

Postgraduate TESOL Program

PROFESSIONAL EXPERIENCE HANDBOOK 2021

Disclaimer: Details in this document are correct as of 7th December 2020 but may be subject to change.



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Contact Details

Professional Experience Unit (PEX Unit)	Tel: 02 4239 2380 Fax: 02 4221 3891 Email: pex-enquiries@uow.edu.au
TESOL Professional Experience Subject Coordinator Dr Mark Fraser	Tel: 02 4221 3996 Email: mfraser@uow.edu.au

Sonia

WHAT IS SONIA ONLINE?

The School of Education uses the online student placement system Sonia Online (Sonia) to manage professional experience placements. Primarily Sonia is used to:

- Maintain a database of university students, placement venues (e.g. schools) and contacts within the venues
- Provide Sonia Online access to students, placement venues and contacts
- Communicate with students, placement venues and contacts via email
- Administer professional experience placements

Sonia Online is where students, Supervising Teachers and Subject Tutors log in to access professional experience placement details, documents and resources and complete administrative tasks such as submitting reports and forms.

The Professional Experience Unit will set individuals up with Sonia Online accounts as required. If you believe your Sonia Online access has been overlooked or you have difficulty with access please contact the Professional Experience Unit.



Help Desk

Professional Experience Unit

Building 23, Room 17

University of Wollongong

Northfields Avenue

Wollongong NSW 2522

Hours of Operation during Session: Monday to Friday - 8am to 4pm

T: 02 4239 2380 | E: pex-enquiries@uow.edu.au

Information for In-School and Centre Coordinators

How to accept placements for 2021 (Primary Education) - <https://youtu.be/-Js7eCp1U4E>

How to accept placements for 2021 (Secondary Education) - <https://youtu.be/i978gbH2drk>

How to accept placements for 2021 (Early Childhood Education) - <https://youtu.be/ZC6y0ygy2KI>

Information for Supervising Teachers

Sonia Instructions: How to Approve Student Timesheets - <https://youtu.be/DYrALKF7vBI>

Sonia Instructions: How to Complete Reports Online - <https://youtu.be/-vKh1popCe0>

Information for Students

Sonia Instructions: How to Submit Mandatory Checks - <https://youtu.be/5AfIasICzXc>

Sonia Instructions: How to Submit Timesheets - <https://youtu.be/WVBh2oObros>

Sonia Instructions: TESOL Students (Part 1) - <https://youtu.be/UKFY1AsSZE0>

Sonia Instructions: TESOL Students (Part 2) - <https://youtu.be/BcS-gdHH1qA>



Overview of Professional Experience in TESOL

SUBJECT DESCRIPTION

The aim of this subject is to provide a **guided introduction** to the classroom application of second language teaching methodology and to provide an **assessed practicum** which meets the teaching practice requirements of **20 hours supervised whole class teaching**, with additional hours of observation and analysis. Students will undertake observations and teaching in primary, secondary or adult contexts, develop portfolios of work and evaluate aspects of the teaching and learning of English language learners.

PROFESSIONAL EXPERIENCE

The Professional Experience (PEX) provides a context to which TESOL studies can be related and an opportunity to experience what is involved in face-to-face teaching. The PEX option is particularly important for those who need to provide evidence to future or current employers of having successfully participated in an appropriate TESOL teaching situation under the supervision of a qualified TESOL teacher.

PROFESSIONAL EXPERIENCE COMMITMENT

You are responsible for **finding your own placement**. For on-campus students, limited assistance is available. Preference will be given to students enrolled in the Graduate Certificate in TESOL or Graduate Diploma in TESOL. Please carefully read this **Handbook** for further details.

Please note: You will need to have your placement confirmed by your supervising teacher and the PEX Unit by the **UOW Census date**. We suggest that you document your attempts to contact placement locations and relevant personnel (include name of institution, details of dates, method of contact, and any responses received) until you have your placement confirmed. If your placement is **not confirmed** by this date, continuing in the subject may affect your final grade, or you may wish to consider withdrawing from the subject and retaking it in another session. Please contact the Subject Coordinator for further assistance.

One of the main components of the TESOL Professional Experience is the required **20 hours of supervised teaching**. These hours refer to the total teaching time and not necessarily to the number of lessons you will teach. Institutions organise lessons of different durations. You are expected to plan and prepare your lessons and teaching schedule with your supervising teacher.

