



PROFESSIONAL EXPERIENCE PORTFOLIO PROGRAM

This letter is to introduce _____ who is a student enrolled in a course within the Faculty of Education and Social Work at the University of Sydney.

As part of these courses students are encouraged to undertake and document teaching activities that are additional to their Professional Experience or practicum blocks within the Professional Experience Portfolio Program. Appropriate teaching experiences could include tutoring, coaching, teaching in non-school sites, with either children or adults, in paid or non paid arrangements. Each activity needs to be such that the student teacher would be required to plan, teach and evaluate their teaching, as well as reflect on ways such teaching experience informs their on-campus professional learning.

Student teachers completing such Portfolio experiences need to enter details of each teaching activity in a Log Book. Each activity requires a person with on-site responsibility for the teaching activity to validate the hours completed by the student teacher.

As this work is part of a teacher education course and the student is enrolled at the University of Sydney, public liability and professional indemnity insurance, taken out by the University automatically covers students participating in this program. Additionally, all students will have completed a Prohibited Persons Declaration and will have undertaken coursework related to matters of child abuse and sexual assault within the guidelines of the NSW Child Protection legislation.

The Division of Professional Experience at the University of Sydney greatly appreciates support given to its teacher education students to complete the requirements of the Professional Experience Portfolio Program. Should you wish to discuss any issues associated with this program please contact the Director of Professional Experience.

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