

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



Please complete all relevant sections and return to the Professional Experience Office at edupoint@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 If Yes, please complete: 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>Primary and Early Childhood Students Only:</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>Secondary Students Only:</u> Placement Request (tick one): <input type="checkbox"/> PP1 <input type="checkbox"/> PP2 <input type="checkbox"/> PP3, PP4 & PP5 OR <input type="checkbox"/> PP3 only OR <input type="checkbox"/> PP4 & PP5		
<u>For students requesting Final Professional Experience Placements only...</u> 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 Literacy Test: <input type="checkbox"/> Yes <input type="checkbox"/> No NB: You will not be eligible to graduate unless you have successfully completed BOTH of the LANTITE tests		

Details of previous Professional Experience Placements:

Please leave blank if this will be your first Professional Experience Placement...

Placement <i>(e.g. PP1)</i>	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	
-----------	--	------	--