Professional Experience Database
User Guide

Learning and Teaching Centre

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Introduction

This document is designed for Faculty and School nominees who are responsible for verifying unit information for their relevant areas at ACU. The document will provide step-by-step information relating to each of the Professional Experience (ProfEx) components.

About the Professional Experience Database (PED)

The **Professional Experience Database (PED)** is a web interface that is used for the preparation of **Professional Experience (ProfEx) surveys** at ACU. This database contains data collected from the ACU Banner system managed by Student Administration.

The *Professional Experience Survey* is a centrally administered survey tool specifically designed to capture the experience of students in placement units. Importantly, any units selected for the ProfEx surveys are not surveyed using the *Student Evaluation of Learning and Teaching* (SELT) Survey. Individual teacher reports (Part B) are not generated using the ProfEx survey. It should be used for CLIN units that are primarily placement based.

The ProfEx Survey database has been designed so Faculty/School staff can easily inform the Learning and Teaching Centre (LTC) which CLIN units should be surveyed with the ProfEx survey. All CLIN units for the relevant study periods are uploaded into the database. LTC then uses the information to set up the ProfEx Survey for the selected units.

Access

Restricted access to the PED is provided to Faculty and School nominees confirmed by the ADLT or National Head of School in each year, allowing the nominees to complete verification for their relevant areas only.

LTC requires Faculty and School nominees to complete verification several times a year (i.e., for published Study Periods) and access will be provided before the verification period commences and removed after the verification period closes. Faculty and School nominees will be advised of access and the verification period dates by the LTC Evaluations team via email communication.

How to Login

- In the web browser address bar, type in: https://profex.acu.edu.au

- Login as you would for your ACU computer at work, with your ACU username and password.
  (e.g. User Name for **John Smith** is **josmith)**

- Click the *'Login'* button.
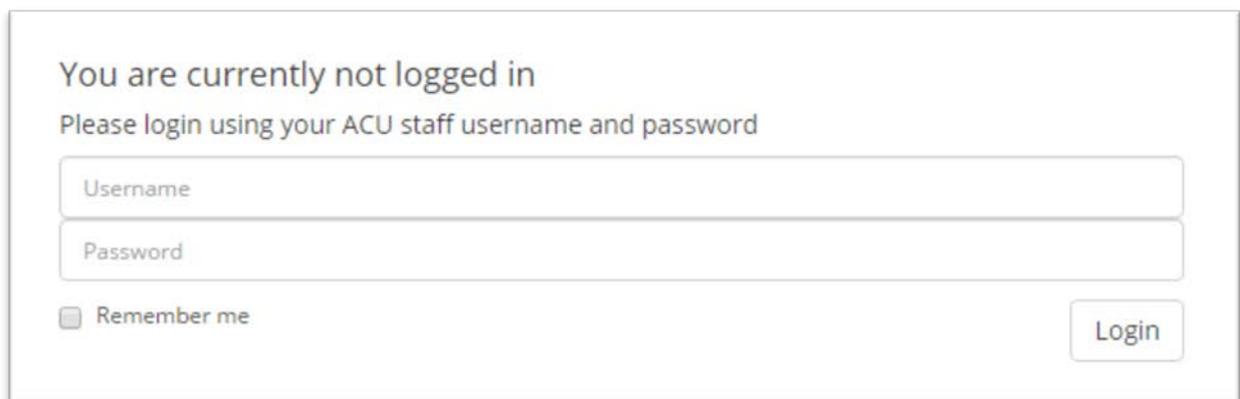
You are currently not logged in

Please login using your ACU staff username and password

Username

Password

☐ Remember me   Login

Supported browsers:

- Chrome
- Firefox

- Safari

Understanding the Dashboard

There are several columns of data that are displayed on the web interface. Please see table below for a description of each column.

Course ID	Is a combination of the TERM code and CRN code obtained from Banner (e.g. 201475 (TERM code) + 23 (CRN code) = 20147523)
Professional Experience Survey	This column is used to identify if a unit will be evaluated through the Professional Experience survey. The default setting is 'Yes' on the database. If this needs to be set to 'No', the nominee is required to provide a valid reason why the unit is to be excluded from ProfEx surveys (e.g. unit is not running).
Code	The unit code (e.g. ARTS232).
Unit Name	The title of the unit (e.g. LEARNING IN THE COMMUNITY).
Department	The School name (e.g. School of Arts (VIC))
Faculty	The Faculty name (e.g. Faculty of Education and Arts)
Campus	Location of where the unit is taught (e.g. Melbourne)
Term	The study period of when the unit is taught (e.g. Spring Term B)
Placement Start Date	Start date required for ProfEx survey for unit.
Placement End Date	End date required for ProfEx survey for unit.
Valid	This column is an optional feature for Faculty/School nominees to use and was designed for nominees who verify more than 100 rows of data and/or are unable to verify the data in one session. Nominees have the ability to track the rows of data they have verified at all times. If a nominee has verified a row, they can select '*Yes'* in the drop down menu and continue verifying data.