You are required to **observe** at least **10 hours of teaching** conducted by experienced teachers. You should observe a number of separate lessons (for example, 4 separate lessons, conducted over several days). The focus of each observation should be on a different area of teaching (for example, teacher talk, lesson organisation, student interaction etc.). Before commencing, you will need to decide on the focus of each observation. For optimum impact, it is best to avoid rushing your placement to completion. Instead, take the time to reflect on your supervising teacher's feedback for quality development and professional growth.

ORGANISING YOUR PROFESSIONAL EXPERIENCE

The following forms need to be completed and received by the Professional Experience Unit (PEX Unit) before you commence your professional experience. Administration of your professional experience will be managed through our online system, **Sonia Online**.

PLACEMENT ACKNOWLEDGEMENT FORM

Students must complete the Placement Acknowledgement Form and return it to the Professional Experience Unit (PEX Unit) before organising their placement. The Placement Acknowledgement Form is a legal document that acknowledges students have read and understood the contents of the TESOL Professional Experience Handbook and complied with the respective requirements. The Placement Acknowledgement Form is to be completed via [Sonia Online](#).

PROFESSIONAL EXPERIENCE PLACEMENT – NOMINATION AND CONFIRMATION DETAILS FORM

Organising a placement involves contacting an institution that teaches English language learners, ideally in the sector in which the student proposes to teach, and requesting an opportunity to teach with an TESOL qualified teacher in that institution. Begin the process by approaching the school or institution you wish to undertake your professional experience. Please use the *TESOL PEX Placement - Letter of introduction* as part of your introduction. This letter is available via [Sonia Online](#) and the subject's Moodle site. Once a location for placement has been found, students complete the Placement Nomination form on Sonia Online.

Supervising teachers **must be** TESOL accredited teachers with a specific TESOL qualification at post-graduate level eg. Graduate Certificate in TESOL; Graduate Diploma in TESOL, or higher, awarded from an accredited institution.

When Practicum placement arrangements have been finalised, supervising teachers **must** complete the *Professional Experience Placement – Confirmation Details* form online at Sonia Online. The PEX Unit will then contact the school to confirm details. You will be notified by the PEX Unit once the details have been confirmed.

Please Note: Employer bodies have different Practicum requirements. The Practicum hours in this subject are designed to provide teaching and professional experience in the context of the course studied. It is the student's responsibility to check with prospective employer bodies as to specific requirements related to the TESOL Professional Experience. **Please ensure the supervising teacher is fully aware of their role and responsibilities. If they have any questions or concerns, please direct them to the Subject Coordinator.**

Where a student desires to increase the number of Practicum hours, the matter should be raised with the Subject Coordinator. Any costs associated with the provision of additional hours will be the responsibility of the student.



Information for Students

HELP DESK

Professional Experience Unit (PEX Unit)

Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

PROFESSIONAL CONDUCT

- **The University of Wollongong Code of Practice - Student Professional Experience** sets out what is expected from students, the University and Placement Providers:
<https://documents.uow.edu.au/about/policy/uow058662.html>
- You are also required to comply with the code of conduct relevant to the institution you are placed in. It is your responsibility to locate and familiarise yourself with these codes and/or policies prior to your professional experience
- As a result of extenuating circumstances or professional misconduct you may be asked by the institution or the University of Wollongong to leave the institution, terminating the professional experience

ENROLMENT AND PLACEMENT OPTIONS

Enrol in your professional experience subjects as early as possible. Placement information will be emailed to you via Sonia and you must be enrolled to be included on the mailing list.

Contact your Subject Coordinator to discuss your placement options **before** approaching any institutions.

Finding a Placement – Once the Subject Coordinator has approved your choice, you need to begin introductions and make contact with the school or institution of your placement. Your Supervising Teacher **must** hold **a tertiary qualification in TESOL and have at least 1 year full-time (or equivalent) of recent TESOL-related teaching experience.**

1. Use the *Letter of Introduction- Postgraduate Program in TESOL* to officially approach an institution requesting a placement
2. Complete the *TESOL – Notification of Professional Experience Placement* form in Sonia. Your supervising teacher will continue the process by completing the *TESOL – Confirmation of Professional Experience Placement* form in Sonia

CONFIRMATION OF PLACEMENT

Within **three** business days of completing the *TESOL – Notification of Professional Experience* form, the Professional Experience Unit will email your Supervising Teacher to request they complete the online *TESOL – Confirmation of Professional Experience Placement* form.

