**Education Placement Concerns Procedures**

Level 1 – Notice of Concern Agreement

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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. |
| **Placement End Date** | Click or tap to enter a date. |
| Days Completed | Click or tap here to enter text. |
| Date of Initiation | 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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| **Initiation of the Notice of Concern Agreement** | | | | | | | | |
| When Level 1 concerns are identified, the mentor and/or pre-service teacher must notify the site coordinator and the allocated Professional Experience Supervisor. The Professional Experience Supervisor will facilitate the documentation of developmental goals within this Agreement.  These issues are typically resolved after being formally identified, documented, and discussed between the mentor and the PST. The Professional Experience Supervisor is responsible for notifying the Placement Unit Coordinator about the pre-service teacher's progress against the developmental goals.  The pre-service teacher has a five-day period to address the concerns. If concerns persist or escalate after the Notice of Concern Agreement is signed and actioned, the mentor must contact the Professional Experience Supervisor immediately to initiate a Level 2 Targeted Support Plan. | | | | | | | |
| **Developmental Goals** | | | | | | | | | |
| **Goals** | **Concerns** | | **Responsibilities- Who will do what?** | | | | **Resolution** | | |
| 1 | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| 2 | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| **3** | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| **4** | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | | | |
| **Additional Comments** | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Signature Confirmation** | | | | | | | | | |
| **Mentor Teacher/s**  A white square with a blue border  Description automatically generated | | **Pre-service Teacher**  A white square with a blue border  Description automatically generated | | | **Site Coordinator**  A white square with a blue border  Description automatically generated | | | | |
| Click or tap to enter a date. | | Click or tap to enter a date. | | | Click or tap to enter a date. | | | | |
| By signing this agreement, the pre-service teacher agrees to upload the agreement 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. | | | | | | | | | |