

Professional Experience Placement Report Information

2025

**Please refer to the Placement Expectations
and Requirements document to inform the
completion of the placement reports**



Overview

All Professional Experience Interim and Final Reports must be completed in collaboration with the PST and submitted using the Online Report links provided in the confirmation email. We place great faith in the Mentors professional judgement and request an honest assessment of the Pre-Service Teacher's (PSTs) progress and final assessment. Considering the level expected for the particular professional experience, Mentor teachers and the nominated supervisors are asked to make a professional judgement and assess the overall performance of the Pre-Service Teacher. In

order to satisfactorily complete this practicum, the Pre-service Teacher is required to meet the relevant Australian Professional Standards for Teachers at Graduate stage (AITSL, 2014).

Supervising teachers should apply professional judgements using evidence of the PST's demonstrated knowledge, practice, and engagement in relation to the expected APST descriptors for the stage. Consideration should be given for the placement context and opportunities to encounter relevant experiences enabling the PST to demonstrate the APST.

The reporting responsibility of the Supervising Teacher:

Interim Report Form- Complete the Interim Report Form online on Day 10 of the placement. The link has been sent together with the confirmation email with the student's details.

Final Report Form - Complete and submit the Final Report online on the final placement day. The link has been sent together with the confirmation email with the student's details.

The reporting responsibility of the PST is:

Upload the final report and attendance diary to InPlace within 3 days of completion of placement.

Upload the final report to the Unit Canvas within 3 days of completion of placement.

Evaluation Guide based on Australian Professional Standards for Teachers:

Exceeding: APST descriptor has been met and is above expectations.

Met: APST descriptor has been met.

Developing: APST descriptor at a low level.

Not Met: APST descriptor has not been met. (Focus Areas 4.4-Maintain Student Safety, 7.1-Meet professional ethics and responsibilities & 7.2- Comply with legislative, administrative and organisational requirements, marked as Not Met will lead to an automatic overall FAIL grade)

Not Encountered: No opportunity to encounter the APST Focus Area. If you are considering selecting this option, it's recommended to first have a conversation with the PST. Explore their understanding of this particular focus area or what they might have done if given the opportunity. This discussion might provide enough insight to select a different option instead of 'Not Encountered.'

Overall Result Categories:

Met Exceeding (HD) 80-100%

Met with Distinction (D) 70-79%

Met Established (C) 60-69%

Developing (P) 50-59%

Not Met (N) 0-49%

(Final placement units graded as Pass/Fail overall, and must meet a minimum of 80% Met to Pass)

Supportive resources:

Should you have any queries and/or concerns at any time throughout the practicum, please contact Swinburne University, Professional Experience Office on (03) 9214 5788 or eduplacements@swin.edu.au