

Professional Experience Preparedness & Absences on Professional Experience

The University of Otago College of Education retains the right not to place a student for professional experience.

From time to time a student will not proceed to professional experience or may have their professional experience delayed if a question arises over preparedness, fitness to practice, significant pastoral care issues (recognised or declared), OCOS compliance, misconduct, charges or convictions, or the suitability of the placement site relative to student needs.

In making a determination the flowcharts, below, will help to make this decision. The following documents are also taken into consideration:

- Teaching Council Aotearoa New Zealand [Our Code Our Standards](#);
- [Initial Teacher Education – Professional Standards and Criminal Offences Policy](#) and associated policies:
 - Education and Training Act 2020 , *Section 255(5) (a) and (b)*;
 - Admission to University Statute 2011;
 - Children's Act 2014; and,
- “Exclusion from the Programme” regulation (as per the current University of Otago Calendar), clause (c), if the student, “fails a component of the professional experience programme due to unprofessional or unethical behaviour, under which circumstances the student may be excluded from the professional component of the qualification.”

A student may request the Associate Dean Initial Teacher Education to review any decision made, as a consequence of these processes.

ABSENCES FROM CLASS

CURRICULUM & PROFESSIONAL EXPERIENCE PAPERS, ITE PROGRAMMES

- Client Services send digital versions of rolls and class photos to Paper Coordinators.
- Client Services set up an accessible document on TEAMS for each professional experience and curriculum paper.
- Paper Coordinators remind students to register absences by contacting absences.education@otago.ac.nz.

- Students' attendance in class is recorded on the class roll.
- Rolls are sent digitally to absences.education@otago.ac.nz or placed in absence tray with Client Services.
- Client Services record absences onto TEAMS for each paper using rolls and emails. Comments are added, if applicable, and the following codes are used:
 - U = Unexplained absence
 - L = Late
 - A = Explained absence

Prior to attendance checkpoints (see below), Client Services collate the absences and send a report to Programme Coordinator. The report will include for each student: name, total number of absences since the beginning of the year, a breakdown by each paper, absences codes, and any relevant comments including previous concerns or dates of letters sent.

At attendance checkpoints, programme coordinators consider students' attendance.

- Missing more than six hours in total for the year (explained or unexplained), and ongoing lateness and lack of explanation across curriculum and professional experience papers is considered significant.
- The Programme Coordinator signals on the report which students will be sent a predetermined letter of concern, and sends this report back to Client Services for processing (i.e., sending letters, noting on TEAMS).
- Students may be asked to meet with the Programme Coordinator to explore potential barriers and support for attendance.

