

\*This confirmation should be printed, scanned and emailed as a non-editable PDF to each university etc when placement information is provided. A copy should be kept by the school/preschool as a record of agreement.



## **\*Confirmation of Acceptance - Professional Experience placements for preservice teachers**

Site Name:

Site Leader:

University:

Thank you for providing the details of proposed professional experience placements for the following preservice teachers.

Please accept this letter as confirmation that we have agreed to provide a placement/s for the named pre-service teacher/s for the identified dates.

Please note that **placement cannot begin unless the following conditions are adhered to:**

1. Child Safety

Placements will not commence unless the named pre service teacher/s has shown evidence of the following:

1.1 Evidence of Criminal History Screening – a DCSI official notice or clearance letter

1.2 Current certificate for

- o *Responding to Abuse & Neglect – Education and Care (RAN-EC) or*
- o *Promoting Safety and Wellbeing: Induction for tertiary students working with children and young people in education and care sites*

2. Daily supervision and coordination costs will be invoiced

DECD teachers/principal (or delegated teacher) is entitled to claim the industrially prescribed daily allowance for supervision and /or coordination of 'training duties' as per the Teachers (DECS) Award<sup>1</sup>. Daily supervision and coordination allowances will be paid to teachers and principals (or their delegate) at the current Award rate via a DECD online claims system.

All Australian ITEP's will be invoiced for the total costs associated with this fee for service, including a 2% administration fee. Sites will invoice universities (ITEP's) directly through an invoicing process and payments are to be made directly to the site. Placement information, attendance and supervision records kept by the site will inform the claims process.

Student Name:	Student ID:	Start Date:	End Date:	Total number of days:	Professional Experience Coordinator name and email contact details:

Please contact me regarding any queries about this communication via email

Regards,

Principal/Preschool Director

Date:

<sup>1</sup> Teachers(DECS) Award Clause 5.11 <http://www.industrialcourt.sa.gov.au/>