

## University of Southern Queensland

TOOWOOMBA QUEENSLAND 4350 AUSTRALIA TELEPHONE +61 4631 2319

www.usq.edu.au

CRICOS: QLD 00244B NSW 02225M

FACULTY OF EDUCATION PROFESSIONAL EXPERIENCE SUPPORT PHONE +61 7 4631 2359 | FAX +61 7 4631 2598 EMAIL professional.experience@usq.edu.au

## **Professional Experience Support**

## Letter of Introduction

The University of Southern Queensland offers courses in Preservice Teacher Education catering for the needs of graduates who wish to become professional educators in their chosen sector: Early Years, Primary, Middle Years, Special Education, Secondary or Further Education and Training. Preservice Educators must undertake professional Experience in a school, educational facility or community organisation dealing with educational programs.

By becoming involved in school-based or context-based Professional Experience, Preservice Educators are encouraged to become active participants in your school or organisation and work with you to develop their teaching skills and we have found in the past this will be of mutual benefit to both Preservice Educators and Mentors.

The end result should have tangible and practical outcomes for you and will give the Preservice Educator the opportunity to develop confidence, creativity and innovation in curriculum planning in an authentic setting.

The University of Southern Queensland supports both the Preservice Educator and the Host site through:

- Provision of Professional Experience Liaison Officers who act as contact between the Host site and the University.
- Payment of Host Site coordinators (award rates)
- Payment of Mentors (award rates).
- Professional Experience Guideline booklets containing Scope and Sequencing information for each course
- The Professional Experience office being opened Monday to Friday 8:30am to 5pm (EST) for advice and assistance as required.
- Online electronic entry of Completion Record via the SONIA software simple and quick.

This student is seeking a placement not local to any of our campuses and has permission to arrange this experience and submit an application negotiated with you. They will have information regarding the scope and sequence for this experience in their course booklet for you to consider. Once the placement is confirmed, you will be sent a placement pack of all relevant documents.

All students commencing Queensland placements must possess a current Blue Card from *The Commission for Children and Young People and Child Guardian* and should present their Blue Card to you at commencement of your meeting them. Students seeking placement in other states must satisfy their state requirements and present proof to you and attach it to their placement application form.

The Faculty of Education at the University of Southern Queensland extends sincere thanks to all host sites and staff involved in working with our Preservice educators.

We invite you to use our professional experience web page for an overview of our processes, to see our calendar, and view the range of resources provided to our students for each of our undergraduate and postgraduate programs: http://www.usq.edu.au/education/professional-experience

Yours sincerely,

Denis Hartigan Administrative Coordinator Professional Experience Faculty of Education USQ