

## 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

**Zhe Xu**



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