How to Filter Information

The *Filter* function is used to view a particular category of information included in the database.

1. Located on the top right of the dashboard, nominees can filter information based on *Department*, *Faculty* and *Campus*.

2. To return to the original view click on the *'Clear Filters'* button.
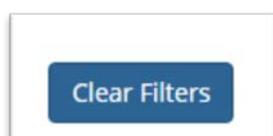
Verifying a unit

The default setting for all units listed is 'Yes' on for the *Professional Experience Survey column*. If the "Yes" status is selected in this database for a unit, a survey will be conducted under the Professional Experience (Profex) survey only. *It will not be evaluated under the 'Student Evaluation of Learning and Teaching' (SELT) survey.*

1. If this needs to be set to 'No', please select the option in the drop down menu and provide a valid reason why the unit is to be excluded from ProfEx surveys (e.g. unit is not running) in the box below.
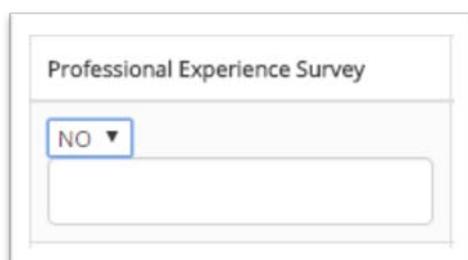
Please note, if the unit has a "CLIN" status (listed on the ACU Banner system) and is not selected (has a "No" status) for a Professional Experience survey, it will be included in the Teacher Validation Database (TVD) for verification of teaching staff member(s) for the SELT survey instead.

Any "CLIN" status units verified on the TVD that have student enrolments of 10 or more, a SELT survey will be conducted for the unit with additional Faculty Professional Experience items.

Setting Placement Start/End Dates

Placement start and end dates are needed so that the best dates to start and end the survey can be calculated. In conjunction with Faculties, LTC will formulate these survey dates. There may be multiple placement start and end dates within the first and second half periods. Please insert the earliest placement start date and the latest placement end date.

1. Click on the calendar (date picker) icon [icon] to display a drop-down calendar and select the start/end placement dates.

When the drop-down calendar (date picker) is displayed, it defaults to the current date.
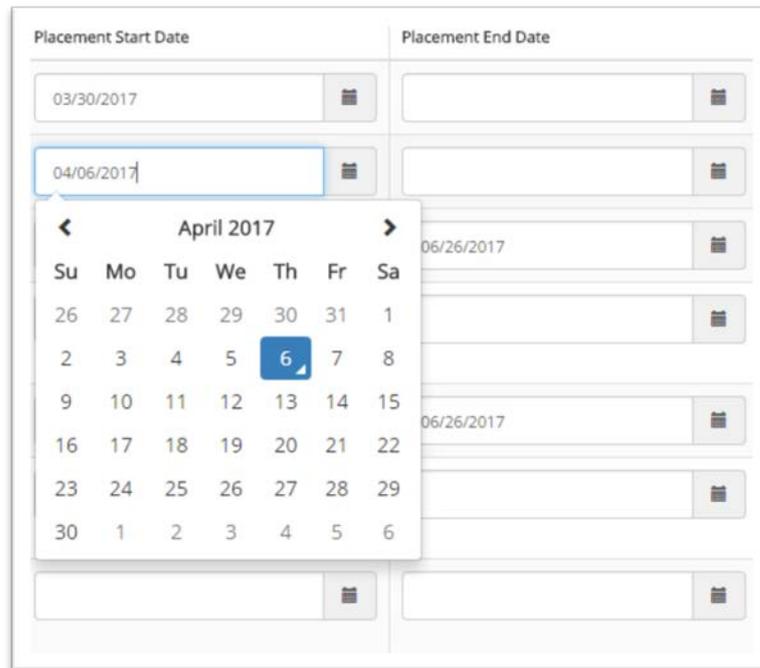
Verification Checklist:

***Professional Experience Survey* Column**

- ☐ All units that have '*Yes'* in the *Professional Experience Survey* column are correct and will be evaluated if they have an enrolment of 10 or more students.

- ☐ All units that have '*No'* in the *Professional Experience Survey* column will not be evaluated and have a listed reason why this unit is not being evaluated in the comment box (e.g. unit is not running, less than 10 enrolled, etc.)
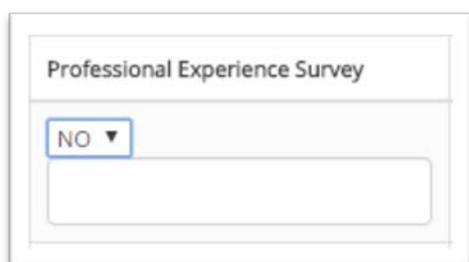
Placement Dates

- ☐ Placement start and end dates have been entered for the units.

Valid Column (Optional for nominee to use)

- ☐ All rows of data that have been verified have 'Yes' selected.