

# Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110  
RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

## Advanced Diploma of Rudolf Steiner Education (course code 69801, CRICOS code 071548J)

# Schools' Practicum Handbook

## Structure of Practicum (practical experience in classroom)

The Advanced Diploma of Rudolf Steiner Education is specifically targeted at teacher training, and takes place over two years. During this time students complete **four** practicums: one in their first year, and the remaining three in terms 1-3 of their second year.

Teaching is a vocational profession and so the Seminar feels that it very important to provide you with as many opportunities as possible to experience the realities of a classroom and to 'learn by doing' under the guidance of experienced professional teachers. Use the opportunity while under the supportive supervision of another professional teacher to teach as much as you can; whole classes, small groups or individual students. It is a marvelous opportunity to get to know yourself as a teacher; that is that you will learn to be comfortable with the **professional persona of a teacher**. This persona will support you when you come to have a class of your own.

## Administration

To be able to attend a school as a student teacher you **MUST** have a current *Working With Children Check*. These are available at no cost on application to the Victorian Department of Justice on a form that you can obtain from any post office.

As part of your practicum, there are a number of important administrative forms which require your attention. The forms to be completed will be given to you prior to commencing your practicum.

### 1. *Practical Placement Schedule and Agreement*

This needs to be given to the **School Administration** of your practicum school on the **first morning**. The school is then to:

- i. complete the "Employer" and "Placement" information,
- ii. sign and make a copy for your records
- iii. **immediately FAX a copy to the Seminar** and then they
- iv. **Post the original back** to the Seminar. The completed original is to be held by us as the TAFE provider.

Students are required to sign the *Practical Placement Schedule and Agreement* in accordance with the *Vocational Education and Training Act 1990*.

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You will also take with you the following forms to give to your **supervising teacher** at the beginning of the practicum:

2. *Supervising Teacher's Evaluation Form* and
3. *Attendance Record Sheet*.

The Seminar **cannot complete your assessment** of the Practicum unless **all** of these forms have been satisfactorily completed.

In summary the *Practical Placement Schedule and Agreement* is to be completed by you and the **School Administration**.

*Supervising Teacher's Evaluation Form* and *Attendance Record Sheet* goes to your **supervising teacher**.

## Protocols

When on a practicum you are expected to act with appropriate professionalism, in short you are to act *as if* you are an employee of the school. You should observe the following protocols for a student teacher:

1. Report to the school's Administration Office the first thing on the first morning to introduce yourself and to present your *Working With Children Check*.
2. Students should not initiate a conversation with a child during class time and if your presence is proving to be a distraction you will need to assist the teacher in keeping the children focused. You should be aware that when another adult is in the room children often react boisterously and it is not appropriate to encourage this by holding conversations with them.
3. Students are required to leave asking questions of the teacher to an appropriate time.
4. Students are expected to behave professionally at all times; speak consciously, dress appropriately and be supportive to the teacher. If required, a copy of the Student "Code of Practice" is available in the Student handbook, which can be obtained directly from the Seminar or from its website <http://steinerseminar.com/>
5. Dress. Our physical presence has an enormous impact on students and this applies equally when we are visitors to a class. We ask that you give conscious attention to how you dress. Please inform yourself of any dress requirements that the school you

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visit may have. If nothing is specified we offer the following suggestions for your consideration.

- a. Choose **clear plain colours devoid of logos**. Avoid wearing black particularly above the waist-line in the younger classes and it is to be completely avoided in any Early Childhood settings.
  - b. No caps or beanies in class.
  - c. Women should avoid anything that can be seen up, down or through.
  - d. Do not wear *informal* clothes.
  - e. No thongs.
  - f. Remove piercings apart from earrings.
6. Mobile phones must be **switched off** during the school hours. If you need to be in contact with someone please pass onto them the school's telephone number. This is just what would be expected of a teacher.
7. **Absences** must be reported first thing **to the school and the Seminar** on the day. If you **must** leave early please inform your supervising teacher at the **start of the day** and report your departure to the office.

