



Bachelor of Education (Early Years, Primary and Secondary) and  
Master of Teaching

### **DISTANCE/EXTERNAL STUDIES STUDENTS**

**(External students study at least 50% of their course online. That is half of their enrolment is in external mode)**

**Students who enrol to study through the distance/external mode must**

- Be employed in an appropriate educational setting for the duration of the course. **Details of employment must be registered on SPMS**

**OR**

- Volunteer in an appropriate educational setting for half a day each week for the duration of the course.

### **ORGANISATION OF VOLUNTEER DAYS & REGISTRATION OF EMPLOYMENT IN AN APPROPRIATE EDUCATIONAL SETTING 2010**

The **volunteer days** in an appropriate educational setting will be organised through the Professional Experience Office.

**Volunteer days or paid work cannot be included in the calculation of the required placement days for the completion of the degree or for Teachers Registration.**

The Professional Experience website (<http://www.educ.utas.edu.au/profexp/>) provides documentation regarding the requirements for Professional Experience.

### **ENROLMENT PROCEDURE**

1. Complete enrolment in the Bachelor of Education or Master of Teaching in distance/external mode.
2. Email [Elaine.George@utas.edu.au](mailto:Elaine.George@utas.edu.au) to register your employment (at least half a day per week) in an appropriate educational setting through the online placement system ([www.spms.utas.edu.au](http://www.spms.utas.edu.au)) SPMS.

**or**

3. Email [Elaine.George@utas.edu.au](mailto:Elaine.George@utas.edu.au) to register your existing volunteer position in an appropriate educational setting through the online placement system SPMS (must be at least half a day per week)

or

4. Email [Elaine.George@utas.edu.au](mailto:Elaine.George@utas.edu.au) to register for a volunteer position in an appropriate educational setting for half a day per week through the online placement system SPMS ([www.spms.utas.edu.au](http://www.spms.utas.edu.au))
5. Provide evidence of **approval to work** with children/school students relevant to Australian State/Territory or any International location.
6. In Tasmania this is the Good Character Check completed through the Teachers Registration Board
7. Evidence of the **approval to work** with children/school students must be provided prior to commencing in a volunteer position or Professional Experience placement.

Forward to: **Elaine George Fax (03) 63243453 Postal Address: Locked Bag 1307, Faculty of Education, University of Tasmania, Launceston. TASMANIA 7250**

**A current approval to work with children/school students from the relevant State/Territory/Overseas authority is a pre-requisite for volunteering and for Professional Experience in a school setting. In addition a Safety Screening Check will be required for volunteering and/or Professional Experience in a Child Care setting in Australia**

### **ORGANISATION OF HALF DAY VOLUNTEERING 2010**

- In 2010 half day Volunteering organised through the Professional Experience Team in an appropriate educational setting will commence after Easter.
- The Professional Experience Office will negotiate with appropriate educational settings based on the location requested by each student through the online placement system SPMS.
- Students **must not** approach a school or other educational setting to request half day volunteering.
- Half day volunteering is to encompass the university academic year.
- Half day volunteering will not continue during Professional Experience.
- Half day volunteering will be recorded using the online placement system, SPMS, and will required a formal sign off by the relevant/designated representative at the educational setting (Principal, Co-ordinator, Manager) at the end of each year.
- A record of employment will also be required at the end of each year. (To be received by the Professional Experience Office, University of Tasmania, Faculty of Education, Locked Bag 1307, Launceston TAS 7250)

## **VOLUNTEER EXPECTATIONS**

These recommendations are to assist in your volunteer experience in a regular half-day per week commitment to a classroom context.

It is recommended that you:

- work in the same classroom/educational setting each week
- work with a teacher who is able to utilise you in a productive way each week
- work with individual children/students, on activities appropriate to the age group and educational setting
- provide assistance for the classroom teacher in preparing learning centres, resources, displays, etc
- observe children/students closely to monitor their learning
- observe classroom interactions closely to better understand the dynamics of the educational setting
- develop positive relationships with children/students, staff and others in the educational community
- make yourself aware of policies in the educational setting in regard to behaviour, bullying, dress/uniform, computer use, etc.
- you do not take legal responsibility for 'teaching' the children/students
- you do not manage the behaviour of the children/students. You can remind children/students of the rules/boundaries and alert the teacher
- there is no payment for your mentor and no assessment is required

**CHECKLIST**

<b>Procedure</b>	<b>Date completed</b>
<b>Enrol in distance/external mode</b>	
<b>Make contact with Elaine George</b>	
<b>Register your existing employment in an appropriate educational setting</b>	
<b>Register your existing volunteer position in an appropriate educational setting</b>	
<b>Register for half day volunteering in an appropriate educational setting using SPMS the online placement system</b>	
<b>Complete and submit an application for an approval to work with children/school students as per regulations of the Australian state/territory or Overseas location</b>	
<b>Complete and submit an application for a Safety Screening if studying for the Bachelor of Education (Early Years) in Australia</b>	
<b>Forward a copy of your Approval to Work with children/school students to Elaine George</b>	
<b>Become familiar with the Professional Experience website <a href="http://www.educ.utas.edu.au./profexp/">http://www.educ.utas.edu.au./profexp/</a></b>	
<b>Receive notification of volunteering position through SPMS</b>	
<b>Commence Volunteering</b>	<b>Week of 12<sup>th</sup> April 2010</b>
<b>Complete the online My Activity report each week to record volunteering (in SPMS)</b>	
<b>Submit the required formal record of volunteering or employment</b>	<b>Week of 6<sup>th</sup> December 2010 Professional Experience Office University of Tasmania School of Education Locked Bag 1307 Launceston TAS 7250</b>

20/10/2009