



# A step-by-step guide to prepare for your Professional Experience - Interstate

Please adhere to the below due dates to ensure you are eligible to complete your Professional Experience in **Semester 2, 2024**

Visit the PE Compliance page and make yourself familiar with your mandatory requirements: <https://www.utas.edu.au/education/professional-experience/interstate-student-placements> **Due 5 Aug**

Apply for your state specific Working with Children Check (or renew if required). Allow up to 6 weeks to receive an outcome of your application. **Due 5 Aug**

Log into InPlace and update the following fields: Emergency contact details, car & transport, conflict of interest and specialisations (Master of Teaching Secondary Students only) **Due 5 Aug**

Apply for any additional state specific compliance requirements (or renew if required). It is important to carefully review the required compliance and upload the approved checks prior to the due date **Due 5 Aug**

Students studying with the University of Tasmania via distance (Interstate) are required to source their own professional experience placements. Review the [Interstate webpage and begin sourcing your placement](#). **Due 5 Aug**

Read and complete the 2024 Safe to Practise Agreement and upload to InPlace. Complete a Health Assessment form (If you made a safe to practise disclosure in section 2 of the Safe to Practise Agreement) **Due 5 Aug**

Upload your placement details into the placement manager tool within InPlace for approval **Due 5 Aug**

Upload certification of approved Working with Children Check and State-specific registrations into InPlace **Due 5 Aug**

**Note: Placement details will be approved in InPlace no later than 1 week prior to the commencement of the placement. At this time it is expected that you make contact with your Supervising Teacher and Placement Coordinator**