form. All requests must be made as soon as practicable. Each request must address the reason and have **supporting documentation** attached.

Request to vary placement dates (extenuating circumstances)

Further information can be found here: <https://www.cdu.edu.au/indigenous-futures-education-arts/inschool-education-placements>

## Placement schedules

Professional experience placements are scheduled to support the integration of theory and practice in the unit and the course.

* **Final placements** can commence from **week two of the semester of enrolment**.
* **All other placements** can commence from **week seven of the semester of enrolment.**

## Process

* PST submits a completed request to vary placement dates to inschool@cdu.edu.au as soon as possible
* Associate Dean – Work Integrated Learning consults with Unit Coordinator to determines if circumstances are extenuating and informs PST and InSchool team of outcome.
* If approved, the InSchool team contacts the education setting to request a date change; otherwise confirmed placement is cancelled and another sourced in negotiation with PST.
* **If not approved:**
	+ **Before census date:** the PST **is advised to withdraw** from the placement unit before census date.
	+ **After census date:** the PST is expected to attend the original placement. If the PST does not attend a **fail grade for the unit** will be awarded.

## Factors considered as extenuating circumstances

**Ill health and unexpected medical conditions**: Students are expected to submit a medical certificate to OPEP when applying for extenuating circumstances. This certificate must include the dates that the student is deemed unfit.

**Car accident or sudden theft of Motor Vehicle:** Lack of access to a motor vehicle is not usually grounds to refuse a placement if public transportation is available. However, students who *unexpectedly* lose access to their mode of transportation immediately prior to their placement can supply the police number as proof to apply for extenuating circumstances. The police case number and incident report must be emailed when applying for extenuating circumstances.

**Unforeseen family issues:** Bereavement, serious illness of a family member or personal/family trauma. The matter will be dealt with on a case-by-case basis.

**Military deployment and legal commitments:** Students who are aware of these commitments in advance should reconsider whether they should enrol in a placement unit. If deployment, jury duty or other legal commitments arise unexpectedly, the student must provide evidence to inschool.edu.au. The matter will be dealt with on a case-by-case basis.

**National Emergencies:** Students who live in an area facing a state of emergency or emergency situation need to email inschool@**cdu.**edu.au or call 08 8946 6602 soon as possible to discuss placement options. The matter will be dealt with on a case-by-case basis.

## Request to vary scheduled placement

|  |
| --- |
| Date of request:  |
| Pre-service teacher name:  |
| CDU student ID:  |
| CDU email address |
| Course:  |
| Unit:  |
| Semester and year enrolled:  |
| Suburb and state/territory where you live:  |
| Proposed placement dates:  |

Please explain why you are applying to vary your placement dates and attach supporting documentation.

|  |
| --- |
|  |

**Please indicate attachments:**

* Medical Certificate
* Police Case Number
* Statutory Declaration
* Other

**Pre-service teacher signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email completed request to inschool@cdu.edu.au