



UniSQ



University of Southern Queensland

InPlace Guide for Supervising Teachers

Professional Experience Reports

1. Logging In

Supervising teachers will receive an email with a link to complete the Professional Experience Report on InPlace. Click the link to open InPlace and complete the survey. You do not need a username or password.

Professional Experience Survey Responses are Open



noreply_inplace@usq.edu.au
To [Redacted]



Dear Sally,

Responses are now open for your stage of the Professional Experience Survey:

Student Name	Campaign Title	Response Link
Miss Bella Student	ECF3100 - Test	Go to Response Page..

Should you require any assistance in completing this multistage campaign you can find a user guide on our [Education Placements website](#).

If you have any questions regarding this process, please call our team on 07 4631 2359.

Kind regards

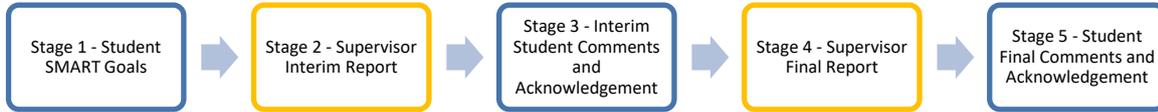
Work Integrated Learning Team

Academic Affairs | Academic Division
University of Southern Queensland

CRICOS QLD 00244B NSW 02225M



2. Overview of stages of Professional Experience Reports Process *(items in yellow to be completed by student)*



Note: All stages are viewable to both the student and the supervising teacher

Stage 1: SMART Goals

Students will complete SMART Goals prior to the placement start date.

Stage 2: Supervisor Interim Report

Interim Supervisor Report is to be completed by the supervising teacher 5 days after the start of the placement.

Stage 3: Interim Student Comments and Acknowledgement

Interim Professional Experience Reports assessment that has been completed by the supervisor will be reviewed and acknowledged by the student.

Stage 4: Supervisor Final Report

Supervisor Final Report to be completed by the supervising teacher at the end of the placement.

Stage 5: Student Final Comments and Acknowledgement

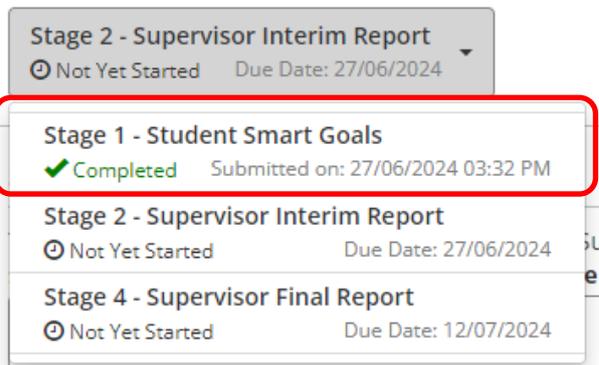
Final Professional Experience Reports assessment that has been completed by the supervisor will be reviewed and acknowledged by the student.

3. Completing the surveys

Stage 2: Supervisor Interim Report

The first stage to be completed by Supervising Teachers is the Supervisor Interim Report, which is due 5 days after the placement start date.

Before completing the Supervisor Interim Report, please review the Student SMART Goals by clicking the drop-down box.



