

Professional Experience Vocational Placement Application (Form V)



This form is to be submitted by students who are required to source their BVET placement for a vocational or adult educational environment, RTO, TAFE, technical college, industry, workplace or community setting, etc. (NOT in a school setting). It is the student's responsibility to return this form to the USQ Professional Experience Office by week two of semester to keep a copy for their records. Before commencing any professional experience, it is the student's responsibility to check that their placement details have been confirmed on **InPlace**.

Student details

Student name

Student number

Student phone

Postal Address

Suburb

State

Postcode

Placement details

When a variation to the scheduled dates is listed below, it will be automatically approved providing that the proposed start date allows time for formal approval prior to commencement and that the placement is completed by the end of week 12 of the semester.

BVET Course code

Length: 25hrs

Starting date

Finishing date

BVET Teaching/Training subject area/s

Training Details

Please include: (i) the placement location - town or suburb; (ii) the placement type - e.g. TAFE, industry or community and institution or workplace; (iii) the proposed number of hours per day / week and times that training will be delivered; (iv) the agegroup and numbers of learners, and (v) the delivery mode - e.g. face-to-face, blended web/face-to-face. Note: The requirement for the BVET is that training be face to face (accredited or non-accredited) to groups of at least six learners involving at least 15 hours of training delivery presentation ('up front' classroom/workshop instruction/facilitation) with individual training sessions to be at least one hour long. The remaining ten hours (of the total of 25 hours) can be a combination of group and individual instruction/facilitation/assessment, and web-based or blended instruction/facilitation/assessment.

Site information - to be completed by site coordinator (senior approving officer)

Site name

Coordinator name

Coordinator position

Coordinator email

Phone

Site postal address

Suburb

State

Postcode

Is the USQ student an employee of your organisation?

Yes

No

IMPORTANT: Thank you for providing this valuable learning opportunity for the student. Please note that the student may be required to video one of their instructional sessions for assessment purposes. Where this is the case, Video Clearance Permission Guidelines and forms are provided to the student and should be presented to the site coordinator for approval as part of this application. Please also note that the site coordinator will be required to verify that the student has successfully completed the required 25 hours of instruction by entering the result into the USQ InPlace website. Professional experience is strictly pass or fail as indicated by the mentor in the Summative Competency Report.

I give my permission for the student to video one of their teaching / training sessions in accordance with the Video Clearance Guidelines and forms provided by the student.

Mentor information - to be completed by mentor

Mentor name

Mentor email address/es

Role in organisation

Teaching experience

Qualifications

The mentor will usually have an education qualification at bachelor level or equivalent to be automatically approved.

Training Details

Please include: Training course / modules / units to be delivered by the student during the placement and AQF level or equivalent; age group/s and approximate numbers of learners; delivery location, setting and mode.

IMPORTANT: Thank you for providing this valuable learning opportunity for the student. Please note that in undertaking the role of mentor, you are asked to observe, provide feedback and report on at least two of the student's training sessions using the Formative and Summative Competency Forms provided, to confirm that the student has met the instructional requirements outlined under the Placement Details section of this form, and to advise the site coordinator of the student's result.

Working with children

I have a current Blue Card that does not expire during the placement and which is registered with USQ.

Blue Card
number
OR

Blue Card
expiry date

I have attached evidence of compliance with the legal requirements for a setting outside Queensland

Professional conduct and site expectations

I agree to demonstrate professionalism in all aspects of this placement and will accept the site's expectations for code of conduct, ethos, cultural awareness, teaching philosophy, and workplace health and safety. I shall discuss these matters with the site and, where applicable, complete required documentation to the satisfaction of the site.

By submission of this form you are confirming the details provided and agree to the Professional Conduct Requirements.

Mentor's name

Mentor's signature

Date

Site Coordinator's name

Site Coordinator's signature

Date

Form submission

Students submit to: BELA.placements@usq.edu.au

Schools/Sites submit to: professional.experience@usq.edu.au

USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements.

Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data.

To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: privacy@usq.edu.au