**Preservice teacher contract for Professional Experience placement**

**The Preservice Teacher (PST) must sign and return this document. Required placement clearances and documentation must be supplied to** [**InSchool@cdu.edu.au**](mailto:InSchool@cdu.edu.au) **before can be organised and attended.**

I, the Preservice Teacher, agree to:

1. Provide all required documentation and clearances (such as Working with Children Check or similar) to inschool@cdu.edu.au before the placement is confirmed or attended.

2. Practice under the supervision of registered teachers. The outcomes and objectives of the students in the host classes and schools cannot be compromised by a PST’s Professional Experience. Final authority for all aspects of student outcomes rests with the host school personnel.

3. Conduct themselves in accordance with the Student Conduct By-Laws and the Code of Conduct:

<https://www.cdu.edu.au/governance/doclibrary/cod-001.pdf>

* Pay heed to the policies, procedures, and regulations of both the host school and CDU, including the academic and disciplinary policies of CDU;
* Be respectful, courteous and professional at all times to colleagues, clients, host school/centre staff, CDU staff, and the host school students;
* Maintain the host school students’ physical and cultural safety.

4. Cease/postpone/refrain from other employment whilst on placement.

5. Abide by the Professional Experience Guidelines

* Undertake placement on dates recommended by CDU
* Ensure that the mentor teacher has access to the unit documentation, and assessment forms;
* Be responsible for all travel arrangements and costs associated with attending Professional Experience;
* Act professionally with regard to punctuality, attitude and behaviour and display a professional image;
* Enquire as to the appropriate use of mobile phones and mobile devices;
* Speak English at all times as this is the language of business;
* Maintain the confidentiality of peers, colleagues and student information at all times (PSTs will not disclose any student information to any persons who are not an employee of the host school and not involved in the education of the students);
* Notify the host school and [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) regarding any absences (Medical Certificate must be supplied to InSchool) following the 1st day of absence;
* Attend the host school for the length of the school day as prescribed for teachers. In the Northern Territory this is generally 7.40am - 4.25pm. It is the responsibility of the PST to confirm the length of the school day with the host school prior to the placement. PSTs are expected to attend staff meetings, participate in yard supervision and other professional activities as requested by the host school;
* Demonstrate a level of fitness for undertaking the required practicum, including maintaining their own health and ensuring hygiene, nutrition and adequate rest.

6. Strive towards successful completion of Professional Experience. Unsatisfactory performance or inappropriate conduct will lead to the implementation of the ‘Reporting Degrees of Concern’ process. This may result in discontinuation, possible loss of Professional Experience completed prior to cessation of the placement.

These terms and conditions are agreed to by:

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| --- | --- |
| PST Full Name |  |
| CDU Student ID |  |
| Course |  |
| PST Signature |  |
| Date |  |

**This contract is valid for the duration of the course of enrolment.**