

Dear Director

Thank you for agreeing to meet with one of our third year Bachelor of Education (Early Childhood Education) students, with a view to considering a teaching placement in your centre.

Our students are enrolled in a Bachelor of Education (Early Childhood Education) degree that is done through Open Universities Australia. They follow the same program that is offered at Curtin University, but instead of attending classes, they participate in learning experiences that are offered in an online learning environment. Students are expected to 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 student participation every week.

Professional Experience is an integral part of Curtin University education degrees, so in addition to their study, students have practicum requirements. Each student is required to teach in a different educational context on each Professional Experience (or practicum), in order to be exposed to as wide a variety of learning environments as possible. Students may teach in an accredited Early Learning Centre, Government, Catholic or Independent school. Students are not permitted to teach in centres/schools where family members are on staff or attending as pupils. Overseas students may do their practicum in an International School where English is the language of instruction.

In third year, students are involved in working with children age birth to five years attending an accredited early learning centre. Pre-service teachers are expected to visit the centre once prior to a four-week block placement and be at the centre for an 8-hour day each visit, working in with centre arrangements. Over the course of the placement the Pre-service teacher should experience at least two openings and two closes of the centre. Over the placement they are required to observe, plan and evaluate a number of indoor and outdoor learning experiences for a small group of children.

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

- A Working with Children Clearance (WWC)
- A signed Code of Conduct agreement

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

Yours sincerely,

**Dr Sharon Davies**

**Lecturer - Early Childhood Education**