SPM - Placement Terms & Conditions

Please carefully read the following Terms and Conditions.

These Terms and Conditions describe your responsibilities prior to and while attending placements.

1. Students are required to follow a recommended study plan.
2. Students may not participate in school professional experience without a current police check. New CDU students require a current police check. The police check for a continuing CDU student is valid for two years.
3. Students living within 80km of Darwin or Alice Springs are not permitted to arrange their own school professional experience. This is organised through the CDU Professional Experience Office.
4. Whilst CDU will attempt to meet student requests for professional experience at a preferred school, CDU reserves the right to place students in a school other than that nominated.
5. Students are responsible for making all travel arrangements and meeting all costs associated with attending professional experience.
6. Whilst participating in professional experience students represent CDU. Students will conduct themselves in accordance with the Student Conduct By-Laws (http://www.cdu.edu.au/ses/student-conduct.html).
7. Whilst participating in professional experience, all students are subject to the policies, procedures, and regulations of both the school and CDU, including the academic and disciplinary policies of CDU.
8. The outcomes and the objectives of the students in the host classes and schools cannot be compromised by a CDU student's professional experience. Final authority for all aspects of student outcomes rests with the school personnel.
9. Unsatisfactory performance or conduct will result in the implementation of the ‘at risk’ process. This can result in discontinuation of professional experience.
10. Maintaining confidentiality and privacy surrounding student learning and all other school information and matters is paramount. CDU students will not disclose any student information to any persons who are not an employee of the school and not involved in the education of the students.
11. Practicums are composed of a set number of days. If a student is unable to attend the school for any reason these days must be made up at a time that is convenient to the student and the school.
12. If a student is unable to attend any days during their professional experience they are expected to contact the school and the CDU professional experience office.
13. Whilst participating in professional experience, all students are expected to attend the school for the length of the school day as prescribed for teachers. In the Northern Territory this is generally 7.40am - 4.25pm. It is the responsibility of the student to confirm these hours with the school.
14. Students are expected to enquire as to the dress code that is required at the school and adhere to the guidelines suggested by the school.
15. Students are expected to enquire as to the appropriate use of mobile phones in the school and adhere to the guidelines suggested by the school.
16. Whilst participating in professional experience students are expected to attend staff meetings, participate in yard supervision and other professional activities as requested by the school.
17. It is the responsibility of the student to ensure that their mentor teacher has access to student introductory profile, unit documentation, and assessment forms.