Teacher Education Student Supervision Payment

2024 Information and Guide to completing claim form

Who is eligible for payment?

Teachers who supervise Teacher Education Students (TES) during their supervised teaching placements, Professional Experience 1 (PE1) and Professional Experience 2 and Internship (PE2), may claim the Supervising Teacher payment for each UNSW PE1 and/or PE2 student they supervise.

School Professional Experience Coordinators are also eligible to claim the Coordinator payment for each student who undertakes a PE1 and/or PE2 placement at the school.

2024 daily payment rates

The daily payment rates for 2024 are:

Teacher Role	2024 Daily Rates
Cooperating Teacher (Professional Engagement/INSTEP)	Voluntary
Supervising Teachers (Direct in-class supervision)	$37.15
Supervising Teachers (Internship phase – program oversight)	$7.43
School Professional Experience Coordinator	$1.85

How is payment claimed?

Please download and complete the fillable PDF form. There are two (2) pages to be completed:

- Student Teacher Supervision Payment PR4
- Australian Taxation Office Statement by a Supplier

The following pages contain step-by-step instructions to assist you with completing the forms.

Completed forms can be emailed to professionalexperience@unsw.edu.au.

Please submit forms within 4 weeks after the completion of placement.

Payments can take up to 6 weeks to be processed through the UNSW payment system.

Please note that **both documents MUST be returned together** for claims to be processed smoothly.

Please ensure that the names of the Teacher Education Students and the school are entered on the form. This facilitates the claim being processed quickly by the University. Pre-visit days, public holidays and strike action days will not be paid.

Please note that UNSW does not issue group certificates. A payment information summary will be emailed to you from our Accounts Payable department. For tax purposes, declare the amount received from UNSW in the 'Income earned' section of your tax return.

Who can I contact for further assistance?

If you have any additional questions or require further assistance, please contact the WIL Operations Teams by email at professionalexperience@unsw.edu.au or by phone on (02) 9385 9388.

TES Supervision Payment How To Guide: PR4 Payment Claim Form

Teacher Details

Personal information of claimant: name, school and school address, and your work email address.

Name & Address

Teacher Name	Jane Smith	School	UNSW
Address	24/LG Morven Brown Building, UNSW		
Suburb/City/Country	Kensington	State	NSW
Post Code	2052		
Email Address for Payment Advice	j.smith@unsw.edu.au		

Student Details Section

In the examples below, a 20-day placement refers to Professional Experience 1 (PE1) and a 45-day placement refers to Professional Experience 2.

Examples for Supervising Teachers

a) Supervisor Primary School – no shared supervision

Supervised Student Details

Select Type ☒ Supervision ☐ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Primary	No		100%	20
2	Student B	Primary	No		100%	45
3			No		100%	
4			No		100%	

b) Supervisor Secondary School – includes subjects – no shared supervision.

Supervised Student Details

Select Type ☒ Supervision ☐ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Science	No		100%	20
2	Student B	Music	No		100%	45
3			No		100%	
4			No		100%	

c) Supervisor Primary School – Shared supervision. Includes name of additional supervising teacher and percentage of supervision claimed.

Supervised Student Details

Select Type ☒ Supervision ☐ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Primary	Yes	Other Teacher	80%	20
2	Student B	Primary	Yes	Other Teacher	50%	45
3			No		100%	
4			No		100%	

d) Supervisor Secondary School – PE1 (20 days) and PE2 (45) days – Shared supervision. Includes subjects, name of additional supervising teacher, and percentage of supervision claimed.

Supervised Student Details

Select Type ☒ Supervision ☐ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Science	Yes	Other Teacher	50%	20
2	Student B	Music	Yes	Other Teacher	20%	45
3			No		100%	
4			No		100%	

Examples for School Coordinators

a) Coordinator Primary School – no shared coordination.

Supervised Student Details

Select Type ☐ Supervision ☒ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Primary	No		100%	20
2	Student B	Primary	No		100%	45
3			No		100%	
4			No		100%	

b) Coordinator Secondary School – no shared coordination. Includes subjects.

Supervised Student Details

Select Type ☐ Supervision ☒ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	English	No		100%	20
2	Student B	Japanese	No		100%	45
3			No		100%	
4			No		100%	

c) Coordinator Primary School – Shared coordination. Includes name of additional coordinator and percentage of coordination claimed.

