Letter of Introduction
Students Seeking a School Professional Experience Placement

Dear School Principal or Practicum Coordinator,

The purpose of this letter is to confirm that the bearer is a student enrolled externally at Charles Darwin University (CDU) in the Northern Territory. He/she is required to find a host school for his/her Professional Experience Placement in the local area. CDU would value your assistance in providing quality Professional Experience for our future teacher and we look forward to strengthening our partnership with your school.

While in their school placement, CDU external students are supported by the Professional Experience and Placement Office and by the Director of Professional Experience.

Placement Officers can be contacted via email on inschool@cdu.edu.au or by phoning the Placement Office on 08 8946 6602.

In addition to this support, all external students enrolled in Teaching and Learning courses have access to a website, designed to support and provide resources for Preservice Teachers embarking on the Professional Experience component of their course. This website gives the Preservice Teacher access to the appropriate Professional Experience Unit Handbook and placement calendar. The Preservice Teacher will need to supply the school with a copy of these resources once their placement has been negotiated. A brief overview of each professional experience unit is included in the unit handbook. If you wish to access further information it can be found on our InSchool support site at http://inschool.cdu.edu.au

CDU aims to provide proactive and continued support for the Preservice Teacher and Mentor Teacher. Mentor Teachers are paid the national award rate. Further information about payment can be found on the inSchool website given above.

CDU students have been advised that they must provide their host school with a copy of their Police Check, Clearance Requirements and/or Working with Children Check on the first day of their Professional Experience.

Yours sincerely

Director of Professional Experience
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School of Education
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