



# Site Coordinator

## Professional Experience Payment Claim Form

CRICOS No. 00213J

Claim must be made within calendar year of supervision

### 1. Claimant details

Surname \_\_\_\_\_ Given name/s \_\_\_\_\_

Title \_\_\_\_\_ DOB \_\_\_\_\_ Gender  Female  Male  Other

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

School/site \_\_\_\_\_  
(Including Suburb)

### 2. Pre-service teacher/s details

Claim period Semester \_\_, 20\_\_

Name/s *(minimum two pre-service teachers or two supervising teachers per semester)* Unit Code No. of Days

Name/s <i>(minimum two pre-service teachers or two supervising teachers per semester)</i>	Unit Code	No. of Days
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUT use only Site Coordinator days = \_\_\_\_\_ Group Talk Hours = \_\_\_\_\_ **TOTAL Days** \_\_\_\_\_

### 3. Banking details

Please complete bank details below for every claim you submit:

<i>Bank</i>						<i>Branch</i>								
<i>BSB</i>						<i>Account Number</i>								
<i>Account Name</i>														

Attached - If for privacy reasons you do not wish your banking details to appear on this form you may complete a separate form found at [qut.edu.au/peo](http://qut.edu.au/peo)

### 4. Tax File Number declaration

Attached - Form can be found at [qut.edu.au/peo](http://qut.edu.au/peo)

### 5. Group talks claim If claiming payment for group talks

Group talks claim form completed and attached (page 2)

### 6. Certification I certify the above details are correct.

Claimant signature \_\_\_\_\_ Date \_\_\_\_\_

### 7. Return to: [PEx.claims@qut.edu.au](mailto:PEx.claims@qut.edu.au)

Checked \_\_\_\_\_ Date \_\_\_\_\_ Approved for payment \_\_\_\_\_ Date \_\_\_\_\_



# Site Coordinator Group Talks Claim Form

School/Site \_\_\_\_\_

Site Coordinator \_\_\_\_\_

Professional Experience period: Semester \_\_\_\_ Year 20\_\_\_\_

A group talk is a meeting with two or more QUT pre-service teachers (PSTs) conducted on site during normal class time. Topics for group talks might include site policies on behaviour management, curriculum, legal issues, etc. As per the Industrial Agreement, the claimable amount is \$12.28 per hour. Group talk hours do not need to be deducted from a teacher’s supervision hours.

Topic	No. of PSTs attending	Duration of talk (hours)
<b>TOTAL</b>		

Site Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

To be submitted with *Site Coordinator Professional Experience Payment Claim Form (page 1)*



## Banking Details Form

**THIS FORM OVERRIDES ANY PREVIOUS AUTHORITY**

(To be submitted with Claim Form & TFN Declaration which can be found at [qut.edu.au/peo](http://qut.edu.au/peo))

<b>PART A - Personal Details</b>	
Family Name	_____
Given Name	_____
Address	_____
	_____ Postcode _____
Date of Birth	_____ QUT Employee Number (if known) _____
Phone	_____ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
<b>PART B - Bank Details</b> (Required to allow direct payment to bank account)	
Banking Institution	_____
Branch (if applicable)	_____
BSB Number	_____
Account Number	_____
Account Name	_____
<b>PART C - Workplace Details</b>	
School Name	_____
School Phone	_____

I certify that the above details are true and correct.

**Claimant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return with Claim Form & TFN Declaration to: [pex.claims@qut.edu.au](mailto:pex.claims@qut.edu.au)