



Professional Experience Placements

Conflict of Interest Policy

Prior to commencing placement in a school or early childhood setting, pre-service teachers need to ensure they can perform the requirements of placement without potential conflicts of interest. This is to ensure pre-service teachers:

- have the opportunity to undertake placement without having to cope with presumptions or meet expectations from teaching and non-teaching staff who known them from a current or previous context.
- can avoid a conflict of interest situation arising during professional experience, particularly from a challenging placement or potentially failed placement.

To minimise potential conflicts of interest during a teaching placement, the following guidelines are advised by the Professional Experience Office.

- Professional experience placement can be undertaken at a school where the pre-service teacher attended as a student, providing it has been 6 years since they were last enrolled.
- It is not be permitted to undertake placement at a school or early childhood service where an immediate family member is employed, either as a teacher or in a non-teaching position, or where your child or children are enrolled.
- It is not be permitted to undertake placement in a school or early childhood service where you are already employed or work in a voluntary capacity.

Exemptions to these guidelines can be made by sending an email to inschool@cdu.edu.au outlining:

- Strategies that will be put into place to ensure that any conflict of interest is minimised (please complete conflict of interest form).
- Documentation from the school's Professional Experience Co-ordinator or Centre Director, indicating support for the placement.

Kind regards

Dr Claire Bartlett

Academic Director of Professional Experience



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Conflict of Interest Form

Pre-service teachers must declare any pre-existing relationships with staff or students at a school or early childhood service. A personal relationship may affect the performance and/or assessment of the pre-service teacher during placement. Under no circumstances can a pre-service teacher receive a salary while they are undertaking professional experience in their workplace.

The purpose of this form is to allow the pre-service teacher the opportunity to put in place a plan that will explain how the effect of this relationship will be managed, and how any potential conflict of interest will be minimised regarding the outcome of the placement experience.

Details on this form are to explain actual strategies for managing conflict.

Surname: _____ **First Name:** _____

Student Number: _____ **Contact phone number:** _____

University Email: _____

I am due to be allocated placement at _____

The conflict of interest is due to a close personal relationship with:

- the mentor teacher
- a teacher on staff
- an administrative staff member
- a student

The conflict of interest is due my paid employment for work undertaken as:

- a teacher
- a teacher's aide
- other (please state)



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Conflict of Interest Form (cont.)

Briefly outline the nature of the conflict/interest

Outline proposed arrangements for minimising or managing the conflict of interest

Signed (Director/Principal): _____ **Date:** _____

Signed (pre-service teacher): _____ **Date:** _____

Approved/not approved (Director Professional Exp): _____ **Date:** _____

Please email to inschool@cdu.edu.au