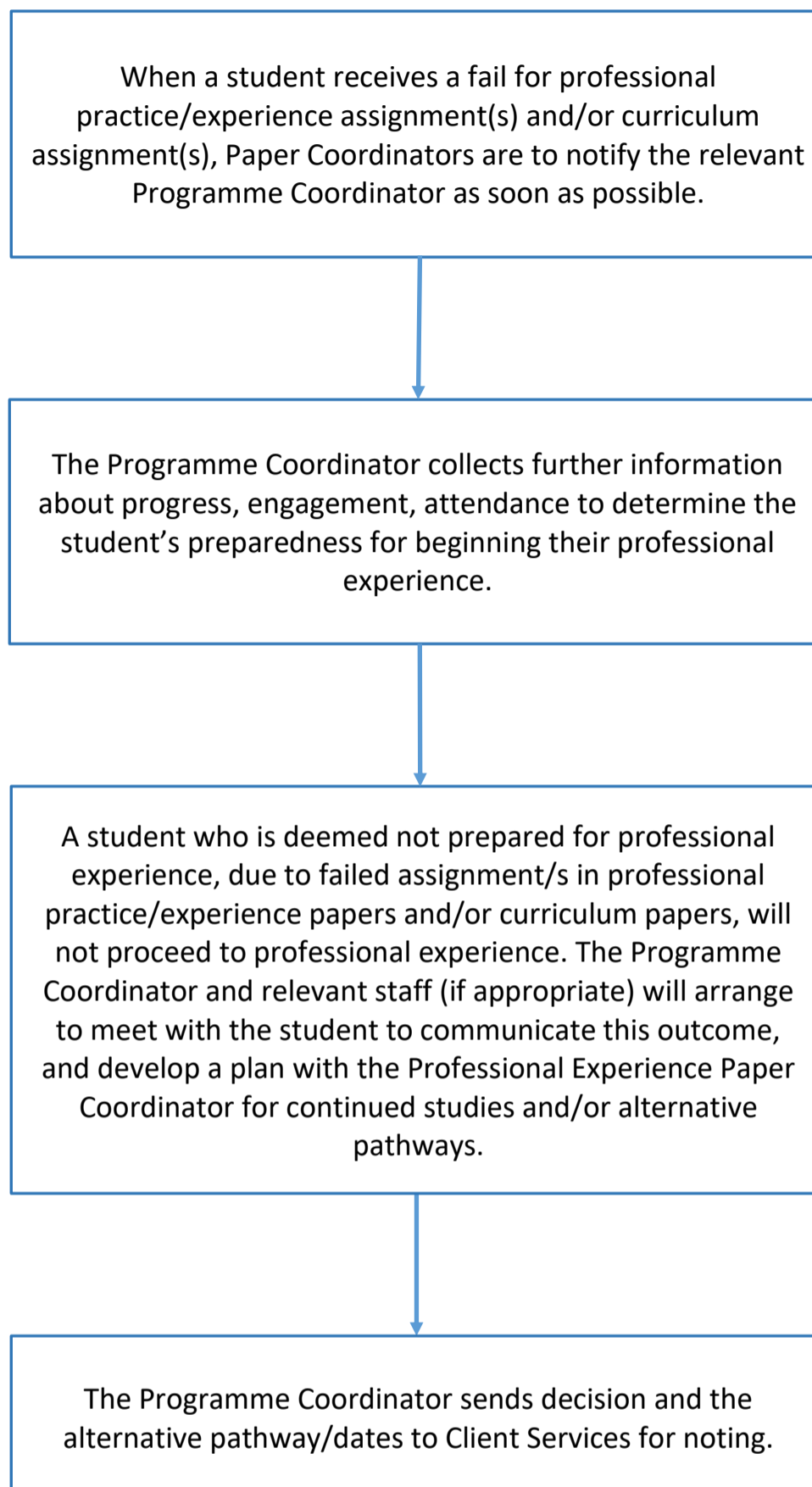
For students with excessive absences, after consulting and/or liaising with the Paper Coordinators, and considering a range of other factors, the Programme Coordinator will decide if a student is not prepared for professional experience and make a plan for continuing with professional experience and/or alternative pathways.

Note

