

## Application for an Overseas Professional Placement

This form is to be completed by **any student** who would like to undertake a teaching/professional placement in an **overseas school**.

It is anticipated that students wanting to undertake an overseas placement will seek out, and make tentative contact and arrangements with an appropriate school. The Professional Placements Office is not responsible for sourcing overseas placements, however they will interact with the nominated school to confirm placement arrangements. **Please note that overseas schools are not paid for supervision of Monash University Students on their teaching rounds; schools must be informed of this when approached.**

All applications will be considered on a case by case basis by the Course Advisor and should be made at **the beginning of each academic year**, or where applicable – **at least 6 weeks prior to commencement of the placement**. All applicants will be advised via their Monash University student email as to their application outcome.

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Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Monash Student ID: \_\_\_\_\_ Monash Student email: \_\_\_\_\_

Contact Telephone Number: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Course:  Early Childhood  Primary  Secondary

Campus:  Clayton  Gippsland  Peninsula

*Secondary Students Only:* Specialism 1: \_\_\_\_\_

Specialism 2: \_\_\_\_\_

### Proposed Semester of Overseas Placement

Semester 1 2010  Semester 2 2010  Semester 1 2011  Semester 2 2011

Relevant Placement Unit: Code \_\_\_\_\_ Name \_\_\_\_\_

### Proposed School Details

I am in the process of tentatively arranging my own placement

I have tentatively arranged my own placement

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_

School Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

### Reason for Requesting an Overseas Placement

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**Please return this application to:**

**Professional Placements Office, Faculty of Education, Monash University PO Box 527 Frankston VIC 3199**

**Fax: 9904 4409**

**Email: [professional.placements@education.monash.edu.au](mailto:professional.placements@education.monash.edu.au)**

*Privacy Collection Statement:* The information on this form is collected for the primary purpose of organising your teaching placement. If you choose not to provide all the information requested on this form, it may not be possible for the Faculty of Education to arrange a suitable teaching placement. Personal information may also be disclosed to the school in which you will undertake your placement. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

**COURSE ADVISOR USE ONLY**

Application Approved:     Yes     No (if no please provide a reason so the PPO may inform the student)

Comments:

Name:

Signature:

Date:

**PPO USE ONLY**

Date Student Notified:

Unit Leader Advised: 1) Name

Date

Unit Leader Advised: 2) Name

Date

Confirmed Placement Dates:    From

To

PPO Staff Member:

Signature:

Date:

**NB: copy of correspondence to student advising of the application outcome must be filed with the original student application & Course Advisor decision.**