Instructions for Submitting your ‘2015 Preservice Teacher Profile Form’

If you do not have a CareerHub account click on this link to take you to the CareerHub Login page at: https://careers.vu.edu.au/

Click on ‘New User?’ (bottom right hand corner of screen) and select ‘Current Student’ on the following screen using your CareerHub Username and Password:
- Username - Enter your 7 digit student ID (include ‘s’ prefix) e.g. s4567890
- Password - Enter Your AD account (the one you use to log in to VU computers)

This screen will appear:

If you have a CareerHub Account
Once you have registered, or if you already have a CareerHub account (i.e. you have completed a Profile form in previous years), click on the following link: https://careers.vu.edu.au/students/workflows/detail/1.

To complete your 2015 Preservice Teacher Profile Form select:
‘Submit Preservice Teacher Profile Form 2015’

You will receive immediate notification that your profile form has been submitted and will be placed on the list for a professional experience placement in 2015. Directions for checking your placement status will be included.

Checking Your Placement Status
If you have successfully submitted your ‘Profile Form’ the check box next to the form will display a tick indicating the PP Office has received your form:

From Monday 9th February, 2015, if the above box is ticked, there will be one of two possible options displayed:

1. If you have not yet been placed there will be a second blank box now appearing which means we have not yet placed you at a school/setting. Check regularly to view your status. Do not contact the Project Partnerships Office – as soon as your placement is confirmed the following will appear…

OR

2. If your placement has been confirmed you will see the additional box entitled ‘Preservice Teacher Placement Information’ to view the details of your placement click on:

‘Select Preservice Teacher Placement Information Form’

The details of the school/setting you will be attending will be listed. Preservice teachers will not be transferred or swapped to another school/setting once the professional experience placement has been confirmed.