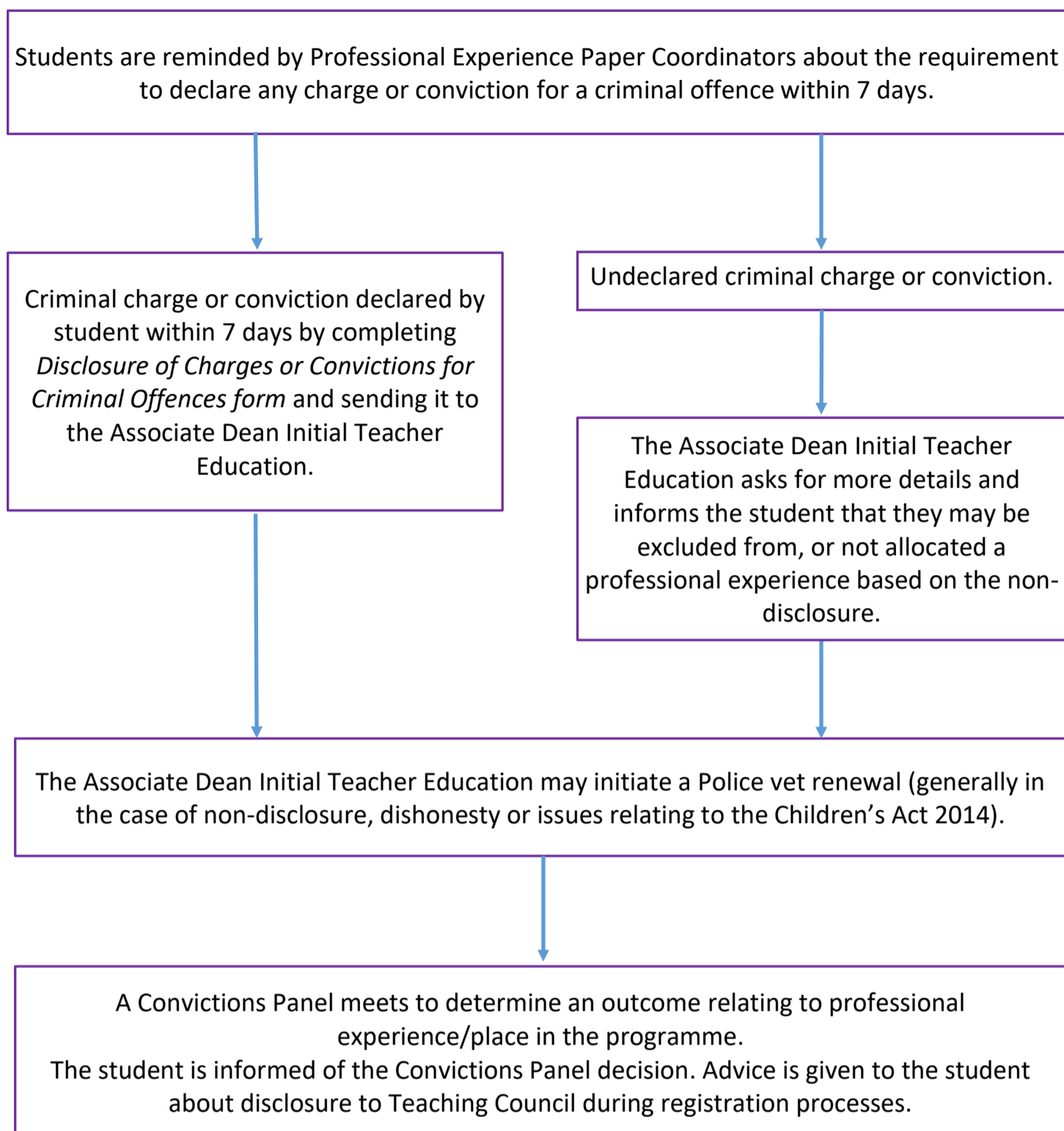
These instructions only relate to curriculum and professional experience papers due to our accountability to the Teaching Council of Aotearoa New Zealand. If other Paper Coordinators wish to keep their own attendance records because students are in a professional programme, or because of pastoral care reasons, they may do so.