## Attendance

Report to the school's Administration office on the first morning to introduce yourself, some schools will require you to do this each morning if they classify you as a *visitor*.

Attendance at Practicums is a requirement of successful completion of the module. Unless you have a prior arrangement with the Seminar or a valid medical/personal reason for exemption, the Seminar expects you to attend your school placement *as if* you were an employee.

Students are required to ring **both** the school where they are completing their Practicum **and** the Seminar if they are going to be absent for any reason. Students must also provide supporting medical documentation if they are absent due to illness.

The Attendance form which you will provide to your supervising teacher is the means by which your official attendance will be verified for assessment.

The Seminar will counsel and provide support to prevent an unsatisfactory attendance record. International students are reminded that where there is an unsatisfactory record of attendance the Seminar is obliged to notify the Department of Immigration and Citizenship. (DIAC) This may affect your visa status.

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Refer to the Seminar's policy on *Student Attendance Policy (Recording, Monitoring, & Reporting)* for more details.

## Participation and Assessment

Bearing in mind the rationale for the practicum offered above and the understanding, that given the demands on a Classroom teacher the following may not always be possible, the expectations for **participation** on practicum are as follows:

- 1<sup>st</sup> Practicum the “Observation Round”:  
This practicum is primarily for the purpose of observation however *if* opportunities present *and* the supervising teacher is in agreement then the student could consider small interactions with the class. For example through:
  - Story telling
  - Participating in singing, poetry and simple games
- 2<sup>nd</sup> Practicum:
  - Primary and Secondary: Wherever possible, within the constraints of the particular class you are visiting:
    - Week 1: Observation and if possible 2 x sessions or part-sessions
    - Week 2: 4 x whole class lessons
    - Week 3: 1 x Main Lesson
  - In addition the student should take every opportunity to teach. They could, for instance consider:
    - Story Telling
    - Small group/individual support
    - Practice sessions with whole classes
    - Teaching songs, poems and/or games
    - Form Drawing to whole classes
  - Early Childhood: Wherever possible, within the constraints of the particular class you are visiting:
    - Week 1: Observation and if possible 1 x sessions or part-sessions
    - Week 2: 2 x sessions
    - Week 3: 1 x Morning Circle

In addition the student should take every opportunity to teach. They could, for instance consider:

- Story Telling
  - Small group/individual support
  - Craft or artistic activity
  - Teaching songs, poems and/or games
- 3<sup>rd</sup> and 4<sup>th</sup> Practicums:
    - Primary and Secondary: Wherever possible, within the constraints of the particular class you are visiting:
      - Week 1: 2 x whole class lessons in

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- Week 2: 3 x main lesson sessions in
- Week 3: 3 half days in the third
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  - Small group/individual support
  - Practice sessions with whole classes
  - Teaching songs, poems and/or games
  - Form Drawing to whole classes
- Early Childhood: Wherever possible, within the constraints of the particular class you are visiting:
  - Week 1: Observation and if possible 2 x sessions or part-sessions
  - Week 2: 4 x sessions
  - Week 3: 4 x Morning Circles

In addition the student should take every opportunity to teach. They could, for instance consider:

- Story Telling
- Small group/individual support
- Craft or artistic activity
- Teaching songs, poems and/or games

**Assessment** is decided by a combination of all of the following:

- Attendance
- Supervising teachers report
- Completion of all assignments

## Student Support

During the Practicum, student support is provided by the Seminar as follows:

1. The student is phoned once per week to address any issues and to identify any requirements for additional support.
2. The Seminar attempts to visit local schools where the student is completing his/her work based training. An interview is conducted with both the student and the supervising teacher to assess the progress of the training.
3. The supervising teacher or school administration is asked to contact the Seminar if there are any issues surrounding student attendance, learning support, welfare or professional conduct.

The Seminar staff are available to students from Monday to Thursday on tel. 98765199 or via the after hours contact number (tel. 9739-1244).

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