Stage 2 - Supervisor Interim Report
⌚ Not Yet Started Due Date: 27/06/2024

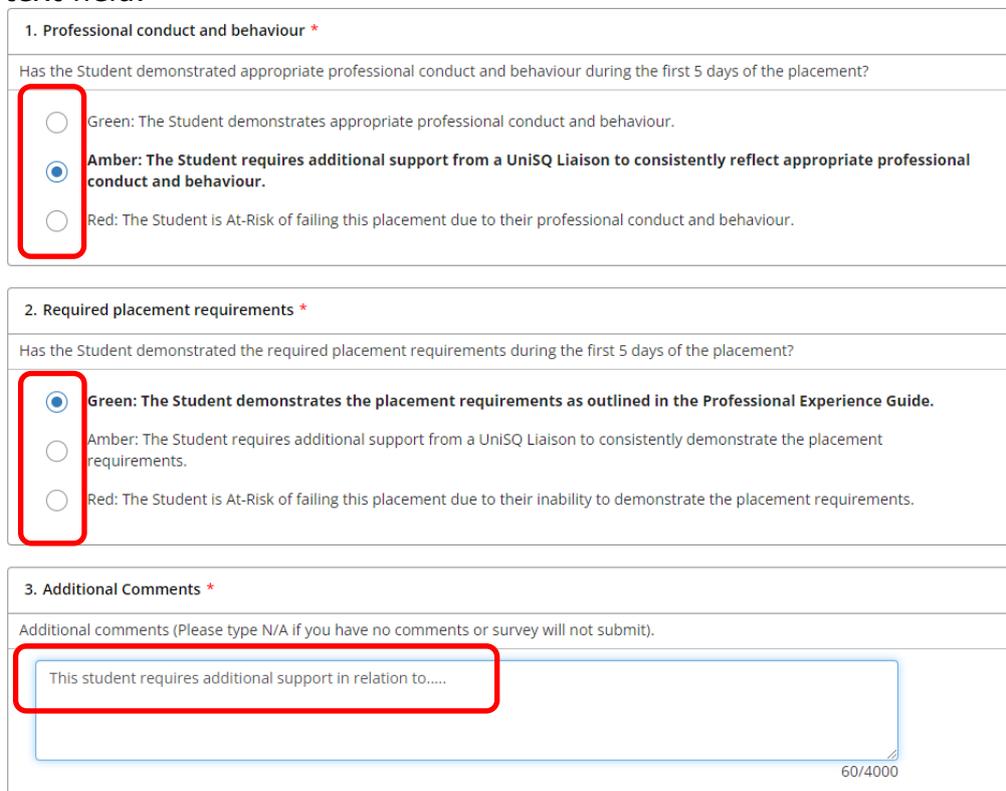
Stage 1 - Student Smart Goals
✔ Completed Submitted on: 27/06/2024 03:32 PM

Stage 2 - Supervisor Interim Report
⌚ Not Yet Started Due Date: 27/06/2024

Stage 4 - Supervisor Final Report
⌚ Not Yet Started Due Date: 12/07/2024

Once you have reviewed the Student SMART Goals, use the drop-down box to select Stage 2 - Supervisor Interim Report

To complete, simply tick the appropriate boxes and type your comments in the text field.



1. Professional conduct and behaviour *

Has the Student demonstrated appropriate professional conduct and behaviour during the first 5 days of the placement?

Green: The Student demonstrates appropriate professional conduct and behaviour.

Amber: The Student requires additional support from a UniSQ Liaison to consistently reflect appropriate professional conduct and behaviour.

Red: The Student is At-Risk of failing this placement due to their professional conduct and behaviour.

2. Required placement requirements *

Has the Student demonstrated the required placement requirements during the first 5 days of the placement?

Green: The Student demonstrates the placement requirements as outlined in the Professional Experience Guide.

Amber: The Student requires additional support from a UniSQ Liaison to consistently demonstrate the placement requirements.

Red: The Student is At-Risk of failing this placement due to their inability to demonstrate the placement requirements.

3. Additional Comments *

Additional comments (Please type N/A if you have no comments or survey will not submit).

This student requires additional support in relation to.....

