

This form is for pre-service teachers who intend to undertake a placement in an Australian state/territory other than Queensland.

The process for application is:

- 1) Approach interstate sites (when PEx dates are released)
- 2) Apply for appropriate working with children check (8 weeks prior to PEx)
- 3) Submit application to PEO via peo@qut.edu.au (at least 6 weeks prior to PEx)

Failure to follow these steps may jeopardise your placement.

Pre-service teacher details

Student name			
Student number			
QUT email address			
Phone number			
Course code		Unit Code	
Teaching area (Secondary only)			

Placement details:

You are asked to approach sites to gauge their interest in hosting a pre-service teacher and get initial confirmation. The PEO will contact the site to determine definite availability and confirm the placement details.

Preference 1:

Site name	
Site address	
Site phone number	
Site coordinator's name	
Site coordinator's email	

Preference 2:

Site name	
Site address	
Site phone number	
Site coordinator's name	
Site coordinator's email	

Preference 3:

Site name	
Site address	
Site phone number	
Site coordinator's name	
Site coordinator's email	

Working with Children check

You must be compliant with the relevant state/territory requirements for working with children prior to undertaking professional experience in a setting outside Queensland. Some states and territories also require documentation of other required training such as first aid or anaphylaxis training. Pre-service teachers are responsible for ensuring these requirements are met prior to the commencement of professional experience. Please refer to the relevant state/territory website for up to date information:

[New South Wales](#)
[Northern Territory](#)
[Australian Capital Territory](#)

[Victoria](#)
[Tasmania](#)

[South Australia](#)
[Western Australia](#)

A copy of the Working with Children Check must be provided to the PEO at least 2 weeks prior to the commencement of professional experience.

Student checklist:

- I have submitted my interstate/territory application for the equivalent Working with Children check at least 8 weeks prior to the commencement of my professional experience
- On receiving positive confirmation of my equivalent Working with Children number/card I will/have provided a scanned copy to the PEO. This will be submitted a minimum of 2 weeks prior to the commencement of placement
- I have complied with any additional training requirements applicable to some states/territories e.g. anaphylaxis or first aid training
- I have provided the details of my preferred schools/sites on the form above and gauged their interest in hosting a pre-service teacher
- I declare I do not have any conflict of interest at these schools/sites
- I have submitted this form to the PEO 6 weeks prior to the commencement of my professional experience

I declare the information I have provided on this form is correct.

Pre-service teacher name: _____

Signature of pre-service teacher: _____ Date: _____

Please return applications to the Professional Experience Office or email to: peo@qut.edu.au

PEO use	Date Received		Date Approved	