

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

SJ Ball



Sample Student Placement Request Letter:

Fieldwork Educator's Guide to Level I Fieldwork Debra Hanson, Elizabeth DeJuliis, 2024-06-01 A new resource for occupational therapy academic fieldwork coordinators and fieldwork educators Fieldwork Educator's Guide to Level I Fieldwork is a practical guide for faculty and clinicians to design and implement Level I fieldwork experiences for occupational therapy and occupational therapy assistant students Fieldwork Educator's Guide to Level I Fieldwork was designed to address the challenges of integrating Level I fieldwork with classroom learning experiences Expansive and versatile the book meets the recently expanded definition of Level I fieldwork according to the 2018 Accreditation Council for Occupational Therapy Education standards including faculty led experiences standardized patients simulation and supervision by a fieldwork educator in a practice environment Each unit of the text builds upon the previous unit The first unit provides fundamental knowledge on experiential learning and includes an orientation to the purpose of Level I fieldwork in occupational therapy Building on this foundation the second unit equips the reader with resources to develop a Level I fieldwork learning plan suitable for their setting The final units focus on situational scenarios that emerge during Level I fieldwork placements and provides a framework for assessing student learning during Level I fieldwork While each chapter is designed to build upon one another they also can be used as stand alone resources depending on the needs of the reader What is included in Fieldwork Educator's Guide to Level I Fieldwork Up to date terminology Experiential learning frameworks and models in diverse contexts including role emerging and simulation Strategies for addressing anxiety and student stress management and supporting students with disabilities Models to support clinical reasoning development during Level I fieldwork Mechanisms to foster student professional development and communication skills Be sure to also look into the successive textbook Fieldwork Educator's Guide to Level II Fieldwork which was designed in tandem with this book to be a progressive resource that exclusively focuses on Level II fieldwork **Managing Placements with IT and Online** Gordon Crawford, Victoria Devenney, Ann Doris, Philip Houston, Ronald Laird, Colin Turner, 2007-05-11 Work Placements - A Survival Guide for Students Christine Fanthome, 2017-03-14 This book is an essential guide for students contemplating or embarking upon work placements Using comments from students employers and tutors it includes guidelines on how to find an appropriate placement audit skills construct a strong CV and application prepare for an interview and derive maximum benefit from the work placement experience The book identifies common problems facing students together with remedial strategies and offers suggestions for tackling written and oral assignments Finally it shows how to create and implement a successful job search strategy **40 Active Learning Strategies for the Inclusive Classroom, Grades K-5** Linda Schwartz Green, Diane Casale-Giannola, 2011-01-24 This book is a compilation of approximately 40 strategies that serve as blueprints for instructional design The first chapter describes in depth the research and foundations that support these strategies Chapter Two provides information for the reader in terms of how to use this

book and how to choose and use strategies to fit both the content and the needs of the learners Chapter Three presents and describes several strategies The book is designed as a user friendly resource that is directly applicable to practice All of the book s strategies support teachers in their efforts to engage and motivate diverse learners as they meet academic and social objectives Each strategy is presented with an explanation directions for use sample applications and classroom vignettes Applications for different ages abilities and learning needs of the students and for a variety of content areas are suggested The book is focused on the elementary school age level The Complete IEP Guide Lawrence M. Siegel,2023-07-01

Recipient of the 2017 BRONZE Winner for Education Award from Foreword Indies Get the educational services and support your child deserves Federal law guarantees every child a free appropriate education and the goal of the Individualized Education Program IEP is to assure that every child with special needs receives what the law promises But you know that your family must make sure the school follows through This powerful book covers eligibility rules and assessments working with outside experts developing your child s ideal educational program preparing for and attending IEP meetings and resolving disputes with school districts The 11th edition explains the law and provides key forms sample letters and resources you need at every stage of the IEP process With it you can ensure your child gets a good education the education your child deserves **Successful Teaching Placement in Scotland Primary and Early Years** Jane Medwell,Frances Simpson,2008-05-06 The majority of ITE students in Scotland are postgraduates with only one year to grasp the vast skills and knowledge required to become a primary teacher Therefore for many school placement is a source of stress and worry This book combines the information and support that students need to help them prepare for enjoy and maximise the benefits of teaching placements for their professional development It has been specifically written for the education system in Scotland taking full account of the differences in practice and terminology that make English books of little use to trainees in Scotland **The Trainee Handbook** Robert Bor,2006-03-29 The Trainee Handbook is a supportive guide to the practical technical and administrative issues faced by trainees in counselling psychology and psychotherapy **ASET Annual Conference: Proceedings of the 2006 Placement and Employability Professionals' Conference** Keith Fildes,2007-03-23 **Making the Most of Field Placement** Helen Cleak,Jill Wilson,2022-05-01 Learn how to get the most from your placements with this user friendly text The bestselling Making the Most of Field Placement offers a practice based approach to teaching and learning during placement experiences Written for both students and supervisors it follows the stages of a placement from planning through to evaluation The core practice issues and ideas discussed can be used for a wide range of fields including social work welfare work disability work youth work community work and other human services This edition has been updated to reflect the 2020 Australian Social Work Education and Accreditation Standards along with new chapters on working with vulnerable people and becoming a professional Instructor resources include activity sheets and learning agreements **Resources in Education** ,1999

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