

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

JA Banks



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Table of Contents Sample Student Placement Request Letter

1. Understanding the eBook Sample Student Placement Request Letter
 - The Rise of Digital Reading Sample Student Placement Request Letter
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Student Placement Request Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Student Placement Request Letter
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Student Placement Request Letter
 - Personalized Recommendations
 - Sample Student Placement Request Letter User Reviews and Ratings
 - Sample Student Placement Request Letter and Bestseller Lists
5. Accessing Sample Student Placement Request Letter Free and Paid eBooks

- Sample Student Placement Request Letter Public Domain eBooks
 - Sample Student Placement Request Letter eBook Subscription Services
 - Sample Student Placement Request Letter Budget-Friendly Options
6. Navigating Sample Student Placement Request Letter eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Student Placement Request Letter Compatibility with Devices
 - Sample Student Placement Request Letter Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Student Placement Request Letter
 - Highlighting and Note-Taking Sample Student Placement Request Letter
 - Interactive Elements Sample Student Placement Request Letter
 8. Staying Engaged with Sample Student Placement Request Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Student Placement Request Letter
 9. Balancing eBooks and Physical Books Sample Student Placement Request Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Student Placement Request Letter
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sample Student Placement Request Letter
 - Setting Reading Goals Sample Student Placement Request Letter
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sample Student Placement Request Letter
 - Fact-Checking eBook Content of Sample Student Placement Request Letter
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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