

STATEMENT OF SUPERVISION BY MENTOR TEACHER

Please return to:

University of South Australia
GPO Box 2471
Adelaide SA 5001
IPC: MAG-02 (Attn: Professional Experience Office)
Education Futures

Attention: PEO Finance
Email: UnisaPlacement@unisa.edu.au
Ph: (08) 8302 6606

Student Teacher Name	Jane Smith
Practicum	EDUC 1044 Professional Experience B-3 (EC)
Total Claimable Days	20

School Details

School Name	South Australian School
Address	123 Adelaide Street, Adelaide, 5000, SA

PLACEMENT BLOCK:	From	27/04/2024	To	23/06/2024	Account Code (office use only)	
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Note: If a Pre-Service Teacher is supervised by more than one Mentor Teachers then the number of days will be split accordingly.

Claimant's Name	Position	No of days claimed for payment	Rate per day	Total Amount Claimed
John Doe	Mentor Teacher	20	\$37.22	744.40
			\$37.22	
			\$37.22	
			\$37.22	
			\$37.22	
TOTAL				\$744.40

SIGN HERE

Certification by Coordinator/Principal – Signature Date

NOTE: Each claimant must attach a completed Claimant's Details form for payment.

A TFN Declaration Form must be supplied in order to receive payment because UniSA Payroll now submit all payments direct to ATO via Single Touch Payroll. Your Full Name, Date of Birth and Tax File Declaration must be completed for UniSA Payroll to pay you. Without the required information, you will not be able to see the data supplied by UniSA Payroll on your MyGov for tax returns. In the past, this was not an issue.

Please email UnisaPlacement@unisa.edu.au if you would like a copy of an electronic TFN Declaration Form to be emailed to you.

AUTHORISATION (University of South Australia use only)

I authorise this appointment on behalf of the University and verify that the rate of pay offered is appropriate to qualifications/relevant experience of the appointee.

Head of School/Head of Unit or Nominee Date