

Practicum Claims

Fact Sheet 11B: Frequently Asked Questions

- 1. Do I lodge claims for every day that a preservice teacher is at our school/preschool?**
No, only for those days identified as supervised days for required placements, as agreed by the site leader (or delegate), with the university - see *Confirmation of Acceptance* form on the website.
- 2. Do I use this system for interstate universities too?**
Yes. All Australian universities are listed in the practicum claims system
- 3. Do claims have to be entered after every supervised/coordinated day?**
No, but it is suggested that claims are entered frequently to allow for the allowance to be paid to teachers in a timely manner and to align with other online claims entry to support local business management routines and practices.
- 4. Can we average the supervision claims over a week if more than one teacher supervises a preservice teacher?**
The Practicum Claims system has been developed to allow claims to be entered for each teacher against the actual dates on which they were supervising preservice teachers who are completing required practicum days. This approach was guided by the Teachers (DECS) Award which provides that is the principal who determines the apportionment of the day rate between the teachers who have shared the duties on a particular day. Therefore industrially teachers can only be apportioned a percentage of the day rate if they have supervised on that day.
- 5. How often should I lodge claims?**
It is suggested that claims are lodged at least fortnightly but local practices related to claims eg TRT management will guide each sites approach. For a claim to be paid in the next pay it needs to be lodged before 14:00 on the Thursday of the non-pay week prior.
- 6. What data should I refer to when entering practicum claims online?**
The site leader or delegated preservice program coordinator at your site will oversee and confirm attendance and the schedule of the preservice teachers who are completing required professional experience (practicum). This information, once confirmed can be used as a reference for the claims entry.
- 7. Do I need to complete TRT claims and leave details before beginning the practicum claims online process?**
Yes, this is recommended practice and should overcome the need for claim adjustments/cancellations to be entered and approved, as well as pay adjustments for the teacher.
- 8. What is a claim unit?**
One claim unit is the equivalent of a full teacher day of supervision.
- 9. Can the 'coordinator' also claim daily for supervision of a preservice teacher (or part of a day)**
If a coordinator of the professional experience *program* in a school is also providing the direct supervision of a preservice teacher/s then they would be able to claim for both the coordination of the program and the supervision of individual students as a teacher.
- 10. How I can I work out how to enter claims when one preservice teacher has been supervised by more than one teacher each day?**
This is not an unusual scenario in some secondary schools. The new process will require that the schedule of the preservice teacher is referenced to identify which teachers have provided supervision and for what **percentage of each day**.
The system will accept claim data from 0.1 to 1.0.



11. [How many claim units can a supervising teacher and/or leader \(or teacher delegate\) claim for a single day?](#)
The system will accept up to 3 claim units for supervision and 10 claim units for coordination in a single day.
12. [Do I need to enter details for every preservice teacher?](#)
Yes, however once the system has been established for a longer period the HRS data base may show the preservice teacher details due to them already completing a professional experience placement (practicum) in another site.
13. [Do I need to enter a new claim for every supervising teacher?](#)
Yes, each claim will be for an individual teacher.
14. [Can a TRT claim for supervision?](#)
Yes, if a TRT has been required to provide supervision they are entitled to claim. The TRT claim should be lodged and approved before the practicum claim information is entered for the identified date.
15. [Why am I unable to approve a Supervision or Practicum Claim for myself?](#)
A user is unable to approve their own claims. Should it be required for the Site Manager to lodge a practicum claim for themselves, a second user with Claims Approver access will need to be set up in order to approve the claim. For more information on this, please see [Fact Sheet 14 Access Levels](#)
16. [Why is a teacher not appearing on the list of teachers in the New Claim screen?](#)
Teachers will only appear for a Claim Date in which they were employed at the site. If a contract has not yet been processed, or a TRT claim not yet lodged, this may prevent a teacher from appearing on the list.
17. [How many people can have Site Manager access?](#)
It is strongly recommended that only the site leader is granted this role as the functionality associated with the role is directly aligned to their roles and responsibilities as Site Leader which are should not be delegated.
18. [Course types - are these required fields?](#)
No but they can provide a more detailed profile of the student teacher if selected.
19. [Is there a way to enter claims for a date period rather than individual dates?](#)
Not currently, however, the copy function allows you to create a claim that is a duplicate in every way except for the claim date.
20. [Is there a bulk approval function?](#)
The approval boxes for each claim need to be ticked individually. All ticked claims will be approved once the approval button at the bottom of the screen is clicked.
21. [The Student Teacher search doesn't appear complete?](#)
The Student Teacher search will return the first 200 results. It is recommended that you search for the student teacher's Student ID and University combination as this is unique for each individual. Refer to [Fact Sheet 5D: Adding and Maintaining Student Teacher Details](#)
22. [Which report do I select?](#)
Reports can be generated as required. When selecting a report you will be able to select a date range based on pay periods and choose to create a detailed report with the amount paid or without the amount paid to teachers displayed. A report with the amount displayed will be referred to by sites when generating an invoice for each university. A report version without the amount paid can be provided to each university (as a PDF) with each invoice.



23. How often should we invoice the universities?

It is recommended that invoicing is done once a term but this will be a local decision.

Benefits of termly invoicing:

- Claims should be entered and teachers paid the allowance throughout the term, however sometimes claims will need to be adjusted/cancelled etc so the total invoice amount will be affected by this and could require further invoicing or refund etc. At the end of term after all leave and TRT claims etc have been processed and approved the total amount for the invoice should be stable.
- **Term 3** may see an adjustment to the daily allowance rate if directed by the Industrial Relations Commission of South Australia. An adjustment would not be immediate but would result in 'backpay' to teachers. This will be reflected in the reports once the adjustments are made, but early invoicing would require revised invoicing to all universities.

Please check other fact sheets for information about Practicum Claims and contact HR Client Services on 8226 1356 or by email at DECD.HRClientServices@sa.gov.au if further information is required.