

Work Placement Agreement Form

Bachelor of Early Childhood Education Pre-Service Teachers (PSTs) have the opportunity to complete some placements at their workplace if desired, providing pre-requisites for the placement are met. Note: No PST is able to complete the last two placements in their own workplace.

Action: Please tick the relevant box if you want to complete this placement at your workplace.

ECCOP2001 Play, Learning and Developing

- Complete this form and ensure that the Centre Director has read and signed the declaration at the end of the form
- Submit this form to the WIL Team by **Week 0** of Initial Teaching Period/Semester of the course
- Notify the WIL Team if there is a potential conflict of interest as early as possible. (For example: *if a family member works at the Centre, this must be stated in InPlace in the 'Conflicts of Interest' section*)

Please complete the details below and upload to InPlace:

PST Name: _____

PST Number: _____

Workplace name: _____

Workplace address: _____

Workplace Director (name and email): _____

PST current employment (role and fraction): _____

If the PST is going to be paid for any part of this placement experience please read the following information.

Placement and Paid Employment.

If a PST is being paid as an employee at any time while completing their placement days, a clear record of this must be kept. PSTs must indicate this on their Weekly Timesheet (Form D). When a PST is receiving payment from their employer while on placement, they are covered by the Centre's insurance. Please see the image below for where this information must be recorded on the timesheet.

If a PST is being paid while on placement, the Centre Director must ensure that the PST can still meet all requirements of the placement and can receive an objective and appropriate assessment of their capabilities. It is essential that the priority remains the professional growth and development of the PST and that ongoing observation and collaborative reflection on practice is provided.

	Day 1		Day 2		Day 3		Day 4		Day 5	
	From	To	From	To	From	To	From	To	From	To
Was PST Paid as a Employee on this day Y/N*	Y		N							
Teaching										
Planning/Written Work										
Other										
Total Hours per Day										
									Total hours for week	

Action: Declaration from Director

By signing this form, I will ensure that the following conditions are met:

- An appropriate supervising teacher is assigned to provide the PST with an objective and unbiased assessment for the placement.
- The supervising teacher must not be a close friend, or someone who has previously supervised the PST.
- Completion of all assessment documentation must be by a Bachelor qualified ECT. This may be completed collaboratively with the supervising teacher if required.
- Adjustments should be made to the PST's regular duties to ensure the placement can be completed without interruption.
- The PST should not be placed in a room where family members are present.
- The PST should be placed in a room that meets the age requirements specific to the placement.
- Centre staff should be informed that the PST is undertaking placement requirements for the full duration of the placement.
- If the PST is being paid as an employee for any part of this placement the professional growth and development of the PST will remain a priority.

Director name:

Signature:

Date:

PST name:

Signature:

Date:

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If there are any questions around the completion of this form, please contact the Placement Team via: wil.education@federation.edu.au