Supervised Student Details

Select Type ☐ Supervision ☒ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	Primary	Yes	Other Coordinator	50%	20
2	Student B	Primary	Yes	Other Coordinator	50%	45
3			No		100%	
4			No		100%	

d) Coordinator Primary School – PE1 (20 days) and PE2 (45) days – Shared coordination. Includes subjects, name of additional coordinator, and percentage of coordination claimed.

Supervised Student Details

Select Type ☐ Supervision ☒ Co-ordination *Attach list if more than four students.*

	Student Name	Subjects	Supervision Shared?	Shared with (Name)	Percentage Claimed	No. of days student attended
1	Student A	English	Yes	Other Coordinator	50%	20
2	Student B	Japanese	Yes	Other Coordinator	50%	45
3			No		100%	
4			No		100%	

Banking Details

Your bank details: bank name, local branch, BSB, and your bank account number for payment.

The form can be signed digitally by either:

a) Typing your name into the signature box

Banking Details

I authorise you to make my payment to the following bank account. Signature Michele Posthumus Meijjes

Bank Bank Name Branch My Local Branch

BSB 1 2 3 --- 4 5 6 Account Number 7 8 9 0 1 2 3 4 5

How to submit the form

b) Drawing your name into the signature box (if you have a touch screen)

Banking Details

I authorise you to make my payment to the following bank account. Signature

Bank Bank Name Branch My Local Branch

BSB 1 2 3 --- 4 5 6 Account Number 7 8 9 0 1 2 3 4 5

c) Scanning your signature and pasting the image file into the signature box

Banking Details

I authorise you to make my payment to the following bank account. Signature

Bank Bank Name Branch My Local Branch

BSB 1 2 3 --- 4 5 6 Account Number 7 8 9 0 1 2 3 4 5

Claiming Payment FAQs

Q: I shared supervision with another teacher, and we each counted the days we supervised the student. How do we write down the number of days?
A: You each write down the full number of days the student attended. Use the percentage tool to explain the capacity in which you shared supervision.

> **Example:**
> Two teachers shared supervision of a Professional Experience 1 student (20 day placement).
> Teacher 1 supervised 12 days and Teacher 2 supervised 8 days.
> Teacher 1 claims 60% of 20 days, and Teacher 2 claims 40% of 20 days.
> Do not write down a lesser number of days. Always include the full number of days the student attended their placement.

Q: I supervised one student but coordinated a few more. How do I write this down?
A: You can include all students you coordinated in a single PR4 form and complete a second PR4 for the student you supervised.

Q: I supervised one student for PE1 and one student for PE2. Can I include them in the same form?
A: Yes. Make sure to include the full number of days for each student.

Q: Do you need my TFN?
A: No. As this is a one-off payment, all we need is the PR4 and the Statement by a Supplier forms.

TES Supervision Payment How To Guide: Statement by a Supplier

Please note: the supplier is the supervising teacher.

Please complete your details including: first and last name, home address, Suburb, State and Postcode. (See Below)

Australian Government
Australian Taxation Office

Statement by a supplier

Complete this statement if the folowing applies:
- you are an individual or a business
- you have supplied goods or services to another enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT
- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place **X** in all applicable boxes.

Payers can check ABN records of suppliers by visiting **abr.business.gov.au** or phoning **13 72 26** 24 hours a day, 7 days a week.

Section A: **Supplier details**

Your name

JOHN SMITH

Your address

88 HIGH STREET

Suburb/town: KENSINGTON
State/territory: NSW
Postcode: 2052

Under Reason/s for not quoting an ABN, please mark the box for **"The Supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia."** (See below)

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- [ ] The payer is not making the payment in the course of carrying on an enterprise in Australia.
- [ ] The supplier is an individual aged under 18 years and the payment does not exceed $350 a week.
- [ ] The payment does not exceed $75, excluding any goods and services tax (GST).
- [ ] The supply that the payment relates to is wholly input taxed.
- [ ] The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- [x] The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- [ ] The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
- [ ] made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- [ ] wholly of a private or domestic nature (from the supplier's perspective).

Section B requires the **name and signature of the Supervising Teacher**.
Please ensure you **date the document** when signing. You must also **provide a contact number** in case you need to be contacted. (See below)

Section B: **Declaration**

For information about your privacy, visit our website at **ato.gov.au/privacy**

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

JOHN SMITH

Signature of supplier (or authorised person)

John Smith
Digitally signed by John Smith
Date: 2021.07.06 13:09:17 +10'00'

Daytime phone number

0412121212

Date

Day 06 / Month 07 / Year 2021

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to us.
Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.