7 November 2018

Dear Principal

Thank you for agreeing to meet with one of our third year Bachelor of Education Primary pre-service teachers, with a view to considering a teaching placement in your school.

Our pre-service educators are enrolled in a Bachelor of Education (Primary) degree offered through Open Universities Australia. They follow the same program that is offered at Curtin University. Instead of attending classes, they participate in learning experiences in an online learning environment. Pre-service teachers participate in a range of activities over a study period of 13 weeks (equivalent to one on campus semester). Each unit requires around 8-10 hours of pre-service teachers participation every week.

Professional Experience is an integral part of Curtin University education degrees. In addition to their study, pre-service teachers have school practicum requirements. In order to be exposed to as wide a variety of learning environments as possible, each pre-service teacher is required to experience different contexts through their Professional Experiences (or practicums). Pre-service teachers may teach in Government, Catholic or Independent schools. Pre-service teachers are not permitted to teach in schools where family members are on staff or attending as pupils. Overseas pre-service teachers may do their practicum in an International School where English is the language of instruction.

In first year, students are involved in working with groups of children – not necessarily in a school setting.

In second year, students have two placements at the same school, the first is 2 weeks and then they return for 3 weeks in a school setting. In third year, students have a 4 week block placement. In fourth year, students complete an Internship of one school term within a school

Before students can undertake a professional experience placement in a school, they must have:

- Completed the content of the associated Professional Experience unit(s)
- A Working with Children Clearance (WWC), applicable to their State
- The Police Clearance if applicable to their State
- A signed Curtin Code of Conduct agreement
By third year, those students who are studying a Bachelor of Education course would have been exposed to learning experiences through a range of unit offerings related to:

- **Teaching** – where students analyse and evaluate a range of teaching and management procedures, and plan, teach and evaluate learning experiences.
- **Child development** – where students are able to identify and explain key terms and concepts of child development and relate those concepts to educational contexts.
- **Theories of learning** – where students are encouraged to be reflective and critical of their approach to learning by becoming familiar with key psychological terms, theories and concepts in teaching and learning.
- **A range of technologies** – where students are encouraged to both use and think about how best to use technology to support teaching and learning.
- **Literacy** – where students identify and explain typical literacy development, and analyse and critique perspectives in language and literacy.
- **Mathematics** – where students consider how children learn mathematics and analyse and demonstrate knowledge of curriculum documents related to mathematics teaching.
- **Curriculum** – where students interact with and analyse Australian curricula

Depending on their study plans, students may also have some experience in Science, Art and Learning difficulties in the primary school environment.

We sincerely hope that you will consider supporting our student(s) in your school on their Professional Experience. I am very keen to support both the student and you as a school. If you have any further questions or enquiries, please do not hesitate to contact me.

Best wishes,

*Ann Sumich*

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