

# Pre-service teacher agreement for education placement



This important document outlines your responsibilities before and during your education placement. It must be signed and uploaded to your student portal (InPlace) when you enrol in your first placement unit. You only need to sign this once, but you should read this before every placement to clarify your responsibilities during professional experience placements concerning the CDU Student Code of Conduct: <https://www.cdu.edu.au/governance/doclibrary/cod-001.pdf> and the professional experience requirements and guidelines for placement.

## Attendance requirements: pre-placement

Meet with your mentor teacher prior to placement to:

- **Obtain** host school policies, timetables, mentor/PLL contact details and all teaching and learning documentation.
- **Discuss the** dress code, use of mobile phones, start and finish times, yard duty, meetings, absences, school expectations for professional conduct etc.
- **Identify** your teaching context – classroom rules, timetables, differentiation strategies, students at risk, special needs students, role of teaching assistants, photocopying procedures, resources available – e.g., library.
- **Confirm that** your mentor understands your specific course unit and assessment documentation and has your contact details.
- **Discuss** the CDU placement requirements and guidelines and interim and final reports and the placement concern procedures:
  - **Confirm** when lesson plans will be submitted
  - **Agree upon** the frequency and form of mentor teacher feedback

## Attendance requirements: during placement

- **Practice** only under the **supervision** of registered teachers and not be alone with students.
- **Attend** the host setting on the dates confirmed by CDU and the education setting.
- **Be punctual** and on site at the host setting for the whole day, including before and after the students arrive, depending on the education setting:
- **Attend staff meetings and all professional activities** as required by the host setting.
- **Participate** in yard supervision as required and follow Sun Safety Policy i.e., wear a hat.
- **Notify** your mentor at the host school and [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) **before the start of the school day** if you are absent (personal emergency, unwell), and:

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- If you are absent for more than 1 day, due to medical reasons, please email a medical certificate to [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au)
- If you are absent for more than 1 day, due to personal reasons, please email a statutory declaration to [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au)

You will need to negotiate with your mentor and the PLL to **make up the missed days**. NB For accreditation and teacher registration purposes, it is vital that the required number of accredited days of supervised teaching practice is completed.

## Professional behaviour

- Treat staff and students with courtesy and **respect** the skills and professional experiences of the staff at the host school.
- Follow all **CO-VID19 requirements** including distancing, sanitising, and mask-wearing.
- Follow the host school policy regarding **mobile phones and devices** and **do not** using your phone during class time.
- **Do not** take **student photos** without discussion and permission from your mentor.
- Always maintain **confidentiality**. Do not discuss information about school staff, parents, students, and other preservice students with any persons who are not an employee of the host school.
- **Dress** modestly and appropriately and discuss with your mentor teacher prior to placement. Ensure shoulders are covered (sleeves), hem lengths appropriate and wear closed in shoes. A hat will be necessary.

## Teaching and Learning

- **Communicate professionally** with all staff and students at the host school.
- **Provide** thorough lesson plans to your mentor **at least 24 hours** before your teaching day, for feedback.
- Prepare teaching and learning **resources the day prior** to your lessons.
- **Demonstrate** that you are engaging and developing a professional relationship with students and that you are acting on feedback from your mentor.

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I, the **Preservice Teacher**, agree to abide by these terms and conditions during my professional experience placements. I understand that if I breach these terms and conditions, my placement may be terminated, as per the placement concern procedures.

## These terms and conditions are agreed to by:

PST Full Name	
CDU Student ID	
Course	
PST Signature	
Date	

**This agreement is valid for the duration of the course of this enrolment.**