IRAMOO PRIMARY SCHOOL NO. 5152

PRE-SERVICE TEACHER & WORK EXPERIENCE STUDENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or iramoo.ps@education.vic.gov.au.

RATIONALE

Iramoo Primary School recognises the responsibility and duty schools have in the development of pre-service teachers and work experience students seeking experience in a school environment.

AIM

To provide opportunities for pre-service teachers and work experience students to work at our school and to benefit from our professional advice, experience and feedback.

DEFINITION

Pre-service teacher – is a student completing a Teacher Education course or who must successfully complete degree requirements including course work and placement in a school before becoming a fully accredited teacher.

Education Support student – is a student who is completing an Education Support course and must complete course work and placement in a school before becoming a qualified Education Support worker.

Work experience student – is a Year 10 secondary student who undertakes short-term placement with an employer.

IMPLEMENTATION

- Our school-based coordinator/s will be the point of contact between our school and the educational institution from which the pre-service teacher or work experience students originate.
- The educational institution, individual pre-service teacher or work experience student needs to make initial contact with the school in writing at least six weeks prior to the commencement date of the proposed work experience.
- Appointed staff members will be responsible for the coordination of pre-service teachers and the work experience program.
- Teaching staff who have had three or more years of teaching experience are invited to have a pre-service teacher, or an Education Support or work experience student placed in their grade. Please note that this is ***voluntary*** and teachers are under no obligation to participate.
- When work experience allocation occurs, priority will be given to past students of Iramoo Primary School. Our school has the capacity to host a maximum of ten work experience students per year. Placements will be limited to the availability of staff to host.
- Pre-service teachers, Education Support and work experience students need to make contact with the coordinator again at least one week prior to the commencement date to discuss their placement.
- The coordinator will organise a meeting with the students *prior to commencement* and will provide them with appropriate induction which will include the physical layout of the school, OH&S, Child Safe policies, Code of Conduct, dress codes, time of attendance, duty of care, attendance at meetings, absence procedures, introduction to staff members etc.

- Pre-service teachers are to provide their supervising teacher with information on the expected workload at the beginning of the placement.
- Supervising teachers will provide pre-service teachers and work experience students with professional and honest feedback, clear advice and guidance.
- Any significant performance or behaviour issues concerning a pre-service teacher or work experience student will be brought to the attention of the coordinator who will contact the appropriate personnel.
- Where applicable, supervising teachers will complete the Supervising Teacher Claim form for teacher payment. The form is to be completed and returned to the coordinator at the end of the pre-service teacher professional practice placement and then the coordinator will submit it to the Business Manager.
- At the completion of the placement the program coordinator will complete the appropriate paperwork and return it to the educational institution.
- The daily Pre-service Teacher (PST) supervision allowance and the school placement coordination allowance are set out in Ministerial Order 1388.
- The role of pay per PST per day for supervising teachers is $36.80.
- The rate of pay per PST per day for coordinating practice teaching supervision is $1.84.
- The school/individual teacher receives no payment for an Education Support student or work experience student.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- The department's Policy and Advisory Library: https://www2.education.vic.gov.au/pal/pre-service-teacher-placements/policy
- Ministerial Order 1388

POLICY REVIEW AND APPROVAL

Policy last reviewed	October, 2026
Approved by	Principal and School Council
Next scheduled review date (3 years)	October, 2029

N.B. The current enterprise agreement for Victorian government school teachers is nominally expired at the end of 2025. The department is currently negotiating a new agreement.