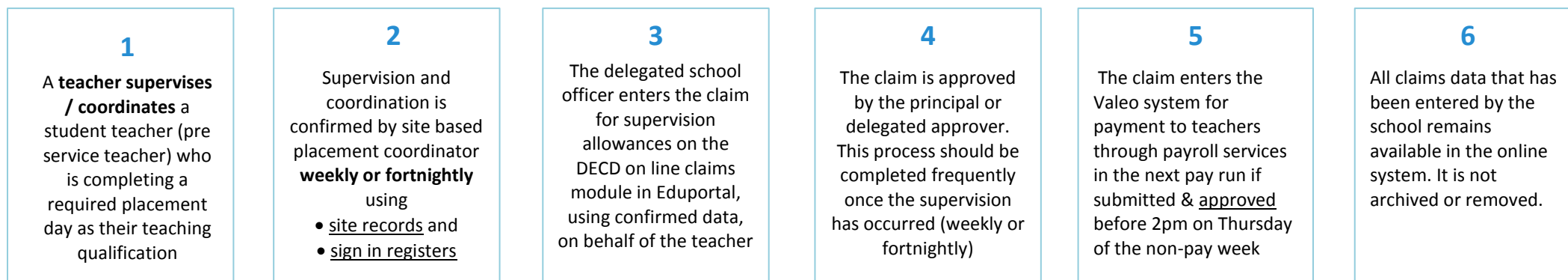




Practicum Claims - The New Process

Schools/preschools will be responsible for submitting supervision and coordination claims through the claims on line module in HR Management Information System, accessed through Eduportal. Claims can only be made once supervision day(s) are completed and confirmed using site records and registers¹ that have been endorsed by the supervising teacher and coordinator.

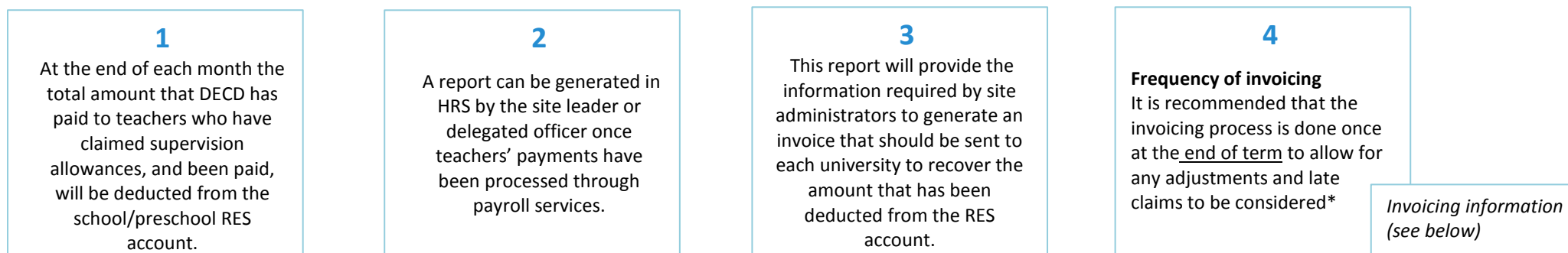
PART ONE: Online claims – teachers are paid allowances



PART TWO: DECD and schools - recovering costs and invoicing

DECD is currently managing over 25 000 claims from teachers for 'student teacher' supervision each year from South Australian universities. These placements have been arranged and agreed as local decisions between the schools and universities and many are now being agreed and extended to interstate universities.

To support the local management of arrangements between universities and DECD, sites will now have a role in recovering the costs associated with DECD paying teachers the supervision and coordination allowances from the universities once the teachers have been paid. This will support local management practices and decisions related to future arrangements and opportunities to work with university partners.



¹ Site Records & Registers - Exemplars of record and registers sheets for 'student teachers' will be available on the DECD website from April 28 2014



Ideas to support the process

1. **Enter student teacher details** when student teacher placements are confirmed between each university and site. Then this information will be in the system for when you are ready to enter the practicum claims. ([Fact Sheet 5D: Adding and Maintaining Student Teacher Details](#))
2. **Invoicing universities** – When ready to invoice please raise against revenue account (R-ZOJ-6868) and the GST holding account (L-ZZZ-3515) with GST coding: GO1. If assistance is required please contact the Site Financial Support Team on 1800 100 191.
***During Term 3 invoicing at the end of term is strongly recommended as some years the allowances are adjusted following direction by the Industrial Relations Commission of South Australia. If there is an adjustment, end of term invoicing will overcome further invoices needing to be raised for the back pay amount for individual teachers**
3. If a teacher supervises or coordinates the program for **multiple student teachers, on the same day, from the same university**, this can all be entered as one claim - up to a total of 3 claim units for supervision and up to 10 claim units for coordination.
4. **Use the Copy button** to support your data entry processes. You can use this button to create an exact replica of the current claim that can then be lodged with a new date or new student teachers. For example if a teacher at your site has the same student teacher every day for 6 weeks, once the first claim is entered, a copy can be made and the next claim date entered (claim dates can't be entered in advance)

HR Management Information (TEST)

Site [9999] Sample School

Relief Teacher | Supervisor | HRI | Practicum

Add Practicum Claim

All Claims entered today are shown in the following grid.

| Claim Date | Units (day part of) | Teacher | Employee ID | Claim Type | Account Code | Claim Status | Approved Date | Linked Claim |
|-------------|---------------------|-----------------|-------------|-------------|---------------------|--------------|---------------|--------------|
| 26-Mar-2014 | 1.000 | Aaronson, Aaron | 1234567 | SUPERVISION | 09-K7111L-07683CT09 | | | |

Claim

Claim ID: [294876]
 Claim Type: [Supervision]
 Claim Date: [26-Mar-2014]
 Teacher: [1234567] Aaronson, Aaron
 Linked Claim: []
 Claim Units: [1.000]
 Ready for Approval:

Student Teachers

| Claim ID | First Name | Last Name | Student ID | University | Claim Units |
|----------|------------|-----------|------------|----------------------------------|-------------|
| 294876 | Test | Student 2 | TS2 | Charles Darwin University (TE09) | 1.000 |

Comments

400 Characters Remaining

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User: HRS Site Manager User (C_TST_HRS_MANAGE) Version: 1.00.00 Monday, 7 April 2014