

Form Status Information Sheet

Below is information regarding forms on MyPlacement.

All completed forms will be saved under the student's Documents tab in MyPlacement.

Forms automatically added by MyPlacement

Professional Experience Attendance Sheet		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student to complete the student information section of form and maintain attendance for each day of placement.
Upon Completion	1 of 2	Link to form emailed to supervising teacher.
After Placement	2 of 2	Form verified, dated and submitted by supervising teacher.

Professional Experience Report		
Timing	Status	Action Completed (All)
Prior to Placement	0 of 4	Student completes the student information section of form and send link to the form via email to supervising teacher.
	1 of 4	Link to form emailed to supervising teacher.
After Placement	2 of 4	Form completed, verified, dated and submitted by supervising teacher.
	3 of 4	Student verified, dates and submitted form.
	4 of 4	UTS subject coordinator to verify, date and submit form.

Self Select Forms

These forms are available for students to self select if relevant.

Absence Form		
Timing	Status	Action Completed (All)
Anytime During Placement	0 of 1	Student to complete required fields of Absence Form.
	1 of 1	Student submits Absence Form.

Supervising Teacher – Lesson Observation Report		
Timing	Status	Action Completed (All)
During Placement	0 of 2	Student to complete the student information section of form.
	1 of 2	Link to form emailed to supervising teacher.
	2 of 2	Form completed, verified, dated and submitted by supervising teacher.

UTS Preferred Lesson Plan		
Timing	Status	Action Completed (All)
During Placement	0 of 1	Student to complete required fields of Lesson Plan.
	1 of 1	Student saves Lesson Plan.

Self Select Forms continued.

Waiver B Application Form Status		
Timing	Status	Action Completed (All)
Prior to Placement	0 of 9	No sections of the form have been submitted (status will appear as 0 of 9 if <i>Save Draft</i> is pressed).
	1 of 9	Applicant completed <i>Applicant</i> section, verified, dated and submitted waiver B application.
	2 of 9	Applicant emailed link to School Professional Experience Coordinator using invite on application.
	3 of 9	School Professional Experience Coordinator has completed, verified and submitted relevant section of application.
	4 of 9	Applicant emailed link to Mentoring Supervising Teacher using invite on application.
	5 of 9	Mentoring Supervising Teacher has completed, verified and submitted relevant section of application.
	6 of 9	Applicant emailed link to Principal using invite on application.
	7 of 9	Principal has completed, verified and submitted relevant section of application.
	8 of 9	Applicant emailed link to pex@uts.edu.au using invite for UTS Director of Professional Experience.
	9 of 9	UTS Director of Professional Experience has reviewed, completed, verified, dated and submitted application and will forward onto NESA.

Self Select Forms continued.

Additional Support Request Form Status		
Timing	Status	Action Completed (All)
Anytime During Placement	0 of 13	Tertiary supervisor completes student information and <i>Areas of Concern and Strategies for Improvement</i> section of Additional Support Request Form in consultation with supervising teacher and ITE student.
	1 of 13	Tertiary supervisor verifies, dates and submits <i>Areas of Concern and Strategies for Improvement</i> section of Additional Support Request Form.
	2 of 13	Tertiary supervisor uses external invite section to send a link to the form to supervising teacher via email.
	3 of 13	Supervising teacher reviews, verifies, dates and submits <i>Areas of Concern and Strategies for Improvement</i> section of Additional Support Request Form.
	4 of 13	Tertiary supervisor uses external invite section to send a link to the form to ITE student via email.
	5 of 13	Supervising teacher reviews, verifies, dates and submits <i>Areas of Concern and Strategies for Improvement</i> section of Additional Support Request Form.
	6 of 13	Review meeting information entered form.
	7 of 13	Tertiary supervisor (UTS representative) verifies, dates and submits <i>Review</i> section of Additional Support Request Form.
	8 of 13	Tertiary supervisor (UTS representative) uses external invite section to send a link to the form to supervising teacher via email.
	9 of 13	Supervising teacher verifies, dates and submits <i>Review</i> section of PEXAR Report.
	10 of 13	Tertiary supervisor (UTS representative) uses external invite section to send a link to the form to ITE student via email.
	11 of 13	ITE student verifies, dates and submits <i>Review</i> section of Additional Support Request Form.
	12 of 13	Tertiary supervisor (UTS representative) uses external invite section to send a link to the form to UTS Director of Professional Experience via email (pex@uts.edu.au).
13 of 13	UTS Director of Professional Experience, in consultation with relevant stakeholders, completes <i>Determination of Continuation of Placement</i> field of the form, verifies and submits.	