UNIVERSITY OF TECHNOLOGY, JAMAICA
FACULTY OF EDUCATION & LIBERAL STUDIES
SCHOOL OF TECHNICAL & VOCATIONAL EDUCATION

SOTAVE STUDENT HUB

Teaching Practice Placement Submission Tutorial

School Observation / Team Teaching / Teaching Practice II

PURPOSE OF THIS GUIDE
Use this guide to find the placement area, choose the correct exercise, complete every field accurately, give the required privacy permission and save your submission reference number.

ON A COMPUTER	ON A PHONE
Top menu > Field activities > Teaching Practice/ School Observation/ Team Teaching	Menu > Field activities > Teaching Practice/ School Observation/ Team Teaching

Open the SOTAVE Student Hub: sotavestudenthub.online

Student guide - October 2026

1. Before you begin

Collect the information below before opening the form. This prevents incomplete or duplicate submissions.

Student details	Your full name, student ID, active telephone number and an email address you check regularly.
Academic details	Your correct specialization and the exercise you need: School Observation, Team Teaching or Teaching Practice II.
Placement choices	The official names of two different preferred schools. Have the principal names and complete addresses ready if you know them.
Team Teaching	Your partner's full first and last name. Confirm the spelling with your partner before submitting.

2. Find the placement area

1 **Open the Student Hub**

Go to sotavestudenthub.online. The student area is public, so students do not need a staff login.

2 **Use the menu at the top**

On a computer, select Field activities. On a phone, tap Menu first, then find Field activities.

3 **Open the placement page**

Select Teaching Practice/ School Observation/ Team Teaching. Read the tutorial displayed above the form before entering your details.

3. Choose the correct exercise

The page contains three tabs. Select only the exercise you are registering for.

EXERCISE	WHEN TO SELECT IT	RESPONSIBLE STAFF
School Observation	Select this when you are submitting your preferred schools for the School Observation exercise.	Dr. Wasiu Abayomi wasiu.abayomi@utech.edu.jm
Team Teaching	Select this when you and a partner will complete the Team Teaching exercise together.	Mrs. Karnette Batchelor Evering karnette.evering@utech.edu.jm
Teaching Practice II	Select this when you are submitting placement choices for Teaching Practice II.	Mrs. Karnette Batchelor Evering karnette.evering@utech.edu.jm

IMPORTANT FOR TEAM TEACHING

Enter your partner's full first and last name. Make sure the name is correct. Both students should agree on the school choices before submitting their information.

Placement support

Mrs. Rachelle McFarlane assists with Teaching Practice, Team Teaching and School Observation. Email: rachelle.mcfarlane@utech.edu.jm.

4. Complete your student information

Enter information carefully. Staff will use these details to contact you, organize the placement and prepare the required school letters.

FORM FIELD	WHAT TO ENTER	IMPORTANT TIP
Full name	Your first and last name as shown on your UTech student record.	Do not use initials or a nickname.
Student ID number	Your official UTech student ID number.	Check every digit before continuing.
Telephone	A working number where staff can reach you.	Use a number that you answer and keep active.
Email	An email address you check regularly.	Check the spelling. A wrong email may prevent follow-up.
Specialization	Select your exact specialization from the drop-down list.	Do not select the closest option. Choose the programme area in which you are registered.
Team Teaching partner	Your partner's full first and last name.	This field appears only for Team Teaching and is required.

EXAMPLE ONLY

Full name: Alex Brown | Student ID: 0000000 | Telephone: (876) 555-0000 | Email: alex.brown@example.com | Specialization: Construction Technology

Do not copy the example information. Enter your own current details.

5. Enter your school choices

FORM FIELD	WHAT TO ENTER	IMPORTANT TIP
School option 1	The official name of your first preferred school.	This field is required.
School option 2	The official name of a different second preferred school.	This field is required. Do not repeat option 1.
Option 1 principal	The full name of the principal at your first-choice school, if known.	Optional. Leave it blank if you are unsure; do not guess.
Option 1 address	The complete address of the first-choice school, if known.	Include street/community and parish where possible.
Option 2 principal	The full name of the principal at your second-choice school, if known.	Optional. Leave it blank if you are unsure.
Option 2 address	The complete address of the second-choice school, if known.	Include street/community and parish where possible.
Additional information	Useful details about parish, accessibility needs or another placement matter.	Optional. Keep it clear, relevant and respectful.

SCHOOL CHOICES ARE REQUESTS

Submitting a preferred school does not confirm that placement. Wait for the formal placement decision or letter from the responsible staff member.

6. Review and submit

1

Check every required field

Review your name, student ID, telephone, email, specialization, school choices and Team Teaching partner where applicable.

2

Read the privacy notice

Open the privacy notice and understand how authorized SOTAVE staff will use the information for placement and school-letter preparation.

3

Tick both permission boxes

Both privacy statements are required. If you include another person's details, such as a Team Teaching partner, make sure you have permission to provide them.

4

Submit once

Select the submit button and wait for the confirmation. Do not repeatedly press the button or create duplicate submissions.

5

Save your reference number

Take a screenshot or write down the reference number shown after submission. Use it when asking staff for an update or correcting an error.

IF YOU MADE A MISTAKE

Contact the coordinator responsible for your exercise. Give your full name and submission reference number, explain exactly what is incorrect and provide the correct information. Do not submit a second record unless staff instructs you to do so.

School Observation	Dr. Wasiu Abayomi - wasiu.abayomi@utech.edu.jm
Team Teaching / Teaching Practice II	Mrs. Karnette Batchelor Evering - karnette.evering@utech.edu.jm
Placement assistance	Mrs. Rachelle McFarlane - rachelle.mcfarlane@utech.edu.jm