**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 registers' that have been endorsed by the supervising teacher and coordinator.

**PART ONE: Online claims – teachers are paid allowances**

1. A teacher supervises / coordinates a student teacher (pre service teacher) who is completing a required placement day as their teaching qualification.

2. Supervision and coordination is confirmed by site based placement coordinator weekly or fortnightly using:
   - site records
   - sign in registers

3. The delegated school officer enters the claim for supervision allowances on the DECD on line claims module in Eduportal, using confirmed data, on behalf of the teacher.

4. The claim is approved by the principal or delegated approver. This process should be completed frequently once the supervision has occurred (weekly or fortnightly).

5. The claim enters the Valeo system for payment to teachers through payroll services in the next pay run if submitted & approved before 2pm on Thursday of the non-pay week.

6. All claims data that has been entered by the school remains available in the online system. It is not archived or removed.

**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. At the end of each month the total amount that DECD has paid to teachers who have claimed supervision allowances, and been paid, will be deducted from the school/preschool RES account.

2. A report can be generated in HRS by the site leader or delegated officer once teachers’ payments have been processed through payroll services.

3. This report will provide the information required by site administrators to generate an invoice that should be sent to each university to recover the amount that has been deducted from the RES account.

4. **Frequency of invoicing**
   - It is recommended that the invoicing process is done once at the end of term to allow for any adjustments and late claims to be considered*

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

June 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)