Your Supervising Teacher will be provided with Sonia Online login password and details so they can access your placement details, resources and reports. Your Supervising Teacher will need to complete the *TESOL – Confirmation of Professional Experience Placement* form within **five** days of notification otherwise access to Sonia will be removed.

You will not be officially allocated to your placement until your Supervising Teacher completes the *TESOL – Confirmation of Professional Experience Placement* form in Sonia and you have met **all** mandatory checks.

MANDATORY STUDENT CHECKS

It is each student's responsibility to ensure mandatory checks and clearances are completed and up to date. No PEX can commence until evidence of completion of these requirements is uploaded into Sonia. Mandated checks and clearances are listed in Sonia.

Please ensure you have met all statutory requirements before commencing your placement. It is best to check with the school or institution where you wish to undertake your placement for any additional checks that may need to be met, and notify the PEX Unit of these additional checks.

Instructions for completing these mandatory checks and the frequency at which they must be updated can be found in Sonia. Mandatory check requirements may be subject to change and additional mandatory checks may be introduced by the School of Education.

- NSW Department of Education, Declaration for Child Related Work – Tertiary Practicum Students (NEW), applicable from 2 March 2020.

The Department of Education has implemented a new process to be completed by all students undertaking an unpaid child-related tertiary professional experience placement. The current process for all students is to complete the Declaration for Child Related Work – Tertiary Practicum Students. The verification of this Declaration is in addition to the verification of the Working with Children Check done by the PEX Unit.

1. **What you need to do**
Complete the Department's Declaration form as soon as possible. The form is located in the Placements tab of your Sonia account. Select the red 'Details' button in your Placement Group and scroll down to Document
2. Submit to the Probity Unit for processing: wwcc@det.nsw.edu.au
3. Attach one form of Government issued photo identification document with full name, date of birth and current residential address, ie. Driver's Licence
4. Clearance: Once the Probity Unit has verified your WWCC number, they will email you advising that you are cleared



1. On Day 1 of PEX Placement

- Provide to your allocated school one form of Government issued photo identification with full name, date of birth and current residential address, ie. Driver's Licence
- This will allow the school to search the Department's system to verify that you are cleared to start
- You will then sign in and sign out in the School Register

This Declaration remains the responsibility of the student to ensure they have completed and submitted this to the Department prior to the commencement of their placement.

Important: If a student fails to provide all the information requested in the Declaration the Department may decline their placement request.

This Declaration is not a mandatory pre-service teacher check for UOW School of Education and will not be monitored by the PEX Unit.

RESOURCES AND SUPPORT

Resources and forms for the placement can be accessed by you and your Supervising Teacher by logging in to Sonia. You must access and use the available resources to fulfil your obligations for the professional experience.

The following documentation can be accessed by logging in to Sonia:

- **TESOL Professional Experience Handbook**

The following documentation can be accessed via Moodle:

- **Supervising Teacher Lesson Observation Templates** - Your Supervising Teacher should complete this template for at least the last three lessons you teach, in addition to other oral and written feedback. Discuss the feedback with your Supervising Teacher
- **Lesson Plan Samples** – use these as a guide. They are not prescriptive.

Support is provided to you by the following people:

- **Supervising Teacher** - your primary support person
- **Subject Coordinator** - They will liaise with you and your Supervising Teacher. The Subject Coordinator will maintain contact either by phone, school/institution visits, email or video conference, if available. Please check the Moodle site regularly for any changes and updates throughout the semester.
- **A note about COVID-19: University Advisors** will continue to offer support via email, phone and/or video conferencing rather than through physical attendance to minimise COVID-19 risks. However, a University representative will always attend school if required.
- **PEX Unit Help Desk** for Sonia and administrative enquiries

The Procedure for a Student in Need of Additional Support (Notification Process) is for those not meeting expectations for teaching and/or professional conduct. The procedure must be used in a timely manner so development can occur. See [p.11-12](#) for more information. **Early implementation of the procedure is the best way to support the student.**

ATTENDANCE AND TIMESHEETS

You must meet the attendance requirements of your professional experience to pass the subject. You are required to:

