**Education Placement Concern Procedures**

Level 4 - Early Cessation of Placement Form

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| **Pre-service Teachers Details** | |
| Name | Click or tap here to enter text. |
| Student ID | Click or tap here to enter text. |
| Unit Code | Click or tap here to enter text. |
| Semester/Year enrolled | Click or tap here to enter text. |
| **Placement Start Date** | Click or tap to enter a date. |
| **Planned Placement End Date** | Click or tap to enter a date. |
| Days Completed | Click or tap here to enter text. |
| Date Placement Ceased | Click or tap to enter a date. |
| **Education Setting Details** | |
| Setting Name | Click or tap here to enter text. |
| Location | Choose an item. |
| Setting | Choose an item. |
| **Class/Year Level/Ages** | Click or tap here to enter text. |
| **Curriculum Area/s (secondary)** | Click or tap here to enter text. |
| **Mentor Name** | Click or tap here to enter text. |
| **Mentor Phone** | Click or tap here to enter text. |
| **Mentor Email** | Click or tap here to enter text. |
| **Coordinator Name** | Click or tap here to enter text. |
| **Coordinator Phone** | Click or tap here to enter text. |
| **Coordinator Email** | Click or tap here to enter text. |
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| **Initiating Early Cessation** | |

Cessation of Placement is a serious matter and may occur in a variety of circumstances. The process ensures procedural fairness and is typically a last resort, implemented after thorough consultation and support planning.

Cessation can occur because of:

* [Misconduct](#Misconduct)
* [Insufficient Improvement during a Targeted Support Plan](#TSP)
* [Pre-service teacher voluntary withdrawal](#PST)
* [School or setting withdrawal](#Setting)
* [Other](#Other)

When a stakeholder identifies a likely unsuccessful placement, they must inform the Professional Experience Supervisor immediately. The Professional Experience Supervisor is pivotal in facilitating the cessation process, ensuring all steps are carried out with transparency, fairness, and adherence to CDU policies.

The Education Placement Concerns Procedures should be referred to prior to completing this form. The procedures ensure a commitment to supporting pre-service teachers while maintaining professional standards and safeguarding educational environments.

**Misconduct**

Cessation due to misconduct encompasses actions that breach professional or ethical standards. Immediate termination of a placement may occur if a pre-service teacher demonstrates unprofessional behaviour, such as attending under the influence of drugs or alcohol or compromising student safety and learning. If the educational setting deems the behaviour significantly serious, the principal/director may terminate the placement immediately. All teaching professionals share a duty of care to report breaches of the CDU Code of Conduct or state/territory Codes of Ethics. Reports must be submitted to the Professional Experience Supervisor, who will promptly inform the Unit Coordinator and the Associate Dean – Work Integrated Learning (AD-WIL) . The AD-WIL and the Course Coordinator oversee the *Cessation* process, as detailed in Diagram 2 in the Placement Concerns Procedure.

**Insufficient Improvement during a Targeted Support Plan**

Cessation occurs when identified concerns remain unresolved, despite tailored support and interventions. These scenarios include where the pre-service teacher has not made adequate progress during an initial Targeted Support Plan, and it is determined that an additional five days would not enable them to meet the required standards. Similarly, the cessation process applies if a pre-service teacher fails to demonstrate sufficient improvement after a Targeted Support Plan extension.

In either scenario, the placement will be deemed unsuccessful and a recommendation to cease the placement will be submitted to the Unit Coordinator and Associate Dean – WIL. The Professional Experience Supervisor will oversee the *Cessation* process, as outlined in Diagram 2 in the Placement Concerns Procedure.

**Pre-service Teacher Voluntary Withdrawal**

Cessation occurs when a pre-service teacher chooses to discontinue the placement for personal or professional reasons. While such decisions may arise from unavoidable circumstances, pre-service teachers are encouraged to communicate openly and seek support before making a final decision.

It is critical that any withdrawal is conducted with the knowledge and agreement of both the university and the educational setting, as outlined in Diagram 2 in the Placement Concerns Procedure. A pre-service teacher who withdraws from a placement without approval will be deemed to have **failed** both the placement and the unit, as all assessments must be passed to successfully complete placement units.

**School or Setting Withdrawal**

Cessation may occur if the host school or setting determines that continuing the placement is untenable. This could result from factors such as unforeseen operational challenges, irreparable breakdowns in professional relationships, or concerns for student or staff welfare that make it impossible to proceed.

In such cases, the principal/director, or designated site coordinator must notify the Professional Experience Supervisor immediately, providing a clear rationale for the withdrawal. The Professional Experience Supervisor will manage the cessation process, and then liaise with the Associate Dean – WIL and Unit Coordinator to determine the outcome of the placement and unit.

**Other**

Cessation under "Other" encompasses exceptional or unforeseen circumstances that make continuation of the placement impractical or impossible. These may include natural disasters, personal emergencies, or situations not covered by the categories above.

In such instances, the Professional Experience Supervisor, in consultation with the Associate Dean – WIL and Unit Coordinator, will evaluate the situation and determine the appropriate course of action. The cessation process, as detailed in Diagram 2 in the Placement Concerns Procedure, will ensure transparency, fairness, and alignment with CDU policies to safeguard all stakeholders' interests.

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| **Next Steps** |

After signing the Early Cessation of Placement form, the pre-service teacher must:

* Upload the commented, signed Early Cessation of Placement form to Learnline.
* Email the commented, signed Early Cessation of Placement form to the Associate Dean – WIL, Placement Unit Coordinator and Cc their mentor(s), [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au), and the Professional Experience Supervisor for validation

N.B. Ensure the Early Cessation of Placement form is uploaded to Learnline before emailing.

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| **It is recommended that the placement is ceased for the following reason/s:** |
| [Misconduct](#Misconduct)  [Insufficient Improvement during a Targeted Support Plan](#TSP)  [PST voluntary withdrawal](#PST)  [School or Setting Withdrawal](#Setting)  [Other](#Other)  *N.B. Please provide supporting details and documented evidence.* |
| **Education Setting Confirmation** |
| *I confirm that the PST has not met the requirements of the Professional Experience placement and that procedures for reporting degrees of concern in Professional Experience have been followed.* |
| **Coordinator Comment and Signature:** |
| Click or tap here to enter text. |
| A white square with a blue border  Description automatically generated |
| Click or tap to enter a date. |
| **Pre-service Teacher Confirmation** |
| *I confirm that I have not met the requirements of the Professional Experience placement and that procedures for reporting degrees of concern in Professional Experience have been followed.* |
| **Pre-service Teacher Comment and Signature:** |
| Click or tap here to enter text. |
| A white square with a blue border  Description automatically generated |
| Click or tap to enter a date. |
| By signing this report, the Pre-service Teacher agrees to upload the report to Learnline and email it to the Associate Dean – WIL, Placement Unit Coordinator, mentor/s, [Inschool@cdu.edu.au](mailto:Inschool@cdu.edu.au) and the Professional Experience Supervisor for validation. Ensure the report is uploaded before emailing. |