

INFORMATION GUIDE
PAYMENT OF PROFESSIONAL PRACTICE TEACHING ALLOWANCE

This document must be read in conjunction with *Practice Teaching in State Schools Industry Agreement 1992*

To the Site Coordinator and Supervising Teacher/s,

Thank you for supervising our Education Preservice teachers. To claim payment for a professional experience placement please complete the forms listed below and return via email to the email address listed below.

Email (Distance)

edupo@cqu.edu.au

Email (Regional campus)

edupoint@cqu.edu.au

Once the forms have been received by staff at the Professional Experience Office, you will be registered to receive payment and your payment claim will be submitted, approved and processed. You should receive payment shortly thereafter.

Please return the following forms **as soon as possible**:

- Registration for Payment form
- Tax File Number Declaration form
- Banking Details form
- Claim for Payment form

General Information:

- Payments must be paid to Supervising Teachers not the Teaching School/Learning Site.
- Supervising Teachers **DO NOT** receive pay for contextual days or work experience days.
- A full week of supervised professional experience for pre-service teachers shall not exceed 25 hours (**maximum five hours per day**). The maximum number of hours for which payment can be claimed per pre-service teacher per Professional Practice placement is listed below. Supervising Teachers may claim an allowance consistent with the state award (currently approximately \$4.21 per hour.)
 - *Please note, the payment for supervision of pre service teachers outside of Queensland will be adjusted according to defined rates of pay in that state.*
- If a Relieving Teacher acts as temporary Supervising Teacher, then the Relieving Teacher may claim the allowable hours. These hours are to be deducted from the claim by the Supervising Teacher.
- Payment details including current payslips, payslip history, payment summaries and bank account details can be checked at www.esso.cqu.edu.au. **Please see ESSO information sheet.**
- **Incorrect completion of the Registration Form: Mentor Teacher &/or Site Coordinator, Tax Declaration, Banking Details Advice, and Claim for Payment forms may cause a delay to your payment**

Payment Schedule: Supervising Teachers - Professional Practice

Bachelor of Education (Primary/Early Childhood) *No payment for Contextual Days or SFDs

Year 1	Professional Practice 1 Primary/Early Childhood	*5 Contextual Days + 5 Assessable Days + 2 week Assessable Block	15 Days	75 hours
Year 2	Professional Practice 2 Primary/Early Childhood	*5 Contextual Days + 5 Assessable Days + 3 week Assessable Block	20 Days	100 hours
Year 3	Professional Practice 3 Primary/Early Childhood	*2 Student Free Days (optional) + *2 week Contextual Day Block at the beginning of School Term 1 + *5 Contextual Days + 5 Assessable Days + 3 week Assessable Block	20 Days	100 hours
Final Year	Professional Practice 4 Primary/Early Childhood	*5 Contextual Days + 5 week Assessable Block	25 Days	125 hours
	Professional Practice 5 Internship	5 week Internship Block	25 Days	No payment in QLD

Bachelor of Education (Secondary) *No payment for Contextual Days or SFDs

Year 1	Professional Practice 1 (Secondary)	*5 Contextual Days + 5 Assessable Days + 2 week Assessable Block	15 days	75 hours
Year 2	Professional Practice 2 (Secondary)	*5 Contextual Days + 5 Assessable Days + 2 week Assessable Block	15 days	75 hours
Final Year	Professional Practice 3 (Secondary)	*2 Student Free Days + 5 week Assessable Block	25 days	125 hours
	Professional Practice 4 (Secondary)	*5 Contextual Days + 5 week Assessable Block	25 days	125 hours
	Professional Practice 5 Internship	5 week Internship Block	25 days	No payment in QLD

Master of Teaching (Primary and Secondary) *No payment for Contextual Days

Professional Praxis 2 2017	4 week Assessable Block	20 Days	100 hours
Professional Praxis 1 2018	*5 Contextual Days + 2 week Assessable Block	10 Days	50 hours
Professional Praxis 2 2018	*5 Contextual Days + 2 week Assessable Block	10 Days	50 hours
Professional Praxis 3 2018	*1 Contextual Day + 4 week Assessable Block	20 Days	100 hours
Professional Praxis 4 2018	*5 Contextual Days + 4 week Assessable Block	20 Days	100 hours

Graduate Diploma of Learning & Teaching (GDLT) continuing students only *No payment for Contextual Days

Stage 1 Part-time (completing degree in CQUni Term 1 2018)	16 EPL Days	16 Days	80 hours
Stage 1 Part-time (completing degree in CQUni Term 2 2018)	16 EPL Days	16 Days	80 hours
Stage 2 Part-time (completing degree in CQUni Term 2 2018)	8 EPL Days	8 days	40 hours
Graduate internship 2018	6 week Internship Block	30 days	No payment in QLD