

Sample Letter of Introduction to request placements

This proforma letter can be used by you to contact agencies when seeking your placement

Dear (insert name of agency contact)

This letter is to introduce (insert your name) who is currently completing the Master in Counselling degree offered by Monash University. Monash University has a proud tradition of providing counselling courses to postgraduate students. The Professional Placement component of these courses is essential for giving students the opportunity to gain valuable skills, experience and knowledge and the opportunity to apply these in a professional counselling environment. It is also an opportunity for supervisors to draw on their vast knowledge and experience to guide and encourage these professionals of the future.

Students are required to experience placement for a total of 280 hours (35 full days approx.). This comprises 100 direct contact hours, 160 non-contact hours and 20 supervision hours.

Whilst on placement, students will be expected to involve themselves in general agency activities as well as working with a range of clients, under the direct supervision of an experienced counsellor. The professional placement experience is designed to develop a range of professional skills and to acquaint students with issues of professional ethics and practice in counselling.

Thank you very much for your professional assistance with student placements. We look forward to working with you.

Yours sincerely,



Dr Nicky Jacobs
Course Leader
Master in Counselling
Monash University

Sample Student Placement Request Letter

S Baum



Sample Student Placement Request Letter:

Whispering the Secrets of Language: An Mental Quest through **Sample Student Placement Request Letter**

In a digitally-driven world where displays reign supreme and quick connection drowns out the subtleties of language, the profound strategies and mental nuances hidden within phrases frequently move unheard. However, situated within the pages of **Sample Student Placement Request Letter** a fascinating literary value sporting with fresh thoughts, lies an exceptional journey waiting to be undertaken. Penned by a talented wordsmith, this wonderful opus invites readers on an introspective trip, softly unraveling the veiled truths and profound impact resonating within the fabric of every word. Within the mental depths of the poignant evaluation, we can embark upon a heartfelt exploration of the book is primary styles, dissect their interesting writing style, and yield to the strong resonance it evokes serious within the recesses of readers hearts.

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