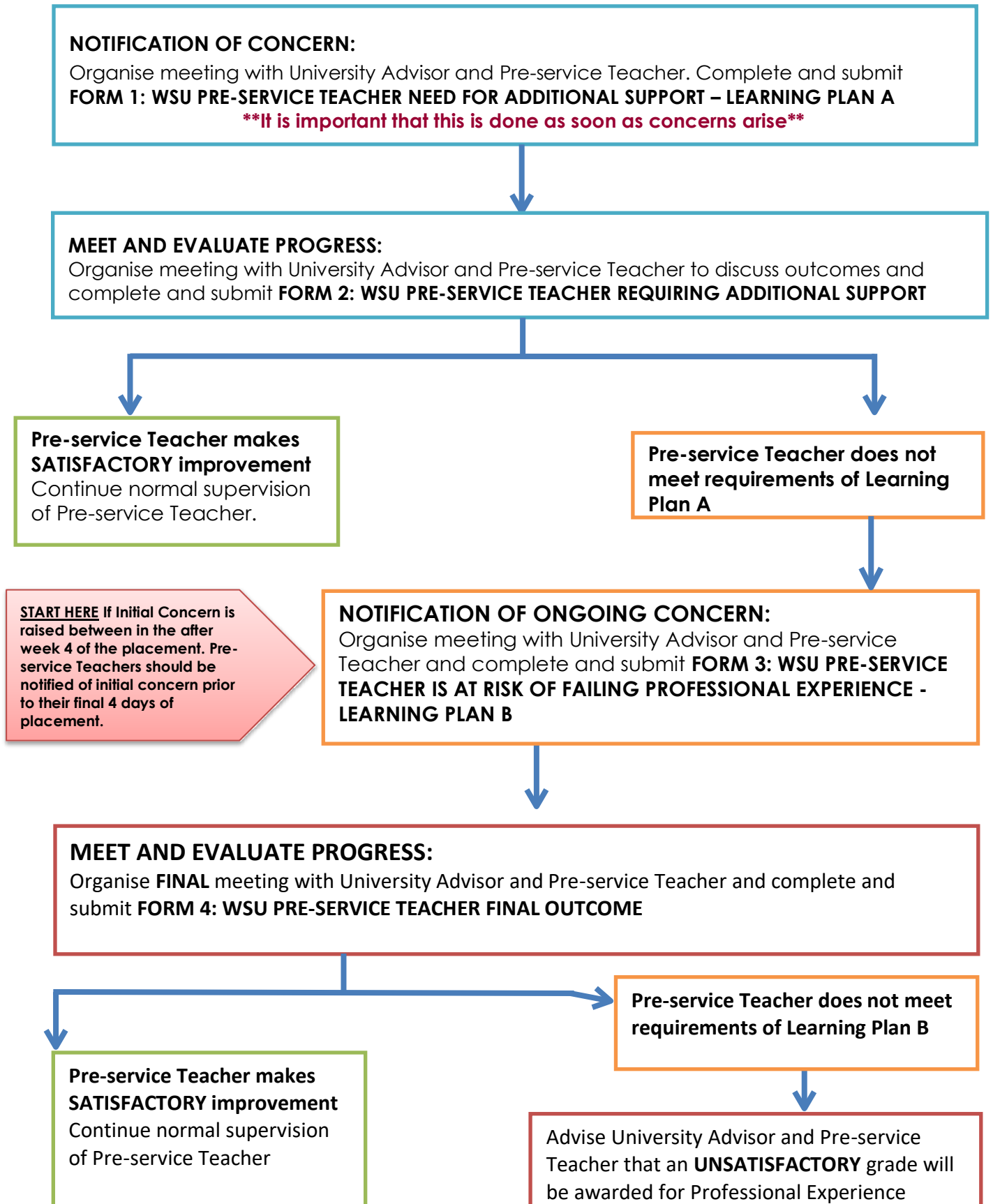


Completing the Pre-service Teacher Requiring Additional Support or At Risk of Failing documentation

Progression Chart for Pre-service Teachers Requiring Additional Support or At Risk of Failing



Pre-service Teachers Requiring Additional Support

If a Pre-service Teacher is causing concern and requires additional support, the following process is to be followed:

Notification of Concern: if during *the first 10 days of practicum*, the Mentor Teacher notices any issues they should:

