SCHOOL OF EDUCATION
WESTERN SYDNEY UNIVERSITY

TEAC7108 Quick Reference Guide

Professional Practice Community Engagement

A practical guide to preparing for, organising and completing your TEAC7108 placement.

Placement at a Glance:

- ✓ Five days or 30 hours
- ✓ Work with students in Years 7-12
- ✓ School or approved community setting
- ✓ Complete within the approved placement period
- ✓ University approval is required before you commence

IMPORTANT

Do not commence placement until your Placement Acknowledgement Form is approved, and the placement is confirmed in InPlace.

Use this guide with your Subject Outline, Ultra site, University email and InPlace instructions.

1 UNDERSTANDING TEAC7108

What are the placement requirements?

Complete a five-day (30-hour) professional experience placement supporting secondary students in Years 7-12. The placement may be completed on consecutive days or spread across the semester, but all hours must fall within the approved placement period. It may take place in a school or approved community setting.

When can I complete my PPCE placement?

The approved placement dates can be found on your Ultra page or in the Professional Experience Calendar. Students must complete all placement requirements within the approved placement period.

What mandatory training must I complete?

Once enrolled, students must complete the following NSW Department of Education mandatory training through MyPL. Students must upload evidence of completion as instructed through InPlace.

Can I apply for Credit for Prior Learning (CPL)?

Relevant experience may make you eligible for CPL. Review the CPL eligibility and application process or contact enquirieseducation@westernsydney.edu.au

What is InPlace?

InPlace is Western Sydney University's placement management system used to manage placement records, placement approvals, compliance documentation and placement reporting.

What do I need to do to complete TEAC7108 successfully?

To successfully complete TEAC7108 – Professional Practice Community Engagement (PPCE), students are expected to:

- [ ] Read the Subject Outline and subject information available in Ultra.
- [ ] Complete all mandatory NSW Department of Education training requirements.
- [ ] Order a Professional Experience name badge.
- [ ] Secure an approved placement and submit the Placement Acknowledgement Form.
- [ ] Attend all required workshops and complete learning activities.
- [ ] Complete a 5-day (30-hour) placement working with students in Years 7-12.
- [ ] Complete and submit all assessment tasks by the published due dates.
- [ ] Ensure the final placement report is completed by the Supervising Teacher.
- [ ] Check their Ultra site, University email account, and InPlace for important updates and placement instructions.

2 ORGANISING YOUR PLACEMENT

Can I organise my own placement?

Yes. Students may organise their own PPCE placement in a NSW Department of Education Secondary School. Students **must not** approach Private, Independent, or Faith-Based schools unless the school has been approved by the University and is listed as an approved placement site.

Before you commence, your placement must be approved by the University, your Placement Acknowledgement Form must be approved, and the placement must be confirmed in InPlace.

What is a conflict of interest?

A personal, family, employment or other relationship that could compromise, or appear to compromise, the placement. Examples include having a child or close family member at the site, or being employed there where appropriate supervision cannot be provided. Disclose all actual or perceived conflicts. A placement cannot be approved where a conflict exists.

What is the Placement Acknowledgement Form?

The Placement Acknowledgement Form is used to confirm your placement details with the University.

Students must ensure that all information included on the form is accurate, including:

- School details
- Placement dates
- Supervising Teacher details
- Supervising Teacher email address

The Placement Acknowledgement Form must be submitted and approved before the placement can be confirmed. Students must not commence placement until approval has been provided by the University.

What should I do if my placement details change?

If your placement dates, supervisor or school details change, you must notify the Professional Experience Team immediately by emailing: EduPEX@westernsydney.edu.au

What should I do if I cannot find a placement?

Contact your Subject Coordinator as soon as possible. You should also be prepared to provide evidence of the schools you have contacted while attempting to secure a placement.

3 PREPARING FOR PLACEMENT

Before your first day:

- [ ] Read the Subject Outline and information on Ultra
- [ ] Complete all required workshops and learning activities
- [ ] Complete mandatory NSW Department of Education training
- [ ] Order your Professional Experience name badge
- [ ] Confirm the placement is approved and displayed in InPlace
- [ ] Check the school's instructions and dress code

What to take with you:

- [ ] Printed and signed Pre-Service Teacher Acknowledgement Form.
- [ ] Mandatory training certificates.
- [ ] Photo identification.
- [ ] Western Sydney University Professional Experience name badge.
- [ ] Any additional documents requested by the school.

What if my details change?

If your placement dates, supervisor or school details change, notify the Professional Experience Team immediately at EduPEx@westernsydney.edu.au

Placement Adjustments

Students requiring adjustments for a medical condition, disability or ongoing health concern must have an approved Placement Reasonable Adjustment Plan (PRAP). Finalise the PRAP at least six weeks before placement.

4 DURING PLACEMENT

Attendance and Hours

Attend the hours advised by the school, generally arriving before the school day and remaining until professional responsibilities are complete. Record all hours and have them verified by the Supervising Teacher.

If you are absent

- Notify the Supervising Teacher or school as early as possible
- Arrange to make up missed hours

Professional Conduct

- Dress professionally and follow the school's dress code
- Wear your Professional Experience name badge
- Follow the guidance of the Supervising Teacher
- Participate in approved excursions, sporting events and educational activities when appropriate

Who supports me?

Supervising Teacher	Day-to-day placement guidance
Subject Coordinator	Academic and assessment support
Professional Experience Team	Placement administration

5 ASSESSMENT & COMPLETION

What assessment tasks must I complete?

Requirements are listed in the Subject Outline and on Ultra. Complete all tasks by the published due dates.

Who completes the placement report?

The Supervising Teacher completes and submits the final report. Students do not submit it themselves.

How do I access the completed report?

1. Log in to InPlace.
2. Open the relevant placement.
3. Select the Assessment tab.
4. Download the report after the Supervising Teacher submits it.

Is financial support available?

Yes, eligible students may receive the Commonwealth Practice Payment to help with placement-related costs.

CONTACTS AND USEFUL LINKS

Useful Links

Mandatory Training & Special Requirements	Information about mandatory training, documentation and placement requirements.
Pre-Service Teacher Professional Experience Resources	Access professional experience information, forms and placement resources.

Who should I contact?

ENQUIRIES	CONTACT
Placement Information	Professional Experience Team **EduPEx@westernsydney.edu.au**
Academic or Assessment	See the Staff Information section on the TEAC7108 Ultra site.
Enrolment or CPL	Education Enquiries Team **enquirieseducation@westernsydney.edu.au**

Still Have Questions?

Before contacting the Professional Experience Team, we encourage you to visit the Pre-Service Teacher Professional Experience Resource Page, which contains forms, guides, policies and answers to many commonly asked questions.