

Dear Principal

Thank you for agreeing to meet with one of our fourth year Bachelor of Education (Early Childhood/ Primary/ Secondary) pre-service teachers, with a view to considering a teaching placement in your school. The Bachelor of Education (Early Childhood/ Primary/ Secondary) Courses each have three- four Professional Experience placements which are essential components of the course and are planned to integrate the Interns' studies with practical learning experiences. The placements also provide opportunities for our Interns to gather evidence to support each of the Australian Professional Standards.

Our pre-service teachers are enrolled in a Bachelor of Education (Early Childhood/Primary/ Secondary) degree at Curtin University through Open Universities Australia. They follow the same program that is offered on our Western Australian Campus of Curtin University, but instead of attending classes, they engage in learning experiences that are offered in an online learning environment. Our pre-service teachers are expected to participate in a range of activities over a study period of 13 weeks (equivalent to one semester on campus). Each unit requires around 8-10 hours of student participation every week and the assessment requirements and quality are moderated across delivery modes (face to face/ online).

Professional experience is an integral part of Curtin University education degrees, so in addition to their study, pre-service teachers have school practicum requirements. Each pre-service teacher is required to teach in a different school on each professional experience placement, in order to be exposed to as wide a variety of learning environments as possible. Pre-service teachers may undertake their placement in Government, Catholic or Independent schools. It is important to note that pre-service teachers are not permitted to undertake their placement in schools where family members are on staff or attending as students unless special permission is granted by the university. Overseas pre-service teachers may complete their placement in an International School where English is the language of instruction.

Before students can undertake a professional experience placement in a school, they must have: Completed the academic content of the associated Professional Experience unit(s) and possess a current Working with Children Clearance (WWC); a signed Code of Conduct agreement and an Insurance Form.

Thank you for considering supporting our pre-service teachers in your school on their internship. We really appreciate the opportunity to partner with your school to help us prepare our pre-service teachers to take their place in schools as professional teachers. By participating in the classroom-based practicum associated with the internship process schools are helping to ensure the quality of our teaching graduates. Consequently, the school becomes appropriately a gatekeeper of the teaching profession. The University could not offer this course without your valuable input. If you have any further questions or enquiries, please do not hesitate to contact the relevant staff as indicated in the Internship handbook or at the top of this letter.

Yours sincerely

*Keryn Sturrock*

**Dr Keryn Sturrock**  
**Academic Fieldwork Coordinator**