- Discuss the concerns with the Pre-service Teacher, liaise with the University Advisor, so the Pre-service Teacher has support and advice throughout the process,
- Schedule a meeting day and time, and advise the School Professional Experience Coordinator, the Pre-service Teacher and the University Advisor of this date (these meetings can be conducted via zoom). At the meeting the Mentor Teacher should:
 - Discuss any progress noticed with the Pre-service Teacher,
 - Complete **Form 1: WSU Pre-service Teacher Need for Additional Support – Learning Plan A**, detailing and discussing main areas of concern,
 - Outline actions for the Pre-service Teacher to undertake, ensuring the expectations are understood and agreed to,
 - Provide details of the support to be provided by the Mentor Teacher
 - Indicate a suitable date for achievement (within a 4 to 5 day period)
 - Schedule a follow-up Meeting day and time, and advise the School Professional Experience Coordinator, the Pre-service Teacher and the University Advisor of this date.

Submit the **Form 1: WSU Pre-service Teacher Need for Additional Support – Learning Plan A** to the Professional Experience Team.

NOTE: **Form 1: WSU Pre-service Teacher Need for Additional Support – Learning Plan A** should ONLY be completed during the **first half of the practicum**.

After this time and up to 4 days prior to the completion date, Mentor Teachers should start the process from **Form 3: WSU Pre-service Teacher is At Risk of Failing Professional Experience - Learning Plan B**

Meet and Evaluate Progress:

- Discuss any progress noticed with the Pre-service Teacher, following **Form 1: WSU Pre-service Teacher Need for Additional Support – Learning Plan A**,
- Complete **Form 2: Pre-service Teacher Requiring Additional Support** to indicate the outcome,
- If the outcome of the Meeting is favourable, tick off against the “**Satisfactory**” box, and
 - Submit the **Form 2: WSU Pre-service Teacher Requiring Additional Support** to the Professional Experience Team.
 - **The Pre-service Teacher will now continue the practicum.**
- If the outcome of the Meeting is **NOT favourable**, tick the “**The Pre-service Teacher has not made significant improvement**”, and the Pre-service Teacher will be –

Notified of Ongoing Concern

- Immediately complete **Form 3: WSU Pre-service Teacher is 'At Risk of Failing Professional Experience' - Learning Plan B** to advise the Pre-service Teacher of expectations for improvement.
- Schedule a follow-up *Meeting* day and time, and advise the School Professional Experience Coordinator, the Pre-service Teacher and the University Advisor,

Submit the **Form 3: WSU Pre-service Teacher is 'At Risk of Failing Professional Experience' - Learning Plan B** to the Professional Experience Team.

If beginning the support process from Day 11 of the practicum the Mentor Teacher should:

- Discuss any progress issues with the Pre-service Teacher,
- Complete **Form 3: WSU Pre-service Teacher is At Risk of Failing Professional Experience - Learning Plan B**
- Outline the actions for the Pre-service Teacher to undertake, ensuring the expectations are understood and agreed to,
- Provide details of the support to be provided by the Mentor Teacher,
- Indicate a suitable date for achievement (within a 3 to 5-day period),
- Schedule a follow-up *Meeting* day and time, and advise the School Professional Experience Coordinator, the Pre-service Teacher and the University Advisor of this date,
- Submit the **Form 3: WSU Pre-service Teacher is At Risk of Failing Professional Experience - Learning Plan B** to the Professional Experience Team.

Meet and Evaluate Progress:

FINAL Meeting– to be completed **at least one week prior to the completion date** of the practicum. The Mentor Teacher should:

- Discuss progress of Pre-service Teacher, following **Learning Plan B**,
 - If the outcome of the *Meeting* is favourable, tick off on the **Form 4: WSU Pre-service Teacher Final Outcome** against the “**Satisfactory**” box, include comments in the space provided, and submit the form to the Professional Experience Team
 - If the outcome of the previous *Meeting* is NOT favourable, tick off on the **Form 4: WSU Pre-service Teacher Final Outcome**, against the “**Unsatisfactory**” box, include comments in the space provided, and submit the form to the Professional Experience Team.
-



Form 1

School of Education

WSU Pre-service Teacher Need for Additional Support – LEARNING PLAN A

Meeting Date: _____

Subject: TEAC7104 Professional Experience Birth-2years

TEAC7103 Professional Experience 3-5 years

WSU Pre-service Teacher name: _____ ID: _____

Setting: _____ Mentor Teacher name: _____ WSU Advisor: _____

Establish goals/strategies for Pre-service Teacher to improve and set an appropriate timeframe for achievement.

