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**Teaching Experience Confirmation Letter**

**PGCE Post-Compulsory Education and Training (PCET) 2017-2018**

**Trainee Placement Dates:**

I have taken a different approach this year in order to address issues of retention, and to ensure trainees have a better understanding of professionalism and the requirements of the sector in general. This year, the trainees will be in lessons for five days a week for the first five weeks of the course. Following that, the trainees will be in lessons on Mondays and Thursdays. They will be available to attend placement meetings during the first weeks, but placements will commence formally on:

**WB 30th Oct 2017 – Friday 25th May 2018 (Tues, Wed and Fri – 3 days per week)**

**These dates are approximate as some placements may not be ready to receive trainees until after this date.**

Thank you for offering to support trainee teacher(s) for their Teaching Practice Experience Placement this academic year. Please find below the names and specialisms of the trainee(s) that will be placed with you between the dates outlined above.

|  |  |
| --- | --- |
| **Trainee Name**  | **Subject Specialism** |
|  |  |
|  |  |

Pen Portrait(s) for the trainee(s) you are supporting will be provided by the Trainees when they first meet with their Mentor. We anticipate that this will be useful when devising the individual training programme for your trainee(s).

Our Partners’ Handbook contains further detailed information about the PGCE Post Compulsory Education & Training Course and can be viewed on our partnership website at the following link:

<http://www.bcu.ac.uk/education/partnerships-and-collaborations/pcet-partnerships>

Mentors will be invited to attend a Mentor Briefing session taking place at the University during the autumn term; this is to ensure that Mentors are fully prepared and comfortable with the requirements of the placement. Further details regarding these will be sent to individual mentors in a separate email in the near future.

We urge all mentors to attend one of these sessions, even those who have acted as a mentor for a trainee on one of our courses before. The aim of the session is to clarify the role of the mentor and to introduce you to the documentation that you will need to use whilst mentoring the trainee. In addition, there will be an opportunity to meet members of the University Team and develop professional links with other PCET mentors.

Please contact me on my direct line of 0121 331 5240 or at Craig.Davis@bcu.ac.uk if you have any queries, I will be happy to help.

Thank you very much for your continued support with Placements, it is greatly appreciated.

Yours sincerely,

**Karen McGrath**

**Programme Leader**

**and**

**Craig Davis**

**Programme Administrator (Placements)**