

# PLACEMENT CONTACT DETAILS FORM

**Prompt return required**

Please take this form to the school / site on the first placement day to record the Supervising Teacher's contact details. **Email a copy of the completed form to the Professional Experience Office at [edupo@cqu.edu.au](mailto:edupo@cqu.edu.au).**

Student Details		
<b>Name:</b>		
<b>Course Code:</b>		
<input type="checkbox"/> CC13 – B.Ed. (Secondary) <input type="checkbox"/> CV09 - GDLT <input type="checkbox"/> CL05 – MTeach (Secondary)		
<b>Placement:</b>		
B.Ed.: <input type="checkbox"/> PP1 <input type="checkbox"/> PP2 <input type="checkbox"/> PP3 <input type="checkbox"/> PP4 <input type="checkbox"/> PP5 (Internship)		
GDLT: <input type="checkbox"/> EPL Stage 1 <input type="checkbox"/> EPL Stage 2 <input type="checkbox"/> Graduate Internship		
MTeach: <input type="checkbox"/> PRX1 <input type="checkbox"/> PRX2 <input type="checkbox"/> PRX3 <input type="checkbox"/> PRX4		
Site Details		
School / Placement Site Name:		
Supervising Teacher Details		
Supervising Teacher #1 <b>** Please print carefully or type **</b>		
Name:	Email:	Teaching Area:
Supervising Teacher #2 <i>(Only if applicable)</i> <b>** Please print carefully or type **</b>		
Name:	Email:	Teaching Area:
** If you have more than two supervising teachers please include the additional details **		

**It is important that this form is returned as a matter of priority...**

- ✓ To ensure supply of your placement materials & reporting documents to your Supervising Teacher/s
- ✓ To provide your CQUniversity Supervisor direct contact details for your Supervising Teacher/s
- ✓ To ensure your Supervising Teacher/s are paid for the role they are performing