

2024 Professional Experience (PEX) Placement Process

	Action Ref.	Responsible for Action	Action
Prior to commencement of Placement	1	Student	Self-enrol in PEx Unit or lodge a "Unit Approval Request" (where required) to request enrolment in Professional Experience (PEX) Unit.
	2	Client Services	Assess Unit Approval Request to determine student eligibility to enrol in PEx Unit and actions enrolment if approved.
	3	Placement Team	Assigns student to relevant placement group, once they are enrolled in the PEx unit, student is emailed with instructions regarding mandatory check documents.
	4	Student	Submits mandatory placement checks (required for their placement) to the Checks section of SONIA Online. Note: Strict due dates apply to mandatory placement checks - refer to Professional Experience Student Centre.
	5	Placement Team	Commence sourcing and confirming suitable placement sites
	6	Placement Team	Allocate students in SONIA Online
	7	Placement Team	Notify placement sites of their student allocations and provides PEx documentation including SONIA online access and reports
	8	Placement Team	Release placement details to students - 2 weeks prior to commencement of placement
	9	Student	Contact placement site/mentor teacher to introduce prior to commencing placement.
	10	Student	Print copy of WWCC/Blue Card Details, Vaccination Certificate, Anaphylaxis Certificate and Child Protection Training Certificate to provide to Site Coordinator on first day of placement.
	11	Placement Team	Assign University Adviser to students in SONIA Online.
	12	Student	Check SONIA Online to view their University Adviser details and to ensure their mandatory placement checks are valid for the duration of the placement.

During Placement	13	Student	Commence placement as scheduled.
	14	Student	Contact University Adviser in the first week to check in.
On Completion of Placement	15	Student	Complete placement and presses submit on final report (save as a PDF for your own records)
	16	Unit Assessor	Review final report and submits overall grade for unit.
	17	Academic Board	Approve student grades for publication on transcript.