

Dear Principal

Thank you for agreeing to meet with one of our Master of Teaching (Secondary Education) pre-service teachers, with a view to considering a teaching placement in your school for their first and second professional experience placement.

Our pre-service teachers are enrolled in a Master of Teaching (Secondary Education) degree offered through Open Universities Australia. They follow the same program that is offered at Curtin University and 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 teacher's participation every week.

Professional Experience (school placement) is an integral part of Curtin University education degrees. In addition to their study, pre-service teachers have school placement 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. Pre-service teachers may teach in Government, Catholic or Independent schools. They are **not** permitted to teach in schools where family members are on staff or attending as pupils. Overseas pre-service teachers may do their Professional Experience 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 theory component 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, and
- A signed Curtin Code of Conduct agreement.

The following outlines the first two Professional Experience placements in the Master of Teaching (Secondary Education) course.

### **First Placement (Annual)**

The first Professional Experience is a two-week block placement. Emphasis during this placement is on helping pre-service teachers to relate successfully to children in small groups and on an individual basis, developing basic skills and knowledge as a novice teacher, gaining an understanding of the role of the teacher and planning. This is an annual placement as pre-service teachers will return to the same school when completing their next professional experience to complete the companion unit.

### **Second Placement (Annual)**

In this placement, pre-service teachers will have a three-week block placement in the same school as the first placement. The focus for this professional experience is assessment and reporting.

Further information about the professional experience roles and responsibilities can be found in the attached professional experience handbook. Support contacts, assessment reports and an overview of the expectations of the placement are also provided in this handbook. Please do not hesitate to contact us should you have any questions, require further information and/or need support in your role.

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, and should you have any further questions or enquiries, please do not hesitate to contact me.

Yours sincerely

*Keryn Sturrock*

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