



A step-by-step guide to prepare for your Professional Experience - Tasmania

Please adhere to the below due dates to ensure you are eligible to complete your Professional Experience in **Semester 1, 2024**

Visit the PE Compliance page and make yourself familiar with your mandatory requirements: https://www.utas.edu.au/education/professional-experience/tasmanian-students	Due 11 Mar
Log into InPlace and update the following fields: Emergency contact details, car & transport, conflict of interests, placement preferences and specialisations (Master of Teaching Secondary Students only)	Due 11 Mar
Apply for a Working with Vulnerable People Check (or renew one month prior to the expiry date). Allow up to 6 weeks to receive an outcome of your application	Due 11 Mar
Apply for a TRB Student Good Character Determination – Two-step process 1. Online application 2. Supporting documentation must be provided directly to the TRB (In-person or via Australia Post)	Due 11 Mar
Complete the mandatory online DECYP Safeguarding Training and upload a copy of your completion certificate into InPlace	Due 22 Mar
Read and complete the 2024 Safe to Practise Agreement and upload to InPlace	Due 22 Mar
Complete a Health Assessment form (If you made a safe to practise disclosure in section 2 of the Safe to Practise Agreement)	Due 22 Mar
Upload certification of approved Working with Vulnerable People and TRB Student Good Character Determination registrations into InPlace	Due 12 Apr
Note: Placement details will be released 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.	