

EDUC6109 Semester 1, 2026

Placement Timeline and Process for Students

Course: EDUC6109 | Integrated Fieldwork Studies
Duration: 15 days (3 weeks)
[Victorian DoE Scholarship recipients will complete 2 x 15-day (3 week) placements]
Placement Dates: 16 Mar 2026 to 3 Apr 2026 (Good Friday)
*[Victorian DoE Scholarship recipients will **also** complete 15-day placement 16 Feb 2026 to 6 Mar 2026]*

The placement allocation timeline and process for this course are outlined below. Students must carefully review this information as it includes critical due dates and compliance requirements that must be completed **before** being considered eligible for placement. Compliance requirements are **mandatory** for all enrolled students **regardless** of whether student is already a qualified professional in their chosen specialisation.

Due Date	Student Action Required
Placement pre-requisites due by 20 January 2026	<p>To be eligible for enrolment into this course and placement allocation, students must complete the following three sets of placement pre-requisites by the due date:</p> <p>DoE mandatory compliance: NSW Students to upload correct documents (per the instructions on the DoE Website) to their SONIA ‘Checks’ tab:</p> <p>Prior to upload please check the examples (available in the Checks Guide) to ensure that what you are uploading is correct.</p> <ul style="list-style-type: none">Working With Children Check (WWCC)NSW Department of Education (DoE) Pre-service Teacher Registration FormNSW DoE MyPL Training Modules:<ul style="list-style-type: none">Child Protection Awareness InductionAnti-Racism PolicyAboriginal Cultural EducationCode of Ethics and ConductASCIA Anaphylaxis e-training for Australasian Schools <p><i>[VIC students need only upload a pdf copy of their VIT teaching card (back and front on one sheet) to the WWCC space and complete the ASCIA Anaphylaxis training.]</i></p>
Enrolments due by 20 January 2026	<p>Once students have completed the placement pre-requisites, students must enrol by the due date. Find instructions on how to enrol on the School of Education Canvas page.</p>
Reasonable Adjustment Plans to be lodge with Course Coordinator by 30 January 2026	<p>Students registered with Accessibility for a Reasonable Adjustment Plan (RAP) must notify the Course Coordinator (CC) by the due date. RAPs should outline any specific adjustments required that fall outside the standard placement process.</p> <p>The CC will inform the Professional Experience Unit (PEU) of the student’s required placement adjustments. To protect student privacy, the reasons for these adjustments will not be shared with the PEU or schools. Once a placement is confirmed, students may discuss the details directly with the school.</p>
Adverse Circumstances applications due by 30 January 2026	<p>Students who believe they have circumstances that adversely affect them from being allocated a placement in the standard process must submit an Adverse Circumstances (AC) application via the University’s online portal by the due date. This includes requesting to start a placement on an alternate date ([16 Feb VIC and/or] 16 Mar 2026)</p>
ACs due 30 Jan 26 (continued)	<p>Applications are reviewed by the Course Coordinator (CC). If approved, the CC will inform the Professional Experience Unit (PEU) of your requirements for consideration during placement allocation. Please note, the PEU do not have access to or approve</p>

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	AC applications. If you are unsure if your situation makes you eligible for AC application please review the acceptable reasons here . If you have further questions, please discuss these with your CC.
Placement requirements due by 30 January 2026	Placement requirements: Students to complete the Student Placement Information Form allocated to them on their SONIA portal after enrolment.
PEU begin confirming allocated placements from 30 January 2026	<p>The Professional Experience Unit (PEU) will begin the process of sourcing/confirming and allocating placements only for students who have completed the 'Placement Pre requisites' and 'Placement Requirements' above. Your placement cannot begin until all requisites and forms have been submitted.</p> <p>If you are unable to continue with your placement, please notify your Course Coordinator and email peu@newcastle.edu.au as soon as possible.</p>
Allocations open for student viewing in SONIA	As a placement is confirmed with a provider, the PEU will email a notification to the student to advise the placement is confirmed. If the site is not known to the student prior, the student must immediately contact their placement site's Coordinator to introduce themselves and arrange an orientation visit prior to their first day.
<p>Students attend either 1 or 2 x 15-day placement <i>[dependent upon whether VIC scholarship recipient.]</i></p> <p>All students will complete a 15-day placement between 16 Mar 2026 to 3 Apr 2026 (Good Friday)</p>	<p>Students attend placement and ensure the below requirements are adhered to:</p> <ul style="list-style-type: none"> • If students are unable to attend placement due to illness, injury, personal or bereavement leave or an emergency, they must notify the site and follow the 'UON - Placement Leave Process – Absences' available on their <i>'Students'</i> resource on SONIA Home page: <div data-bbox="518 1173 893 1375" data-label="Image"> <p>The image shows a screenshot of a web interface titled 'Documents'. Below the title, there is a list of links: 'Form', 'Waiver B Information and Instructions', 'Students', and 'Placement Guides'. The 'Students' link is highlighted with a yellow rectangular box.</p> </div> <ul style="list-style-type: none"> • Every absent day must be made up immediately following the final scheduled placement day. Total of 15 days Attended must be approved by the site in student's SONIA Timesheet. • Discuss Final Report with the placement site by the final week of placement. • Ensure the Final Report is submitted by the final placement day, and follow up sign-offs by all parties.