



Initial Teacher Education

New invoicing arrangements for practicum supervision and/or coordination

Changes to the business process

1. Confirming Student Placements

Schools and universities will be required to exchange written confirmation of preservice teacher placements once the placements have been negotiated. Initial Teacher Education Provider (ITEP) student placement confirmation needs to include names of pre service teachers who will be placed at the site, their student ID number, the total number of agreed days and the dates that the preservice teachers will be attending the site.

Schools will complete the **Confirmation of Acceptance – Professional Experience Placement** proforma as a record of their acceptance and forward a copy to the ITEP. This confirmation is required to confirm arrangements with the site leader on behalf of the supervising teacher (s).

The **Confirmation of Acceptance – Professional Experience Placement** proforma restates the current child protection requirements for preservice teachers and provides a link to the Teachers (DECS) Award which states the current daily rate that the ITEP will be invoiced for the provision of student teacher placements as a fee for service¹.

2. Claims for supervision and /or coordination of preservice teachers

DECD has developed an online **Practicum Claims** module that allows schools/preschools staff to make direct claims to Shared Services after the supervised day(s) have been completed.

Claims will be based on the reconciliation of the attendance records (school/preschool sign in register) with teacher timetables and ITEP student placement confirmation. Schools and preschools will be encouraged to enter the preservice teacher claim data as soon as the placement days are completed.

3. Invoices and claims reports

The online **Practicum Claims** system will allow schools/preschools to generate detailed reports that will identify claim dates for each preservice teacher and associated supervising/coordinating teacher, and the total amount that has been paid for each ITEP preservice placement.

The total of the supervising/coordinating teacher(s) allowances will then be used to generate the ITEP fee for service invoice. The invoice will include an additional charge of 2% of the total of the allowances that have been paid, as an administration charge. This invoice will be sent directly to the ITEP. ITEPs will be required make direct payments to the individual school that issue the invoice(s). Arrangements can be made with individual schools for electronic transfers.

Schools will be encouraged to invoice at the end of each school term however final decisions about the frequency of invoicing will be made at the local site.

Site leaders are also able to directly negotiate with ITEP's for payment for any agreed services that may be required outside of the teacher and coordinator industrial entitlements for supervision and/or program coordination.

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¹ The fee for service will be set to cover the daily costs associated with the industrial entitlements as set out in the Teachers (DECS) Award for supervising /coordination teachers