60/4000

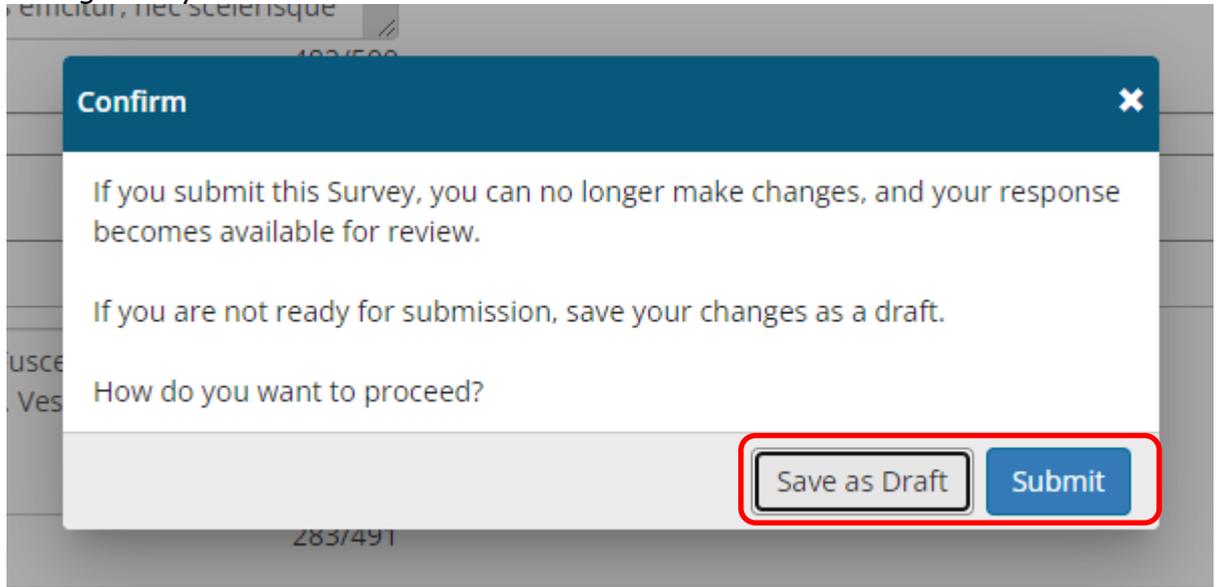
Draft Automatically Saved 27/06/2024 03:38:55 PM

Save as Draft

Submit

Once complete you can:

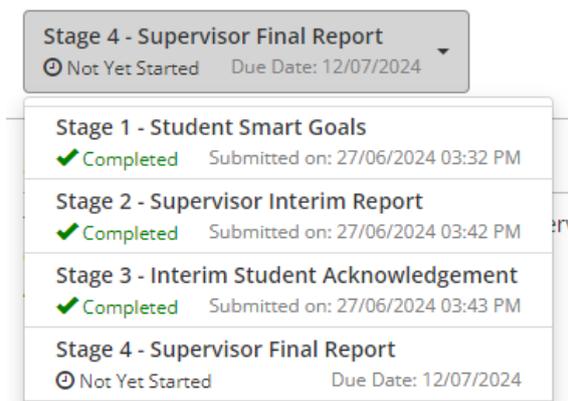
- Save as Draft – Save changes to review later, or to Submit once ready. If you save as a draft, you will be able to access it via the same email link.
- Submit - Please note once submitted, you won't be able to make any changes to your answers.



Stage 4: Supervisor Final Report

The last stage to be completed by Supervising Teachers is the Supervisor Final Report.

You can use the drop-down box to review any previous stages of the assessment prior to completing the final report.



To complete, simply tick the appropriate boxes and type your comments in the text field.

Teaching effectively - enactment of teaching

- 1. APST 2.1 *
Demonstrates knowledge of the role of curriculum in planning a learning experience
- 2. APST 3.1 *
Writes clear learning goals for each planned learning experiences
- 3. APST 3.3 *
Implements teaching strategies to support children's learning.
- 4. APST 3.5 *
Uses voice, facial expression, gestures, physical movement and visual cues to engage children in learning.
- 5. APST 3.6 *
Developing a knowledge of strategies that can be used to evaluate learning experience plans through reflective conversations with supervising teacher.

	NA	D	A	E
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				
<input type="radio"/>				

Please provide comments about knowledge, practice and engagement of Pre-Service Teacher in relation to this section.

1. Comments *

0/4000

Provide your assessment, comments and acknowledgement for the placement in the spaces provided and submit or save as a draft.

Supervisor Declaration

1. Declaration *

By completing and submitting this final report I declare the information above is an accurate reflection of the APST's achieved by the Preservice Teacher named above. **Please note, this report will be available to the Preservice Teacher.**

I Acknowledge
[Previous Stages PDF](#)

Support contact details

For non-urgent enquiries please email WIL.support@unisq.edu.au with the subject heading 'Professional Experience Report' and someone will get back to you within 2 business days. For urgent enquires please contact the placements team on (07) 4631 2974.