



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

|                               |  |
|-------------------------------|--|
| <b>Supervising Teacher:</b>   |  |
| <b>School/Placement Site:</b> |  |

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

|                             |  |
|-----------------------------|--|
| <b>Pre-service Teacher:</b> |  |
|-----------------------------|--|

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 ✓**

|                              |   |         |           |
|------------------------------|---|---------|-----------|
| <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 ( <b>NOT paid in QLD</b> ) | 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 ( <b>NOT paid in QLD</b> ) | 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 - [edupoint@cqu.edu.au](mailto:edupoint@cqu.edu.au)**