



University of  
**Southern  
Queensland**

6 September 2024

# **InPlace Supervising Teacher User Guide**

Education Professional Experience Reports



# Contents

<b>Logging in</b>	<b>2</b>
<b>Overview of stages of Professional Experience Reports Process</b>	<b>3</b>
<b>Completing the Surveys</b>	<b>4</b>
<b>Support Contact Details</b>	<b>7</b>

## 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	<a href="#">Go to Response Page..</a>

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

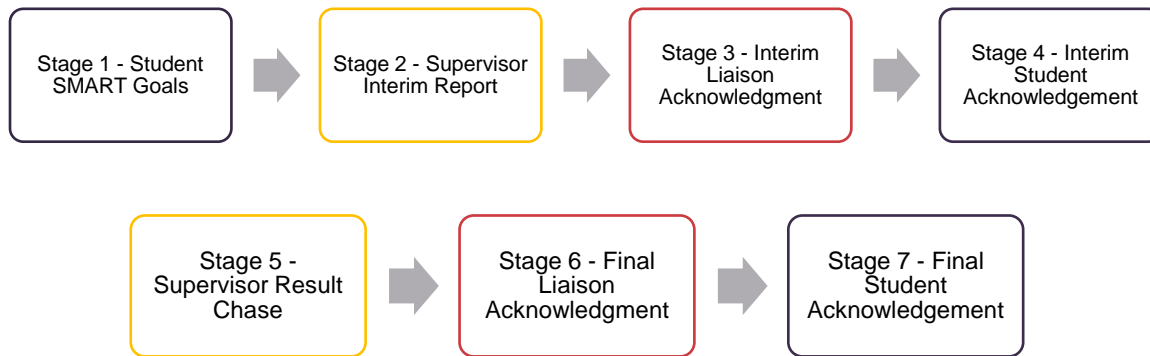
Academic Affairs | Academic Division  
University of Southern Queensland

CRICOS QLD 00244B NSW 02225M



University of  
Southern  
Queensland

## Overview of stages of Professional Experience Reports Process (items in yellow to be completed by 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 at the middle of the placement.

### Stage 3: Interim Liaison Acknowledgement

Interim Liaison Acknowledgement to be completed by the liaison at the middle of the placement.

### Stage 4: 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 5: Supervisor Final Report

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

### Stage 6: Liaison Final Comments and Acknowledgement

Final Liaison Acknowledgement to be completed by the liaison at the end of the placement.

### Stage 7: Student Final Comments and Acknowledgement

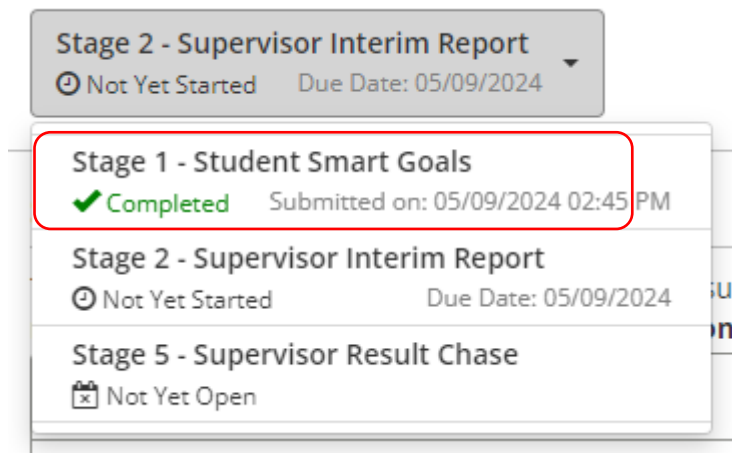
Final Professional Experience Reports assessment that has been completed by the supervisor will be reviewed and acknowledged by the student.

# 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 at the middle of the placement.

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



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).

