



Letter of Introduction for Professional Experience EPT326: Early Childhood Professional Practice

Dear <Name of Director>,

This letter is to introduce <Name of Student> who is currently enrolled in the Bachelor of Education (Birth to Five Years) Degree at Charles Sturt University. Students enrolled in this course are required to complete a 40-day (20 days for eligible/approved students) professional experience placement with 3-5-year-old children as part of the subject **EPT326: Early Childhood Professional Practice**. This subject will enable students to develop communication skills with children and adults and practise skills in observation and planning.

If you can host the student for professional experience, the placement days can be negotiated between you and the student, however the placement must be completed at a minimum of two days/week. We also ask that you nominate yourself or a staff member/s to take on the role of a mentor. The mentor must hold an early childhood teaching degree recognised by the Australian Children's Education & Care Quality Authority (ACECQA) as an Early Childhood Teacher (ECT) qualification.

The role of the **Mentor** includes:

- Orientate the student to the setting and provide adequate time, information, and resources to enable the student to meet the requirements of the professional experience
- Provide regular and detailed feedback on planned lessons/experiences both in writing and orally to the student
- Liaise with director/coordinator and university personnel on the progress of the professional experience, advising the level of teaching competence and professional development of the student
- Complete, after consultation with university personnel, the professional experience report, discussing the report with the student

If you can host the student, but a suitable member of staff is not available to be a mentor, Charles Sturt University can employ an experienced degree qualified ECT as an **External Mentor (EM)**. The External Mentor will support, guide, and mentor the student throughout their practicum placement but will undertake this work remotely.

Accident Insurance

TES attached to Charles Sturt University are covered under insurance whilst they participate in university course-approved work placements and experience. Comprehensive personal, professional accident and liability insurance is available to all TES as outlined in the [Insurance Letter \(scroll down to Workplace Learning\)](#). If you have any further questions about the professional experience please contact the Workplace Learning Office via email FOAE-WPL@csu.edu.au

Dr Kelly Tribolet

Course Director – Bachelor of Education (Birth to Five Years)

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