

Dear Organiser of Teaching Placement (OTP),

Thank you for agreeing to have our Pre-Service Teachers (PSTs). Now that the details of the placement have been confirmed with the Professional Experience Office, we wanted to introduce ourselves. **We are a team of experienced Early Childhood, Primary and Secondary School teachers** whose job it is to support you, Mentors and PSTs. We act as a link between the PSTs, the placement setting and the Education Faculty to ensure that each pre-service teacher progresses towards professional readiness.

As the Organiser of Teaching Placement placements, we ask that you please:

- Place PST's with Mentors who have a suitable teaching load, method and willingness to allow PST's to teach as required for their placement level
- Email the correct [Mentor Guide](#) to every Mentor before placement begins
- Act as the initial point of contact for Pre-Service Teachers
- Act as an ongoing support person to our Pre-Service Teachers and their Mentors
- Encourage your staff to complete the two required reports (one half way, one on the last day)
- Contact our team early with any questions or concerns

The following pages of this document offer some suggested processes for planning and running Professional Experience with Monash students. We encourage mentors or yourself to contact us if you require assistance with a PST's placement.

Kind regards,

The Professional Practice Consultants (PPC)

edu-ppc@monash.edu

(03) 9904 4476

A summary timeline for supporting Pre-Service Teachers and Mentors



PRIOR

Select suitable mentor/s for each PST

Be the initial contact person for the PST

Provide every Mentor with the appropriate [Mentor Guide](#)



FIRST DAY

Meet the PST and introduce them to the staff/school community

Induct the PST if not done so prior



ONGOING

Provide ongoing support to Mentor and PST

Contact Monash PPC with any queries



HALF WAY

Prompt PST & Mentor to complete the [Mid-Placement Review](#)

Check on progress and address any concerns. Contact Monash PPC.



LAST DAY

Ensure Mentor completes the final [eReport](#) with the PST.

A detailed timeline for supporting Pre-Service Teachers and Mentors

Prior

- Select suitable Mentors for each PST
- Email PST with induction information
- Consider running a formal induction along with the PPC team if you are expecting many PSTs
- Provide mentor with the appropriate **Mentor Guide** & link to the [Monash Mentor Hub](#)

More information

Email to PST prior to commencement:

PSTs are instructed to email the school OTP 1-2 weeks before they commence. We recommend that your response email includes:

- Mentor's name and email (so PST can contact mentor for information about what year levels and topics will be taught and the specific preparation required)
- Arrival time and sign in procedure
- Access to parking and/or public transport
- Staff dress code
- What to bring (e.g. BYOD, lunch, coffee mug, WWCC)
- Provide access to relevant school policy and procedure documents (see induction checklist below)
- Typical school day timetable
- Answers to FAQs particular to your context

First Day

- Meet the PST
- Introduce PST to staff/school community
- Induction (some of this could occur during in the previous week/s)

Suggestions:

- Meet PST and introduce them to their mentor
- Introduce PST to all school staff either at staff briefing or online

Induction Checklist

Sight WWCC & collect emergency contact information

- Provide log in details for school internet/network
- Provide a map and/or tour of the school
- Review required policies and procedures. Suggested examples are:
 - School timetable
 - Emergency and evacuation procedures
 - All relevant policies (eg. Yard duty, anti-bullying, sexual harassment, etc.)
 - Curriculum and assessment policies
 - Instructional model

Ongoing

- Provide support to mentor and PST as required
- Contact Monash PPC with any queries

Suggestions:

Alert PST/mentor of school wide activities with which the PST could be engaged (e.g.: co-curricular activities, staff meetings, PL workshops)

Email the PPC team at edu-ppc@monash.edu

A PPC team member will be available to assist you either by phone, email, and/or a visit.

Halfway

- Prompt PST & mentor to complete the [Mid-Placement Review](#)
- Check on progress and address any concerns contacting PPC if required

More information:

The [Mid-Placement Review](#) is a document to record a reflective conversation and needs to identify demonstrated *strengths* and *areas for further development* through the placement. This document can be accessed through Mentor Guide which all Mentors should have.

Last Day

- Ensure mentor completes the final eReport with the PST on their last day

More information:

The final eReport is available through the [Monash Mentor Hub](#)