Timesheets

- Record your participation using the Timesheet function in Sonia. Log in to Sonia for detailed instructions
- Complete timesheet details for classroom observations, supervised teaching, and meetings with your supervising teacher. Your Supervising Teacher will log in to Sonia to approve all of your timesheets
- Have the required number of days entered and approved in Sonia for your Professional Experience Report to be valid
- Use the timesheets to record:
 - Hours spent observing whole classroom teaching
 - Hours spent teaching whole classes
 - Hours spent meeting with your Supervising Teacher to discuss feedback, lesson planning, and any other related areas

Illness/Misadventure/Special Leave Procedure

- Telephone and/or email your Supervising Teacher as soon as possible. Please confirm your Supervising Teacher's preferred procedure.
- Negotiate with your Supervising Teacher to make up absences (this cannot be during study weeks or when lectures or tutorials are scheduled).
- Complete and submit an *Illness/Misadventure/Special Leave Form* (found under Forms in Sonia) ASAP. Ask your Supervising Teacher to complete their designated section of the form when the make-up days have been completed.

Other: Students are **not required to make up Professional Experience days missed due to Public Holidays.**

If any of the following occur during the Professional Experience, the student is to contact the PEX Unit for direction:

- Injury on Placement
- Industrial Action



- Jury Duty
- Interruptions to school business related to COVID-19

Note: If a student requires surgery prior to or during their Professional Experience placement a medical clearance certificate will be required before continuing with the placement.

Requirements for pregnancy and PEX placements

A student in their final trimester when a PEX is scheduled **MUST liaise with their Subject Coordinator** about the suitability of attending PEX and alternatives if required. FairWork Australia and the UOW School of Education require a student who is pregnant and scheduled to attend PEX within six weeks of their due date to upload to Sonia a medical certificate that notes the relevant gestation and confirms they are medically fit to undertake the placement. This documentation can be provided by the relevant caregiver or care providers, including but not limited to, general practitioner, obstetrician, midwife, or employee of a hospital-based service provider. In the event the student is unable to adequately perform the duties required, the placement will be stopped, and alternative outcomes sought.

PROFESSIONAL EXPERIENCE FEEDBACK AND REPORTS

Feedback - your Supervising Teacher will provide regular oral and written feedback throughout the professional experience. The TESOL Supervising Teacher Lesson Observation form will be used by your Supervising Teacher at least three times for the last three lessons.

A progress report will need to be completed by you mid-way in the professional experience. You need to:

1. Log in to Sonia to access and complete your progress report online
2. Keep a digital or hard copy of your all Professional Experience Reports

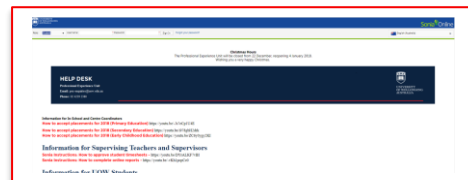
A final report will need to be completed by your Supervising Teacher at the end of your professional experience. You need to:

1. Help your Supervising Teacher to access Sonia and locate the report template
2. Log in to Sonia to view your report once it is written and submitted by your Supervising Teacher
3. Complete and submit your designated section of the reports, which states that you have read and understood the feedback, by 5pm Friday of the week you complete your placement
4. Make sure all your Timesheet entries are submitted and approved by your Supervising Teacher
5. Keep a digital or hard copy of your Professional Experience Reports for later use (including accreditation purposes)

Information for Supervising Teachers

SONIA ONLINE ACCESS

- To access placement information and resources you will need Sonia Online access
- You will receive an email shortly before commencement or on the first day of the placement with instructions and a *Quick Start Guide for Supervising Teachers* explaining how to log in to Sonia
- We will 'link' you to your student so that you can see their placement details and resources when you log in
- If you have an existing Sonia account please use those log in details
- You will need to complete the *TESOL – Confirmation of Professional Experience Placement* form within **5 days** of notification otherwise access to Sonia will be removed
- Our student will not be officially allocated to a placement until you have completed the *TESOL – Confirmation of Professional Experience Placement* form in Sonia and the student has met **all** mandatory checks



