

PROFESSIONAL EXPERIENCE POLICY

Section 1 - Purpose and Scope

- (1) Professional Experience placement is a compulsory requirement of all Initial Teacher Education courses.
- (2) The purpose of this Policy is to set out the parameters for Professional Experience placements including the commitments of the College and the requirements for students.

Scope

- (3) This Policy applies to:
 - a. all students undertaking an Initial Teacher Education course;
 - b. School Supervising Teachers of students undertaking professional experience; and
 - c. College staff.

Section 2 - Definitions

- (4) In this Policy:
 - a. **ACPE or College** means ACPE Ltd operating under the name Australian College of Physical Education.
 - b. **AITSL** means the Australian Institute for Teaching and School Leadership.
 - c. **ITE** means an Initial Teacher Education course. ITE courses at the College include the Bachelor of Education (Physical and Health Education) (BEd (PHE)) and the Bachelor of Dance Education (BDanEd).
 - d. **NSW Education Standards Authority (NESA)** oversees the regulation of schools in NSW and accredits Initial Teacher Education courses in NSW.
 - e. **Professional Experience** means the 'on-the-job' preparation for teaching undertaken by a student in a school by way of a placement.
 - f. **School Supervising Teacher** means the classroom teacher assigned as mentor teacher for the teacher education student during the placement.
 - g. **Student** means a teacher education student (that is, a student studying an Initial Teacher Education course at the College and undertaking a Professional Experience program).

Section 3 - Policy Statement

- (5) The College is committed to delivering a Professional Experience program that:
 - a. Meets the regulatory requirements of the NSW Education Standards Authority (NESA) for accredited ITE courses.
 - b. Complies with the NESA [Professional Experience in Initial Teacher Education policy](#).

- c. Forms an integral and interrelated component of the ITE courses, based on informed theory and reflective practice.
 - d. Provides a range of opportunities and experiences for students to develop the knowledge, skills, values and attitudes that are necessary for them to demonstrate achievement of the AITSL *Australian Professional Standards for Teachers* at the Graduate Teacher level.
 - e. Provides opportunities to develop effective and sustainable partnerships with host schools, allowing for collaboration and sharing of knowledge and expertise.
- (6) Students undertaking a Professional Experience placement:
- a. will be given a clear explanation of the expectations and learning outcomes of the Professional Experience placement;
 - b. are required to comply with standards of professional behaviour, reasonable directions from the host school and the College's Student Code of Conduct at all times while participating in the placement;
 - c. are required to satisfactorily complete all mandated authorisations and pre-requisite units prior to undertaking the relevant Professional Experience placement; and
 - d. are expected to be adequately supervised while participating in a Professional Experience placement.
- (7) Students are responsible for their own costs associated with any Professional Experience placement.
- (8) Professional Experience placements 1 - 3 are to be undertaken as unpaid placements. The final placement (placement 4) may be undertaken as a partial paid placement subject to meeting NESA's policy requirements and approval by the College.
- (9) The College reserves the right not to place a student in a professional experience setting where the performance, personal or professional, conduct of the student does not meet the required standard.
- (10) The College reserves the right to withdraw a student from a Professional Experience placement at any time based on the grounds outlined in the Professional Experience Procedure.
- (11) Students may appeal against an academic decision made under this Policy or Procedure following the Grievances, Complaints and Appeals Policy and Procedure.

Public liability arrangements

- (12) Students undertaking Professional Experience placements pursuant to this Policy are covered by the College's public liability and accident insurance policies.

- (13) Host schools may request a copy of the current Certificate of Currency from the College.

Section 5 – Guidelines

- (15) Further information for students and staff can be found in:
- Professional Experience Procedure
 - Professional Experience Handbook
 - Professional Experience 1 Supervisor Handbook
 - Professional Experience 1 – 3 Student Guidebooks
 - Professional Experience 4 Teaching Performance Assessment Guidebook

Related documents

This Policy should be read in conjunction with but not limited to:

- Professional Experience Procedure
- Student Code of Conduct
- Staff Code of Conduct

Legislation and other guidelines

- New South Wales Education Standards Authority (NESA):
 - Professional Experience Framework's Best Practice Guidelines - [Professional Experience Framework](#)
 - Graduate Teacher Standards Evidence Guide To Support Professional Experience - [Professional Experience - Evidence Guide for Supervising Teachers](#)
 - NSW Supplementary Documentation: Professional Experience in Initial Teacher Education - [Professional Experience in Initial Teacher Education](#)
 - Australian Professional Standards for Teachers - [Australian Professional Standards for Teachers](#)
- [Fair Work Ombudsman – Student Placements](#)
- Australian Institute for Teaching and School Leadership – Supervising Preservice Teachers – On-Line Training Program - [Supervising Preservice Teachers](#)
- Tertiary Education and Quality Standards Agency – Higher Education Standards Framework (Threshold Standards) 2021 - [Higher Education Standards Framework](#)

Document Administration

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Unless otherwise indicated, this Policy will still apply beyond the Review date