**Preservice teacher contract for Professional Experience placement**

**The Preservice Teacher (PST) must sign and return this document. Required placement clearances and documentation must be uploaded into your student portal (inplace) before can be organised and attended.**

I, the Preservice Teacher, agree to:

1. Upload pre-placement clearances (Working with Children Check or similar and Infection Control Training - COVID-19) to your student portal (InPlace) 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;

4. Abide by the Professional Experience Guidelines

* Undertake placement on dates confirmed 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;
* 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.

These terms and conditions are agreed to by:

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

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