

## Student Eligibility Form – Request for Professional Placement (Bachelor of Education)



Please complete all relevant sections and return to the Professional Experience Office at [edupo@cqu.edu.au](mailto:edupo@cqu.edu.au)  
with 'Request for Placement Form' in the subject line.

**Please return by due date on your email.**

Your Details:		
Name:	Student No:	Mob:
Residential Suburb /Town:		Postcode:
Program Code (tick one): <input type="checkbox"/> B.Ed. Secondary (CC13) <input type="checkbox"/> B.Ed. Primary (CC12) <input type="checkbox"/> B.Ed. Early Childhood (CC14)		
★ For students enrolled in B.Ed. Secondary please specify: Teaching Area #1: _____ Teaching Area #2: _____		
Mandatory Requirements: Working with Children Check		
I have a current Working With Children Check card? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="background-color: yellow;">If Yes, please complete:</span> Card Number: _____ Expiry Date: _____ I have completed the 'Linked to Organisation Form' to be associated with CQUniversity for placement requirements. <input type="checkbox"/> Yes <input type="checkbox"/> No ** NB: If you have answered NO to either of these questions you will be contacted by your Placement Officer **		
Details of this Request for a Placement: (Complete all sections that apply to you)		
<u><b>Primary and Early Childhood Students Only:</b></u> Placement Request (tick one): <input type="checkbox"/> PP1 <input type="checkbox"/> PP2 <input type="checkbox"/> PP3 <input type="checkbox"/> PP4 & PP5 I have been accepted into the Catholic Education strand: <input type="checkbox"/> Yes		
<u><b>Secondary Students Only:</b></u> Placement Request (tick one): <input type="checkbox"/> PP1 <input type="checkbox"/> PP2 <input type="checkbox"/> PP3, PP4 & PP5 <span style="margin-left: 150px;">OR</span> <input type="checkbox"/> PP3 only <span style="margin-left: 20px;">OR</span> <input type="checkbox"/> PP4 & PP5		
I am on track to complete all coursework before my placement: <input type="checkbox"/> Yes <input type="checkbox"/> No  I have successfully completed the LANTITE Numeracy Test:   Yes <input type="checkbox"/> No <span style="margin-left: 150px;">Literacy Test:   <input type="checkbox"/> Yes   <input type="checkbox"/> No</span>  <p style="text-align: center; font-weight: bold;">NB: You will not be eligible to graduate unless you have successfully completed BOTH of the LANTITE tests</p>		

**Details of previous Professional Experience Placements:**  
*Please leave blank if this will be your first Professional Experience Placement...*

Placement (e.g. PP1)	Name of School/Kindergarten	Year Level (Prim/EC) OR Teaching Area (Secondary)	Supervising Teacher/s

**Other Factors for Consideration by the Placement Officer:**

**Conflicts of Interest (List schools or learning sites and potential conflicts):**

Are there any schools you cannot be placed at due to conflict of interest?  Yes  No

*\*\* Conflicts of interest include family members on staff or enrolled as students or any paid or volunteer work commitments at a school or learning site. (Note that pre-service teachers cannot be paid for any aspect of their work during professional experience.)*

*If yes, provide name of school/s in the space provided here.*

**Extenuating Circumstances (Affecting the distances you are able to travel for placement):**

I will organise transport for travel to/from my placement location.  Yes  No

*(Please note that it is your responsibility to organise travel to and from placement within reasonable limits. Indicate any extenuating circumstances affecting travel distances below)*

Reason being:

**Declaration**

*Please note that your eligibility to complete a Professional Experience placement is conditional on meeting some prerequisites. If you have requested a placement on this form and fail one or more of your university units, you must notify the placement officer to whom you have submitted this form.*

I confirm I have read the attached information regarding Professional Experience placement and have supplied information that is accurate and true to the best of my knowledge.

I understand that the information I have provided will be used to place me with a suitable school/learning site, year level and supervising teacher for Professional Experience.

Signature		Date	
-----------	--	------	--