



Professional Experience Supervision – 2018 Payment Claim Form Supervising Teacher (Secondary)

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|-------------------------------|--|
| Supervising Teacher: | |
| School/Placement Site: | |

Please list the pre-service teacher you intend to claim payment for in the table below.

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|-----------------------------|--|
| Pre-service Teacher: | |
|-----------------------------|--|

Are/were you the **ONLY** Supervising Teacher? YES NO

If **NO** – What percentage of the placement Supervision are you claiming from the table below? _____%
(OR equivalent no. of days _____)

Supervised pre-service teacher in the Bachelor of Education (Undergraduate) – Please ✓

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|------------------------------|---|---------|-----------|
| <input type="checkbox"/> PP1 | 5 Assessable Days + 2 week Assessable Block | 15 Days | 75 hours |
| <input type="checkbox"/> PP2 | 5 Assessable Days + 2 week Assessable Block | 15 Days | 75 hours |
| <input type="checkbox"/> PP3 | 5 week Assessable Block | 25 Days | 125 hours |
| <input type="checkbox"/> PP4 | 5 week Assessable Block | 25 Days | 125 hours |
| <input type="checkbox"/> PP5 | Internship - 5 week Assessable Block (NOT paid in QLD) | 25 Days | 125 hours |

Supervised pre-service teacher in the Graduate Diploma of Learning and Teaching (GDLT) - Please ✓

| | | |
|--|---------|-----------|
| <input type="checkbox"/> Stage 1 (Full-time) | 32 Days | 160 hours |
| <input type="checkbox"/> Stage 2 (Full-time) | 24 Days | 120 hours |
| <input type="checkbox"/> Stage 1 (Part-time) | 16 Days | 80 hours |
| <input type="checkbox"/> Stage 2 (Part-time) | 8 Days | 40 hours |
| <input type="checkbox"/> INTERNSHIP (NOT paid in QLD) | 30 Days | 150 hours |

Supervised pre-service teacher in the Master of Teaching (Postgraduate) - Please ✓

| | | | |
|-----------------------------------|-------------------------|---------|----------|
| <input type="checkbox"/> Praxis 1 | 2 week Assessable Block | 10 Days | 50 hours |
| <input type="checkbox"/> Praxis 2 | 2 week Assessable Block | 10 Days | 50 hours |

IMPORTANT PAYMENT INFORMATION

1. Payment to Supervising Teachers – As per the State Award (E.G. Currently in Queensland = \$4.21 per hour)

E.G.: PP4 Placement = \$4.21 x 125 hrs = \$526.25 (before tax)

2. Please ensure all documents are returned to make a claim.

- ~ Supervising Teacher Payment Claim Form
- ~ Tax File Declaration Form
- ~ Banking Details Form (Signed)
- ~ Registration Form

Please Scan and Email Completed forms to the Professional Experience Office - edupo@cqu.edu.au

Or Post to: Professional Experience Office, CQUniversity, Locked Bag 3333, Bundaberg QLD 4670