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TIPP FAQ



Contents

1	Leave and Employment	2
2	Duty of Care and Onsite Hours	2
3	Professional Experience and UTAS	3
4	Limited Authority to Teach (LAT)	4
5	Professional Learning	4
6	Financial	5

The following frequently asked questions (FAQ) are correct at the time of publication, and will be updated as necessary. For all further queries please reach out to TIPP@decyp.tas.gov.au

1 Leave and Employment

What do Interns do about time off? For example, holiday or sick leave?

Interns should contact their Mentor in the first instance and email the TIPP team. Interns are to liaise with their school and TIPP for other types of leave, i.e. recreation or bereavement.

Have Interns signed on for longer than just the Intern year and probation period?

Yes. Once Interns successfully completed the TIPP Internship and their UTAS degree, they are offered permanency with DECYP. As a permanent employee, Interns will undertake a 12-month probation, and the Assignment Period at their school will be in line with the *Teacher Transfer / Assignment of Permanent Duties Industrial Agreement 2013*.

2 Duty of Care and Onsite Hours

What are the expectations for supervision (i.e. playground duty)?

Under TIPP Requirements, Mentors retain legal responsibility and duty of care when an Intern is in attendance. Interns are unable to complete duty alone while engaged as an Intern. Similarly, when on Professional Experience (PE) Placement, under the [PE 3 Guidelines](#) 'The Supervising Teacher maintains a duty of care for the class at all times and should not leave the pre-service teacher/s unattended in the classroom for any period of time.' **Exception:** Interns have duty of care when undertaking paid LAT work in Terms 3 and 4.

Is there any flexibility in working from home on study days?

Interns are expected to be onsite for 35 hours a week. If this presents a challenge, please reach out to the TIPP team to discuss your specific circumstances.

Can allocated study time be spread across the week?

Yes. Interns and Mentors work together to timetable on-class and study times that are mutually agreeable. We recommend lengthy blocks of time for study.

3 Professional Experience and UTAS

Where will Interns complete Professional Experience?

Professional Experience will be completed at the placement school and form part of the internship year. If necessary, alternative arrangements can be made by negotiation – contact the TIPP team.

When is Professional Experience?

- 25 Day Final Placement: 27th May - 28th June
- 30 Day Final Placement: 20th May - 28th June
- 35 Day Final Placement: 13th May – 28th June

For all other placement lengths, please discuss with the TIPP team.

When will Interns complete the GTPA?

In 2024, Interns complete their GTPA in Weeks 1-4 of Term 4. In Week 5, they are entitled to complete the write up off site.

How much teaching should Interns be doing outside of Professional Experience? Should Interns just be observing and helping in class?

Interns and Mentors can negotiate this based on a range of factors, including the Intern's readiness, their study load, and the amount of LAT work undertaken in Terms 3 and 4.

The Intern's Funding Agreement stipulates the Intern "... must undertake and complete, to the satisfaction of the Department, a full time (35 hours per five-day week during regular State school terms), unpaid work experience placement at the Intern School:

- (a) observing, assisting and reporting to one or more qualified teachers who will act in a mentoring role to the Recipient in that year; and
- (b) undertaking study requirements for the Approved Course."

Can an Intern graduate in Semester 1?

Yes. They will still need to continue their Internship in Semester 2.

If an Intern doesn't have a full-time study load or placement expectations in their final year, are they eligible for the TIPP?

Yes. This will give them the opportunity to spend more time in class building their knowledge and skills.

At the start of the year, how should an Intern introduce themselves to staff and students? As a student-teacher? From UTAS? As a pre-service teacher?

As an Intern. Let staff and students know the Intern is studying to be a teacher and is at the school to gain work experience. They may wish to explain that there are times when they will be studying, and times when they will be teaching.

Can TIPP mentors make a claim for payment for mentoring duties?

No. There is no financial benefit to Mentors. The school receives 0.10 FTE funding into the School Resource Package to fund the time release required to conduct mentoring.

4 Limited Authority to Teach (LAT)

Will Interns be paid for relief or contract work?

Yes. They will also continue to receive their scholarship payment.

Where can Interns do LAT work?

Interns will receive a LAT for their Intern placement school only. However, if their Employment School is different to their Intern School, they may be given a LAT for both schools.

Do Interns continue to spend time in their Mentor's class in Terms 3 and 4 if they are doing LAT work?

Yes, where possible. LAT work is based on school need and Intern capacity. It is recommended that Interns carefully consider their study load when undertaking LAT work.

If an Intern is doing LAT work, are they still entitled to mentoring?

Yes, as the Mentor continues to receive time release. Mentoring sessions might take on a different focus; for example, the Mentor might join the Intern in their relief class to observe and provide feedback, or they might discuss and provide feedback on the Intern's relief planning.

5 Professional Learning

Are Beginning Teacher Time Release (BeTTR) hours for Interns?

No. Interns will be eligible for BeTTR once they are a first-year teacher. For mid-year Graduates, schools should refer to the [BeTTR Guidelines](#).

Can Interns do Professional Learning?

Yes, with approval from your Principal and if the professional learning is suitable for a pre-service teacher. Interns should discuss any professional learning with your mentor teacher in the first instance.

6 Financial

Can Interns salary sacrifice?

No. Salary sacrifice options will be available on employment.

Do Interns pay tax?

Yes. The scholarship and any relief payments form part of an Intern's taxable income. TIPP recommends speaking with an accountant or tax professional.

Do Interns get a device?

Yes. Interns will be provided with a DECYP device and access to the Department's software and network.

Do Interns get paid over the summer holidays?

Interns who are on a fixed-term contract in Term 4 with the Department will remain paid over the holidays. Those who are not contracted or relief only will not be paid over the holidays. Permanency is effective from Term 1 2025.