THE PLACEMENT

- Details of the Professional Experience subject and TESOL course are available at <https://documents.uow.edu.au/handbook/yr2020/pg/H20006189.html>
- **Students are responsible** for finding their own placement, and ensuring that both the institution and the supervising teacher are informed of the professional experience requirements and expectations, details of which are set out in the TESOL Professional Experience Handbook
- The aim of our professional experience is for our students **to experience, but not become experts in**, teaching in a TESOL learning environment. Hence, students begin the experience by completing **at least 10 hours of observing whole classroom teaching**. During this time, it is expected that students employ initiative and hold discussions with the classroom teacher about various aspects of teaching. Once the student feels confident enough to teach, they commence **the 20 hours of supervised teaching**. Once again, it is expected that the student demonstrates initiative and seeks constant feedback on teaching performance. Supervising teachers are required to provide feedback on supervised teaching being supervised
- It is a requirement of the professional experience that students prepare their own lessons, in consultation with the supervising teacher, and send them through to the supervising teacher for checking before delivering the lessons. This should occur at least 24 hours before each lesson is scheduled to be taught. If a student is not meeting this requirement, then this may be cause for commencing formal procedures for an unsatisfactory progress report, as per page 3 of the Handbook
- **The University of Wollongong Code of Practice-Student Professional Experience** sets out what is expected from students, the University and Placement Providers: <https://documents.uow.edu.au/about/policy/uow058662.html>. Students are also required to comply with any code of conduct relevant to your institution
- As a result of extenuating circumstances or professional misconduct the student may be asked by your institution or the University of Wollongong to leave the institution, terminating the professional experience

RESOURCES AND SUPPORT

Resources and forms for the placement can be accessed by you and the student by logging in to Sonia. You must access and use the following available resources to fulfil your obligations for the professional experience:

- **TESOL Professional Experience Handbook**
- **Supervising Teacher Lesson Observation Templates** - you should complete this template for at least the last three lessons taught in addition to providing other oral and written feedback. Discuss the feedback and provide copies to your student
- **Lesson Plan Samples** - student requirements for lesson plans are outlined in the TESOL: Summary of Requirements section of the handbook

Support is provided to you by the following people:

- **Subject Tutor** - you can find their details by logging in to Sonia
- **TESOL Professional Experience Subject Coordinator** - details are found under *Contact Details* (pg.3)
- **A note about COVID-19:** The **University** will continue to offer support via email, phone and/or video conferencing rather than through physical attendance to minimise COVID-19 risks. **However, a University representative will always attend if required.**

The Procedure for Student in Need of Additional Support is a support program for students who are not meeting teaching and/or professional conduct expectations. **To identify a student in need of additional support** the Supervising Teacher will refer to the following:

- The relevant Code of Conduct/s
- Program requirements - outlined in the Professional Experience Handbook
- Lesson plans submitted by the student
- Completed Supervising Teacher Lesson Observation Templates
- TESOL Progress Report

The Procedure for a Student in Need of Additional Support (Notification Process) is for those not meeting expectations for teaching and/or professional conduct. The procedure must be used in a timely manner so development can occur. See [p.11-12](#) for more information. **Early implementation of the procedure is the best way to support the student.**



ATTENDANCE AND TIMESHEETS

- Please refer to Information for Students ([pg. 6](#)) for details on the requirements of your student
- You will need to approve all of your student's timesheet entries in Sonia. Please refer to the *Quick Start Guide for Supervising Teachers* for detailed instructions

Illness/Misadventure/Special Leave Procedure

1. Please outline to the student the procedure at your school for an absence
2. Students will require a medical certificate for absences of two or more days due to illness
3. A student who is absent due to Illness/Misadventure/Special Leave must negotiate make up days with you. Supervising Teachers complete their section of the *Illness/Misadventure/Special Leave Form* (see 'Forms' Sonia) at the completion of these days.

Other: Students are **not required to make up Professional Experience days missed due to Public Holidays.**

If any of the following occur during the Professional Experience, the student is to contact the PEX Unit for direction:

- Injury on Placement
- Industrial Action
- Jury Duty
- Interruptions to school business related to COVID-19

Note: If a student requires surgery prior to or during their Professional Experience placement a medical clearance certificate will be required before continuing with the placement.

Requirements for pregnancy and PEX placements

A student in their final trimester when a PEX is scheduled **MUST liaise with their Subject Coordinator** about the suitability of attending PEX and alternatives if required. FairWork Australia and the UOW School of Education require a student who is pregnant and scheduled to attend PEX within six weeks of their due date to upload to Sonia a medical certificate that notes the relevant gestation and confirms they are medically fit to undertake the placement. This documentation can be provided by the relevant caregiver or care providers, including but not limited to, general practitioner, obstetrician, midwife, or employee of a hospital-based service provider. In the event the student is unable to adequately perform the duties required, the placement will be stopped, and alternative outcomes sought.

