

EDUC6918 Trimester 1, 2026

Placement Timeline and Process for Students

Course: EDUC6918 Trimester 1 | The Primary Global Professional

Placement Dates: 4 May 2026 to 26 June 2026

Duration: 40 days (8 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
Enrolments due by 27 January 2026	Students to enrol in this placement course by the due date.
Placement pre-requisites for NSW students due by 13 February 2026	To be eligible for placement allocation, NSW 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 - 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. 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.
Placement pre-requisites for students outside NSW due by 13 February 2026	To be eligible for placement allocation, students completing their placement outside NSW must complete the following three sets of placement pre-requisites by the due date: 1. Mandatory compliance: Students are responsible for meeting the mandatory clearance requirements of their host state. To ensure compliance, students must: - Research the current mandatory pre-service teacher checks required by the Department of Education in their placement state. - Complete all required checks in accordance with that state’s specific guidelines.

Placement Timeline and Process for Students

	• Upload all relevant documentation to the WWCC section of their SONIA 'Checks' tab by the due date. Mandatory checks vary by state. Students who do not meet these requirements will be ineligible for placement allocation. 2. Placement requirements: Students to update their SONIA 'My Details' tab with (instructions available in the Checks Guide): • Conflicts of Interest sites • 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. 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.
Students completing placement outside NSW to confirm their preference for student-sourced placement by 13 February 2026	While NSW students are not permitted to source their own placements, students completing placement outside NSW have two options: 1. Student-sourced placement: You may choose to source your own placement. If you select this option, please ensure you have completed all placement pre-requisites. Once these are finalised, email peu@newcastle.edu.au by the due date. If your mandatory compliance documents are cleared, the Professional Experience Unit (PEU) will issue an introductory letter for you to present to potential placement schools. 2. PEU-sourced placement: The PEU can arrange a placement for you. If students don't notify the PEU of their preference by the due date, the PEU will automatically arrange a placement for you.
Reasonable Adjustment Plans to be lodge with Course Coordinator by 13 February 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.
Adverse Circumstances applications due by 13 February 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.

EDUC6918 Trimester 1, 2026

Placement Timeline and Process for Students

Waiver B applications due by 13 February 2026	Waiver B applications must be submitted by the due date. An approved application allows students to be paid under contract during their final placement. For details, review the instructions under 'Documents' on your SONIA Home page. For further support, contact the Waiver B Coordinator at Tracey.Kelty@newcastle.edu.au .
PEU begin allocating placements from 16 February 2026	The Professional Experience Unit (PEU) will begin the process of sourcing and allocating placements for students who have completed the placement pre-requisites. Students are reminded not to contact schools or centres 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 20 April 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 40day (8 weeks) placement from 4 May 2026 to 26 June 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 or centre, and follow the 'UON - Placement Leave Process – Absences' available under 'Documents' on their SONIA Home page. • Discuss their Final Report with their placement site by the final week of placement. • Ensure their Final Report is submitted and signed-off by all parties by the final day of placement.