	Areas Causing Concern	Action by the WSU Pre-service Teacher	Support provided by the Mentor Teacher	Date for Achievement
1				
2				
3				
4				
5				

Scheduled time, date and place of follow-up Meeting, where Form 2 is to be completed: _____

Signatures:

WSU Pre-service Teacher: _____ Mentor Teacher: _____

WSU Advisor: _____ Additional Members: _____

Form 2

WESTERN SYDNEY
UNIVERSITY



School of Education

WSU Pre-service Teacher Requiring Additional Support

Meeting Date: _____

(to discuss outcomes of Learning Plan A)

WSU Pre-service Teacher Name: _____ ID: _____

Subject: **TEAC7104 Professional Experience Birth-2years**

TEAC7103 Professional Experience 3-5 years

Setting: _____

Mentor Teacher name: _____ **Contact phone:** _____

Mentor Teacher Email: _____

Additional Member/s: _____

WSU Advisor: _____

Name of person making notification: _____

(eg Name of Mentor Teacher, PE Coordinator, WSU Advisor)

Outcome of Learning Plan A Meeting:

Following completion of the recommended actions on **Form 1: "Need for Additional Support – Learning Plan A"**

The WSU Pre-service Teacher is likely to make **'Satisfactory'** progress

Outcome recorded by: Mentor Teacher WSU Advisor

Please sign and forward this form to the Professional Experience Team at EduPEX@westernsydney.edu.au

The WSU Pre-service Teacher **has not** made significant improvement

To advise the Pre-service Teacher of expectations for improvement, immediately complete – **Form 3: Pre-service Teacher is At Risk of Failing Professional Experience – Learning Plan B**

Outcome recorded by: Mentor Teacher WSU Advisor

Please sign and forward this form to the Professional Experience Team at EduPEX@westernsydney.edu.au

Signatures:

Mentor Teacher: _____

WSU Pre-service Teacher: _____

WSU Advisor: _____



Form 3

School of Education

WSU Pre-service Teacher is AT RISK of failing Professional Experience – LEARNING PLAN B

Meeting Date: _____

Subject: TEAC7104 Professional Experience Birth-2years

TEAC7103 Professional Experience 3-5 years

WSU Pre-service Teacher name: _____ ID: _____

Setting: _____ Mentor Teacher name: _____ WSU Advisor: _____

Establish goals/strategies for Pre-service Teacher to further improve and set an appropriate timeframe for achievement.

	Areas Causing Concern	Action by the WSU Pre-service Teacher	Support provided by the Mentor Teacher	Date for Achievement
1				
2				
3				
4				
5				

Scheduled time, date and place of follow-up Meeting, where Form 4 is to be completed: _____

Signatures:

WSU Pre-service Teacher: _____ Mentor Teacher: _____

WSU Advisor: _____ Additional Members: _____

Form 4

WESTERN SYDNEY
UNIVERSITY



School of Education

WSU Pre-service Teacher Final Outcome

Meeting Date: _____

(to discuss outcomes of Learning Plan B)

WSU Pre-service Teacher Name: _____ ID: _____

Subject: **TEAC7104 Professional Experience Birth-2years**

TEAC7103 Professional Experience 3-5 years

Setting: _____

Mentor Teacher name: _____ **Contact phone:** _____

Mentor Teacher Email: _____

Additional Member/s: _____

WSU Advisor: _____

Name of person making notification: _____

(eg Name of Mentor Teacher, PE Coordinator, WSU Advisor)

Outcome of Learning Plan B Meeting *(please complete one outcome option below):*

Following completion of the recommended actions on **Form 3: "AT RISK of failing Professional Experience – Learning Plan B"**

The WSU Pre-service Teacher is likely to make **'Satisfactory'** progress

Outcome recorded by: Mentor Teacher WSU Advisor

Please sign and forward this form to the Professional Experience Team at EduPEX@westernsydney.edu.au

The WSU Pre-service Teacher will receive an **"Unsatisfactory"** Grade in the Professional Experience

Outcome recorded by: Mentor Teacher WSU Advisor

Please sign and forward this form to the Professional Experience Team at EduPEX@westernsydney.edu.au

Signatures:

Mentor Teacher: _____

WSU Pre-service Teacher: _____

WSU Advisor: _____