PROFESSIONAL EXPERIENCE FEEDBACK, REPORTS AND ELECTRONIC FORMS

Lesson Feedback Reports – The *TESOL Supervising Teacher Lesson Observation Form* should be used at least three times for the last three lessons and discussed with the student.

Regular oral and written feedback should be provided throughout the professional experience.

Reports – A final report will need to be completed at the end of the professional experience. Please submit the final report by 5pm Friday the week the student completes their placement. Refer to the *Quick Start Guide for Supervising Teachers* to:

1. Log in to Sonia to access the *TESOL - Professional Experience Supervising Teacher's Report*
2. Complete and submit the report electronically
3. Inform the student that the report has been submitted so they may log in to their own Sonia account to read the contents and submit their section

Online Forms - You may need to complete additional online forms in Sonia (Illness/Misadventure/Special Leave or Additional Support Program forms). Please refer to the *Quick Start Guide for Supervising Teachers* for instructions.

PAYMENT

- **Supervising Teacher:** A flat rate of **\$510.00** will be paid upon the completion of our student's placement
- **Documentation and claiming procedures** will be provided via Sonia



Procedure for Student in Need of Additional Support (Notification Process)

This procedure is to be implemented by the Supervising Teacher in consultation with the UOW University Advisor when a student is **making insufficient progress towards meeting the requirements** for Professional Experience and/or professional conduct policy. It uses a process of **three Notifications** to focus on developing the skills required for a PEX. A student who reaches **Notification 3 will fail their PEX**.

Early notifications are important because they allow time for progress to be made.

SUPERVISING TEACHER

- Using the APST, clearly articulate areas of concern to the student
- Inform University Advisor, In-School Coordinator and student and arrange a meeting
- Collate documentation to support the implementation of the Notification

NOTIFICATION 1 IMPLEMENTATION

At the meeting: (Attendees should include the Supervising Teacher, student and University Advisor)

- Discuss the areas of concern in reference to supporting documentation
- Remind the student of the various support available to them
- Review *Australian Professional Standards for Teachers* (Graduate) and refer to relevant supplementary documentation
- Discuss the specific areas to be addressed in the Notification 1 and negotiate a reasonable timeframe by which significant improvement must be demonstrated and maintained

Completing the Notification 1 form:

- Identify the areas of concern directly relating to the APSTs and comment on specific details relating to the areas of concern
- Specify the suggestions for development and goals/minimum expectations required to be demonstrated and maintained
- Specify the timeframe in which these should be evident – usually within 3-5 days
- Supervising Teacher, student and University Advisor sign off in Sonia

Following Notification

- University Advisor to liaise with Supervising Teacher to monitor progress of student

OUTCOMES FROM NOTIFICATION 1

Achieving and maintaining set goals:

- Continue to monitor and completion of scheduled PEX placement

NOT achieving set goals. As applicable:

- Notification 2 implemented in consultation with the University Advisor, if scheduled PEX placement days are incomplete
- Unsatisfactory report issued in consultation with the University Advisor, if scheduled PEX placement days are complete
- Final Notification issued if PEX placement is terminated under Code of Practice*

NOTIFICATION 2 IMPLEMENTATION

This procedure follows the same process as for Notification 1. (UA pass the case to the Subject Coordinator/APD as appropriate)

OUTCOMES FROM NOTIFICATION 2

Achieving and maintaining set goals:

- Continue to monitor and completion of scheduled PEX placement

NOT achieving set goals:

- Unsatisfactory report issued in consultation with Subject Coordinator/APD, if scheduled PEX placement days are complete
- Final Notification issued in consultation with Subject Coordinator/APD if PEX placement is terminated

INFORMATION FOR STUDENTS

- **Know the areas of concern** and the expectations required of you to meet and maintain the criteria in the designated timeframe
- **Action** the Notification form via your Sonia login
- **Liaise with your Supervising Teacher** to address the areas of concern
- **Seek additional support and advice**
- **Demonstrate significant improvement** and maintain this consistently for the duration of the PEX placement

