

EDUC4167 Sem 2, 2026

Placement Timeline and Process for Students

Course: EDUC4167 Semester 1 | Special Education Internship

Placement Dates: 20 April 2026 to 15 April 2026 and 18 May 2026 to 12 June 2026

Duration: 2x 20 days (4 weeks)

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 to be considered eligible for placement.

Due Date	Student Action Required
Placement pre-requisites due by 1 May 2026	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: 1. DoE mandatory compliance: Students to upload correct documents (per the instructions on the DoE Website) to their SONIA ‘Checks’ tab: Prior to upload please check the examples (available in the Checks Guide) to ensure that what you are uploading is correct. - Working With Children Check (WWCC) - NSW Department of Education (DoE) Pre-service Teacher Registration Form - NSW DoE MyPL Training Modules: - Child Protection Awareness Induction - Anti-Racism Policy - Aboriginal Cultural Education - Code of Ethics and Conduct - ASCIA Anaphylaxis e-training for Australasian Schools 2. Placement requirements: Students to update their SONIA ‘My Details’ tab with (instructions available in the Checks Guide): - Conflicts of Interest sites (including any 2025 placement site) - Public transport reliance and/or objections to faith-based site placements 3. Home address: Students to ensure their current residential address in MyHUB is correct: - Acceptable placement allocation is within or around 1 hours’ drive by car from your MyHub listed residential address local to Newcastle or Central Coast region. The PEU will use your address listed in MyHub on this cut-off date to obtain a placement opportunity. - If you have moved recently, or are about to move, please update MyHub, and email peu@newcastle.edu.au to advise of your new address before this cut-off date.
Enrolments due by 27 April 2026	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.
Reasonable Adjustment Plans to be lodge with Course Coordinator by 8 May 2026	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. The CC will inform the Professional Experience Unit (PEU) of the student’s required placement adjustments. The PEU will then submit placement requests to schools, specifying the necessary 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.

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Adverse Circumstances applications due by 8 May 2026	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. 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 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.
Waiver B applications due by 1 May 2026	Waiver B applications must be submitted by the due date. An approved application allows students to be paid under their employment contract during their final placement. For details, review the instructions under the 'Wavier B' resources located on the SONIA Home page by clicking the black arrowhead. For further support, contact the Waiver B Coordinator at Tracey.Kelty@newcastle.edu.au.
PEU begin allocating placements from 11 May 2026	The Professional Experience Unit (PEU) will begin the process of sourcing and allocating placements only for students who have completed the placement pre-requisites. Students are reminded not to contact schools directly—placements are arranged by the PEU. If you are unable to continue with your placement, please notify your Course Coordinator and email peu@newcastle.edu.au as soon as possible.
Allocations open for student viewing in SONIA on 19 June 2026 (date subject to change)	Allocations will be available in SONIA for students to view their placement details. Students must immediately contact their placement site's Coordinator to introduce themselves and arrange an orientation visit prior to their first day. An email from the Professional Experience Unit (PEU) will also be sent to all students with further instructions.
Students attend 20day (4 weeks) placement from 20 July 2026 to 14 August 2026 and 20day (4 weeks) placement from 17 August 2026 to 11 September 2026	Students attend placement and ensure the below requirements are adhered to: • If students are unable to attend placement due to illness, injury, personal or bereavement leave, or an emergency they must notify the school, and follow the Leave Process. All absent days are required to be made up. • Discuss their Final Report with their placement site by the final week of placement. • Ensure their Final Report is submitted by the ST and follow up any required sign off by the final day of placement.