

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

The 'At Risk' Process is structured to offer support to pre-service teachers encountering difficulties in meeting the requirements of their professional experience. Further information about the process, including the necessary forms are provided below. This documentation is to be completed if the pre-service teacher requires Additional Support or is At Risk of Failing placement.

Step 1: NOTIFICATION OF CONCERN:

Arrange a meeting with University Advisor and Pre-Service Teacher. In consultation with the University Advisor, Complete and submit the following form.

FORM 1: NEED FOR ADDITIONAL SUPPORT – “At Risk A” **It is important that this is done as soon as concerns arise. Early identification is important.



Step 2: MEET AND EVALUATE PROGRESS:

Arrange a meeting with University Advisor and Pre-Service Teacher to discuss outcomes and complete and submit **FORM 2: PRE-SERVICE TEACHER REQUIRING ADDITIONAL SUPPORT**

Pre-service teacher makes **SATISFACTORY improvement** Continue normal supervision of Pre-service Teacher

Pre-service teacher does not meet requirements of At-Risk A

START HERE If Initial Concern is raised later than the first third or the placement (see table below). Pre-service Teachers should be notified of initial concern prior to their final week of placement.

NOTIFICATION OF ONGOING CONCERN:

Organise meeting with University Advisor and Pre-Service Teacher and complete and submit **FORM 3 ‘AT RISK B’**

Step 3: MEET AND EVALUATE PROGRESS:

Arrange the **FINAL** meetings with University Advisor and Pre-Service Teacher and complete and submit **FORM 4: PRE-SERVICE TEACHER FINAL OUTCOME**

Pre-service teacher makes **SATISFACTORY improvement.** Continue normal supervision of Pre-service Teacher

Pre-service teacher does not meet requirements of “At Risk – B.”

Advise University Advisor and Pre-Service Teacher that an **UNSATISFACTORY** grade will be awarded for Professional Experience

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:

Total placement days	Days PSTs are placed on "At Risk A"	Days PSTs are placed on "At Risk B"
30	Days 1-10	Days 11-25
25	Days 1-10	Days 11-20
20	Days 1-5	Days 6-15
15	0	Days 1-10

Please refer to the above table to ascertain if need to complete 'At Risk A' or 'At Risk B'. Early Identification of concerns is important to allow PST time to improve.

Notification of Concern: (Please see above table - usually the first ten days of placement) If the Supervising Teacher identifies 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).

During the meeting:

- Discuss the main areas of concerns, noticed with the Pre-service Teacher.
- Complete **Form 1: Need for Additional Support – "At Risk 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 Supervising 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 Professional Experience Coordinator, the Pre-service Teacher, and the University Advisor of this date.
- Submit the **Form 1: Need for Additional Support – "At Risk – A"** to the Professional Experience Office - *via email edupex@westernsydney.edu.au*

NOTE: Form 1: Need for Additional Support – "At Risk – A" should ONLY be completed during the first third of the practicum (please see above table)

If concerns are identified later in the placement, start the process from

Form 3: Pre-service Teacher is At Risk of Failing Professional Experience – "At Risk – B" For **please refer to the chart, as the timeframes may vary**. This should be commenced five days prior from the completion of the PST placement.

Any 'At Risk' processes should not be started in the last 5 days of placement. Pre-service Teachers need time to demonstrate achievement of notified concerns. A Pre-service Teacher should not receive an Unsatisfactory result on their Final Report, without going through the 'At Risk' process

Meet & Evaluate Progress:

- Discuss any progress noticed with the Pre-service Teacher, following **Form 1: Need for Additional Support – “At Risk – 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.
- Submit the **Form 2: Pre-service Teacher Requiring Additional Support** to the Professional Experience Office via email edupex@westernsydney.edu.au
- 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 the ongoing concern.
- Complete **Form 3: Pre-service Teacher is ‘At Risk of Failing Professional Experience’ – “At Risk – B”** to list and 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: Pre-service Teacher is ‘At Risk of Failing Professional Experience’ “At Risk – B”** to the Professional Experience Office via email edupex@westernsydney.edu.au

If beginning the support process from **Form 3** – to be completed at least one week prior to the completion date of the practicum.: **Pre-service Teacher is At Risk of Failing Professional Experience “At Risk – B”** the Supervising Teacher and University Advisor should:

- Discuss any concerns and progress issues with the Pre-service Teacher
- Complete **Form 3: Pre-service Teacher is At Risk of Failing Professional Experience “At Risk – 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 Supervising 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: Pre-service Teacher is At Risk of Failing Professional Experience – “At Risk – B”** to the Professional Experience Office via email edupex@westernsydney.edu.au

Meet and Evaluate Progress:

FINAL Meeting

The Supervising Teacher and University Advisor should:

- Discuss progress of Pre-service Teacher, following **Form 3: Pre-service Teacher is At Risk of Failing Professional Experience – “At Risk – B”**.
- If the outcome of the *Meeting* is **favorable**, tick off on the **Form 4: Pre-service Teacher Final Outcome** against the “Satisfactory” box, include comments in the space provided, and submit the form to the Professional Experience Office via email edupex@westernsydney.edu.au
- If the outcome of the previous *Meeting* is **NOT favorable**, tick off on the **Form 4: Pre-service Teacher Final Outcome**, against the “Unsatisfactory” box, include comments in the space provided, and submit the form to the Professional Experience Office via email edupex@westernsydney.edu.au

Form 1- Need for Additional Support – “At Risk- A”

Pre-service Teachers Name: _____ Pre-service Teachers Student ID: _____ Professional Experience Subject: _____

Name of Placement School/ Centre: _____ Supervising Teacher Name: _____ Date of Meeting: _____

Name of University Advisor: _____ Full name and job title of the individual filling out this form: _____

List of attendees at the meeting: _____

Please outline the identified concerns, agreed actions and the support offered by supervising teachers for the pre-service teacher to enhance their skills and set a suitable timeframe for completing these tasks.

	Areas Causing Concern	Agreed actions for Preservice Teacher	Support to be provided by the Supervising Teacher	Agreed Achievement Date
1.				
2.				
3.				
4.				
5.				

Please list the scheduled date, time, and location for the follow-up / outcome meeting: _____

Pre-service Teacher Signature: _____ Supervising Teacher Signature: _____ University Advisor Signature: _____

Form 2- Pre-service Teacher Requiring Additional Support At 'Risk- A' Outcome

Pre-service Teachers Name: _____ Pre-service Teachers Student ID: _____

Professional Experience Subject: _____ Name of Placement School/ Centre: _____

Supervising Teacher Name: _____ Date of Meeting: _____

Name of University Advisor: _____

Full name and job title of the individual filling out this form: _____

List the other attendees at the meeting:

Results following the "At Risk- A" Meeting:

Following completion of the recommended actions on **Form 1: "Need for Additional Support – "At Risk - A"**.

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

Instructions provided below for satisfactory progress:

- The Supervising Teacher, Pre-service teacher and University Advisor are required sign below.
- Please submit Form 1 and Form 2 to the Professional Experience Office through the email address edupex@westernsydney.edu.au

- ☐ The Pre-service Teacher **Has Not** made significant improvement.

Instructions provided below for preservice teacher who has not made satisfactory progress:

- The Supervising Teacher, Pre-service teacher and University Advisor are required sign below.
- Please fill out Form 3: At Risk - B for Pre-service Teacher at Risk of Failing Professional Experience, to inform the pre-service teacher about improvement expectations, then submit Form 1, Form 2 and Form 3 to the Professional Experience Office through the email address edupex@westernsydney.edu.au

Outcome recorded by: Supervising Teacher University Advisor

Pre-service Teacher Signature _____

Supervising Teacher Signature: _____

University Advisor Signature: _____

Form 3 - At Risk of Failing Professional Experience – At Risk - B

Pre-service Teachers Name: _____ Pre-service Teachers Student ID: _____ Professional Experience Subject: _____

Name of Placement School/ Centre: _____ Supervising Teacher Name: _____ Date of Meeting: _____

Name of University Advisor: _____ Full name and job title of the individual filling out this form: _____

List of attendees at the meeting: _____

Please outline the identified concerns, agreed actions and the support offered by Supervising teachers for the pre-service teacher to enhance their skills and set a suitable timeframe for completing these tasks.

	Areas Causing Concern	Agreed actions for Preservice Teacher	Support to be provided by the Supervising Teacher	Agreed Achievement Date
1.				
2.				
3.				
4.				
5.				

Please listed the scheduled date, time, and location for the follow-up meeting: _____

Pre-service Teacher Signature: _____ Supervising Teacher Signature: _____ University Advisor Signature: _____

Form 4- At Risk- B, Discussions – Pre-Service Teacher Final Outcome

Pre-service Teachers Name: _____ Pre-service Teachers Student ID: _____

Professional Experience : _____ Name of Placement School/Centre: _____

Subject: Supervising Teacher : _____ Date of Meeting: _____

Name of University Advisor: _____

Full name and job title of the individual filling out this form: _____

List of other attendees at the meeting: _____

Outcome (Please tick one):

- ☐ Pre-service Teacher is likely to make ***“Satisfactory”*** progress.
- ☐ Pre-service Teacher will receive an ***“Unsatisfactory”*** Grade in the Professional Experience

Comments:

- The Supervising Teacher and Pre-service teacher are required sign below.
- Please submit both Form 3 and Form 4 to the Professional Experience Office through the email address edupex@westernsydney.edu.au

Outcome recorded by: ☐ Supervising Teacher ☐ University Advisor

Pre-service Teacher Signature _____

Supervising Teacher Signature: _____

University Advisor: Signature: _____