



## International placement process for PSTs:

### A step-by-step guide

International placements are complex and many factors need to be taken into consideration when planning and finalising these placements from a Deakin perspective. The university is supportive, but needs to fit within accreditation requirements. As these requirements are set externally, they are subject to change. If these change, we will let you know.

#### **General information:**

- The process of undertaking an Overseas placement in lieu of a national placement begins with confirmation from your Course Director as to if this is possible for you.
- Email your Course Director, with your course code and student ID, and whether you are a domestic or international student.
- Identify where in your course you are currently with respect to your course progression e.g.: you have completed 1/7 placements and are interested in undertaking an international placement. They will advise which placements are possible for your course, if any. Please note there are multiple
- It is important to note that 51% of your placement days must take place in Australia and certain placements are not available to be undertaken internationally (i.e. your final placement)
- Your GPA and previous placement experience may impact your suitability to undertake an international placement.
- With this information you may then contact Deakin's Professional Experience office. All placements must be organised through them (you must not self-organise a placement prior to any communications with the PEO or your Course Director).
  - In this communication outline, that you have identified an upcoming placement which you wish to undertake overseas. Indicate which placement your Course Director has suggested it might take the place of, and up to three local suggestions with links so that the PEO may make initial contact on your behalf.
- All professional experience must be conducted in English and in a primary / secondary school setting (or equivalent) with school aged learners\*
- You must be adequately supervised / Mentored whilst on placement
- Your school must deliver an approved curriculum (Often this means an IB school)
- Your school will need to be approved by the Deakin PEO Team
- As a general rule, we prefer like for like placements. For example, if an international placement takes the place of a 20-day placement in a primary school, the international placement should also be a 20-day placement in a primary school.
- PSTs **may be required** to secure a WWCC equivalent/Police Check for the geographical area (e.g. State) of their international placement school. It is a PSTs responsibility to organise this in a timely manner and provide it to the required organisations, including the PEO.
- PSTs must sign a *Deed of Acknowledgement and Indemnity* form (an agreement between Deakin and PST)
- A school must sign a *Letter of Agreement for Education Practicum* (an agreement between Deakin and the placement school)

### **Relevant documentation:**

*Deed of Acknowledgement and Indemnity* (between Deakin and PST).

- Send to the PST for their signature and witness signature
- Once returned, forward to HOS email address (hos-edu@deakin.edu.au) for HOS to authorise signing returned to the PEO.
- A copy of this document should be emailed to the student and stored in TRIM
- A placement does not need to have been secured for this document to be completed.

***Letter of Agreement for Education Practicum*** (between Deakin and placement school)

- Placement Officer to complete relevant information such as the School contact details and the Schedule on page 4 of the document.
  - The dates can be entered later if these are still to be confirmed.
- Forward to HOS email address (hos-edu@deakin.edu.au) for HOS to authorise signing returned to the PEO and stored in TRIM

Forward document to the School's PST Coordinator for signing and returning to the PE

### **Placement Reporting**

- Students must be assessed against the standards of APSTs
- Upon completion of these reports by International Mentors, they will need to be certified by Course Director / UC / DPP, as appropriate.

Copies of both completed documents to be saved in Content Manager (TRIM)

- Student ID\_Unit Code\_ Deed of Acknowledgement and Indemnity
- Student ID\_Unit Code\_ Letter of Agreement for Education Practicum