INFORMATION FOR SUPERVISING TEACHERS

- Provide students with timely information about expectations and progress
- Clearly articulate your concerns as early as possible in the PEX placement to the student
- Contact the University Advisor to advise of your concerns and arrange a meeting
- Gather evidence and documentation to support your concerns
- Access and complete the Notification Form via your Sonia login
- Provide a reasonable level of support to student
- Monitor the student for significant improvement as addressed in the Notification

INFORMATION FOR UNIVERSITY ADVISORS

- Provide advice and support for the student
- Ensure procedures are followed and appropriately documented
- Ensure the Notification Form is actioned by all parties via their Sonia login including the University Advisor
- Notify the PEX Unit and the relevant Academic Program Director of the Notification implementation
- Follow up with the Supervising Teacher and student and if necessary, assist with the implementation of Notification 2 and/or Final Notification in consultation with the Subject Coordinator

FINAL NOTIFICATION PROCESS

The Final Notification should be initiated by the In-School Coordinator/School Principal in conjunction with a nominated UOW representative (Subject Coordinator/APD and/or Head of Teaching and Learning). Ensure all parties are aware of the Final Notification implementation, including the student.

Clear evidence aligned with the APST is required for notification of an unsuccessful Professional Experience.

Final Notification should be implemented when the student:

- Has not fulfilled the Notification criteria within the specified timeframe or
- Conduct or teaching performance is detrimental to student welfare and/or their learning and/or is unprofessional or
- Has not satisfied (failed) the requirements of the Professional Experience

At the meeting

- The University representative (Subject Coordinator/APD and/or Head of T&L) will facilitate proceedings
- Use the supporting documentation to demonstrate how the student has not met the requirements of the Professional Experience
- University representative to inform the student of the implications and support available after the completion of the Professional Experience
- Complete the Final Notification via each party's respective Sonia logins

FURTHER INFORMATION FOR STUDENTS

When your Professional Experience has been terminated or you have received an Unsatisfactory *Australian Professional Standards for Teachers Professional Experience Report*, you are required to make an appointment with your Academic Program Director to discuss the outcome of the Professional Experience. This meeting will determine implications on course progression and strategies to prepare you for future PEX.



TESOL: SUMMARY OF REQUIREMENTS

Professional Experience Dates	Dependent on the dates negotiated by the student and the Supervising Teacher
Required Number of Professional Experience Hours	<ul style="list-style-type: none"> • Total of 30 hours, comprised of: • 10 hours observing whole classroom teaching • 20 hours of supervised teaching completed satisfactorily
Subject Number	EDGT838
Reporting Requirements	TESOL Progress Report - due mid-way through the placement TESOL Supervising Teacher's Report - due at the completion of the placement
Observation	<p>Students are to undertake at least 10 hours observation of whole classroom teaching. Students may wish to observe teaching practices in a variety of contexts, such as:</p> <ul style="list-style-type: none"> • Teaching strategies • Student interactions • Classroom setting • Providing learning assistance in the classroom • Organisation and preparation of teaching aids • Assessment and evaluation • Additional duties <p>During the observation stage, students may wish to offer assistance to the Supervising Teacher delivering the lesson, but this is not a requirement of the observation stage.</p>
Lesson Preparation and Reflection	<p>Students must create and deliver their own lessons. Students must consult with their Supervising Teacher when planning their lessons. Students must:</p> <ul style="list-style-type: none"> • Plan and prepare every lesson taught • Present completed lesson plans in written form to the Supervising Teacher before the lesson is taught with sufficient time (minimum 24 hours) to allow for discussion of comments and suggestions for implementation prior to teaching • Complete regular lesson self-reflections (the <i>Supervising Teacher Lesson Observation Form</i> would be beneficial to use) • Maintain copies of all lesson plans for later reflection and to assist in preparation for future teaching
Outcomes	<p>At the conclusion of the Professional Experience students will have:</p> <ul style="list-style-type: none"> • Carefully observed and reflected on the teaching and learning practices of others • Collaboratively planned and implemented appropriate classroom activities involving individuals, small groups and the whole class • Created positive and inclusive learning environments to cater for the needs of ESL/EFL students • Shown an understanding of learner/teacher roles, of organisation and management in the TESOL classroom • Demonstrated an understanding of a range of teaching strategies, assessment, programming and the development of materials and resources appropriate to TESOL • Demonstrated an ability to critically reflect on their teaching, professional development experiences, and growth as a TESOL educator