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

<table>
<thead>
<tr>
<th>Student name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student number</td>
<td></td>
</tr>
<tr>
<td>QUT email address</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Course code</td>
<td>Unit Code</td>
</tr>
<tr>
<td>Teaching area (Secondary only)</td>
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### 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
- Victoria
- South Australia
- Northern Territory
- Tasmania
- Western Australia
- Australian Capital Territory

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

<table>
<thead>
<tr>
<th>PEO use</th>
<th>Date Received</th>
<th>Date Approved</th>
</tr>
</thead>
</table>

*Interstate PEx Application Form – Updated 12 March 2019*