	Attendance Checkpoint 1	Attendance Checkpoint 2	Attendance Checkpoint 3	Attendance Checkpoint 4
BTchg 1st year	Week 12	Week 17	Week 30	Week 39
BTchg 2nd year	Week 12	Week 17	Week 30	Week 39
BTchg 3rd year	Week 15	Week 21	Week 32	
MTchgLn	Week 11	Week 15	Week 31	

FAILURE TO MAKE ACADEMIC PROGRESS



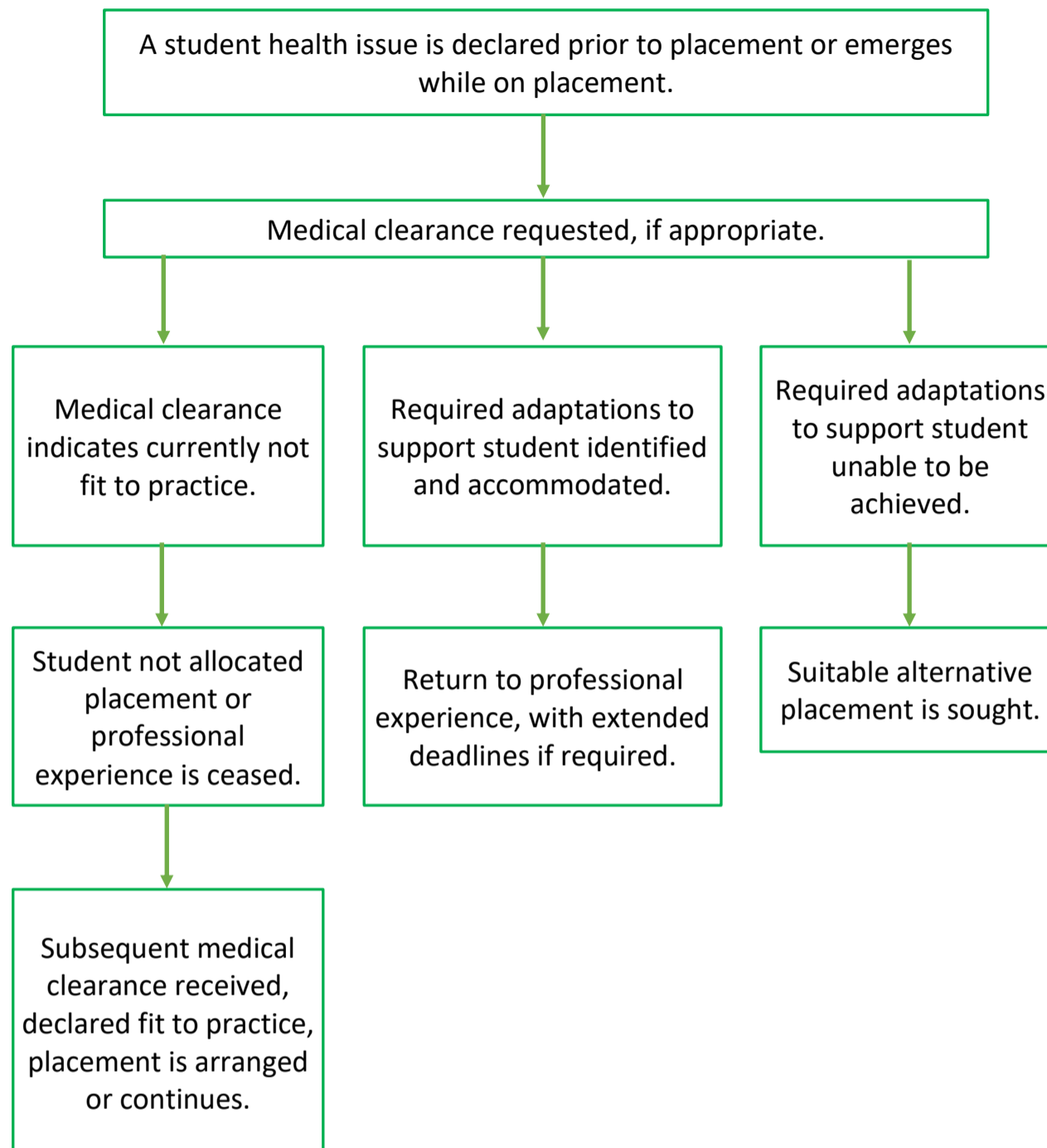
CRIMINAL CHARGE OR CONVICTION



Notes

- This flowchart relates to any charge or conviction that a student incurs after the admissions process.
- If a student is currently on placement when they receive a charge or conviction, or they are about to begin their placement, whether or not they can continue on placement prior to a convictions panel being convened is at the discretion of the Associate Dean Initial Teacher Education.
- The students' privacy needs to be maintained. Staff working in the programme and the placement site should not be informed of the students' charge or conviction.

STUDENT HEALTH ISSUES RELATED TO PROFESSIONAL EXPERIENCE



Notes

- Students' privacy is maintained throughout and permission is received from the student prior to sharing information with staff and placement sites.
- Students complete a health declaration prior to each placement as part of the placement processes.
- Programme Coordinators receive information if a health issue is declared and they work with Professional Experience Paper Coordinators to support placement decisions.

RECORDING THE NUMBER OF DAYS OF PROFESSIONAL EXPERIENCE

We are accountable for ensuring students have met the required number of days by the end of their programme and we need to keep these records centrally. From 2022 onwards, BTchg students need to have completed 120 days professional experience (20 weeks in the old programme), and MTchgLn students need to have completed 80 days.

Professional Experience Paper Coordinators communicate to students the following (verbally and in handbooks):
When absent on professional experience, students must contact the centre/school and record their absence on SONIA.

- After each professional experience block or series of days, Client Services generate a report for the Professional Experience Paper Coordinator of students who are missing days. The report may include comments, if relevant.
- Students who are not meeting, or who are at risk of not meeting the requirements or the number of days on professional experience are followed up by the Professional Experience Paper Coordinator (consulting with the Programme Coordinator, as relevant). Make up days and/or alternatives to professional experience are offered, if applicable. In general, make-up days when classes are being held should be avoided.
- These decisions need to be recorded carefully on SONIA for each student.

Students with 2-3 absences across their whole programme

When students are deemed to be very close to meeting the minimum days needed for the programme (within 2-3 days) *and* the student is meeting requirements, there may be a case for them not needing to complete the required number of days. The Associate Dean Initial Teacher Education needs to approve those decisions to ensure consistency across sectors and these need to be recorded on SONIA.

Final Reporting

Prior to a student graduating, the Professional Experience Paper Coordinators are accountable for working with Client Services to ensure the report for the student is accurate and complete with evidence that the student has completed the required number of days of professional experience, or approved alternative.