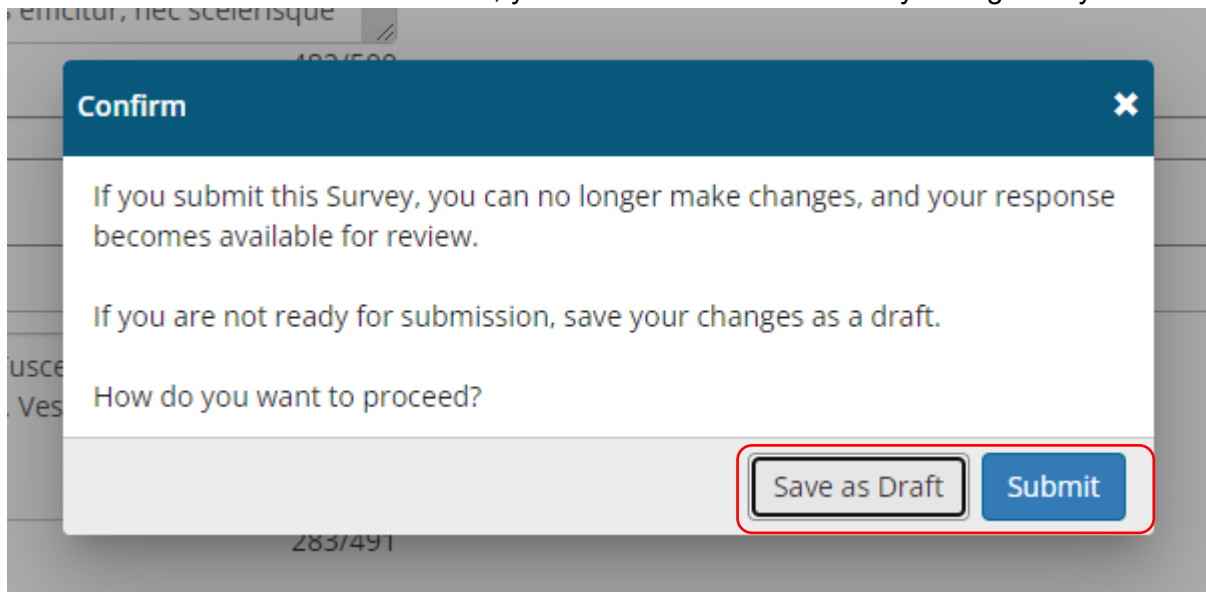
This student requires additional support in relation to.....

60/4000

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

Once complete you can:

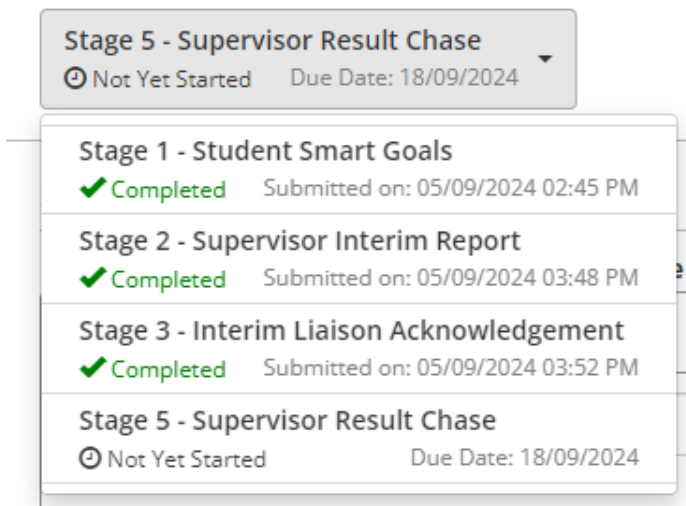
- Save as Draft – Save changes to review later, or to Submit once ready. If you save as a draft, you will be able to access it via the same email link.
- Submit - Please note once submitted, you won't be able to make any changes to your answers.



#### 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.

## Supervisor Result Submission

Please note the below responses will be available to the student and liaison.

### 1. Supervising Teacher's name \*

  
0/50

### 2. Other Supervising Teacher's name (if applicable)

  
0/50

### 3. Completed days \*

Did student complete total number of days for this placement? Please select from the below options in response to this question.

<input type="radio"/> 5 Days	Comment <input type="text"/> 0/4000
<input type="radio"/> 10 Days	
<input type="radio"/> 15 Days	
<input type="radio"/> 20 Days	
<input type="radio"/> 25 Days	
<input type="radio"/> Other	

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

## Supervisor Declaration

### 1. Declaration \*

As a supervising teacher I agree to the following terms and conditions:

- I will maintain confidentiality of student details
- I have provided the student with the completed and signed final report (QPERF for EDU4100/EDM8100 students or Modified Final Report for EDU0999 students)
- I have conferred with the UniSQ liaison by phone/email as required during the placement

By completing and submitting this report, I declare the information above is an accurate reflection of the APST's achieved by the student named above.

 I Acknowledge  
[Previous Stages PDF](#)

Save as Draft

Submit

## Support Contact Details

For non-urgent enquiries, please email [WIL.Support@unisq.edu.au](mailto: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 enquiries, please contact the WIL Team on (07) 4631 2974.





University of  
**Southern**  
**Queensland**

[unisq.edu.au](http://unisq.edu.au)

[WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)