

Placement Variation Request Form

This form must be completed by pre-service teachers who, due to **extenuating circumstances**, need to apply for a variation to the scheduled professional experience dates, or who wish to apply for a variation to the placement location (school or centre) allocated for placement. You must submit this form via [Work Based Learning Placements Student Enquiry form](#).

Guidelines

All applications should be made **at the beginning of each academic year** or **at least 6 weeks prior to commencement of a scheduled placement** unless evidence can be provided that the need for the variation has occurred recently (i.e. within the last 6 weeks). Applications will be assessed on a case-by-case basis by the Placement Coordinator and the School of Education Professional Practice and Partnerships Coordinator. All applicants will be advised of the outcome via their La Trobe University student email account.

It is essential that, before submitting an application, it is highly recommended that PSTs discuss with **all their Subject Coordinators** how they will accommodate the revised placement dates/school. If this request affects teaching times or the assessment of the placement, PSTs **must obtain approval from their Subject Coordinator for the relevant placement subject** regarding the proposed new dates/school. Please include this email as evidence with your application, confirming the arrangements made.

Please note: work, childcare, lack of transport, travel distance if within the travel time guideline, inconvenient location or booked holidays and related matters will not be considered as a case for varying the dates of a professional experience.

All PSTs will attend placement on the dates nominated unless a *Placement Variation Request Form* is submitted and approved.

As professional experience is an integral part of your course, many of your assignments and tutorial activities will draw directly on your experience in the placement setting. The dates of the placement have been set to ensure that your experience complements the theoretical component of your course and provides adequate follow-up time for reflection, discussion, and analysis. PSTs making an application to vary their professional experience dates or placement location must **have mitigating circumstances to warrant such a variation**. The Placement Team cannot guarantee the requested dates or locations as other placements may be scheduled. Where possible you should be prepared for alternative dates and some travel, within reason.

Unsuccessful applications: If your application is unsuccessful, you are required to undertake the placement at the dates and school set. If you do not attend the placement at the approved dates/school, it will compromise your ability to pass the subject and may delay the completion of your course.

Non-attendance at a placement: If your application is unsuccessful, and you do not attend the placement at the approved dates and school that you have been allocated to, you will not have met the subject's placement hurdle requirement and will be unable to pass the subject. To discuss this further, please request a meeting with your Course Coordinator.

Required documentation: All applications must be supported by appropriate documentation and/or evidence from a qualified practitioner (i.e. medical or a psychologist) registered with a recognised body. Other acceptable documents may include a Statutory Declaration. Certificates signed by family members are not acceptable. All applications must be accompanied by an email of approval from the Subject Coordinator of the relevant placement subject.

Placement Variation Request Form

Submit this form via the [Work Based Learning Placements Student Enquiry form](#).

Email Subject Line: Placement Variation Request Form

STUDENT INFORMATION	
Student Name:	
Student ID:	
Course: <i>(Primary\Secondary\Early Childhood)</i>	
Subject Coordinator:	
PLACEMENT INFORMATION	
Subject Code:	
Placement Allocation Name: <i>if applicable</i>	
Scheduled Dates of Placement:	From: To:
Proposed New Placement Dates: <i>(please note this is subject to availability by the School you have been allocated and subject to School of Education approval).</i>	From: To:
Why are you requesting a change in placement? <i>Please provide as much detail as possible regarding the grounds for applying for a variation to your placement dates or a variation to the school you have been allocated to. You may attach additional details if required. All pre-service teachers must have read the FAQ section on LMS regarding valid reasons to request a variation to their placement before applying.</i>	
Attachments:	<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Subject Coordinator email <input type="checkbox"/> Other
Signature of Applicant:	
Date:	

OFFICE USE ONLY	
Date form received:	
Variation approved by Placement Coordinator?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Outcome:	
Student has been notified of Outcome via InPlace:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Revised placement dates: <i>If applicable</i>	From: To:
SECOND LINE OF APPROVAL	
Variation approved by SoE: <i>Professional Practice and Partnerships Coordinator</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Outcome:	
Signature:	
Date:	