**Education Placement Concerns Procedures**

Level 2 or 3 - Targeted Support Plan (TSP)

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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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| **Initiating the Targeted Support Plan** | | | | | | |
| A Targeted Support Plan must be initiated when a Pre-service Teacher is at risk of not meeting the required Australian Professional Standards for Teachers (APSTs).  If a mentor teacher identifies that a PST may not meet the requirements of the placement, they must:   1. Immediately contact the allocated Professional Experience Supervisor 2. Complete this Targeted Support Plan with assistance from the Professional Experience Supervisor.   A successful outcome can often be achieved through careful planning, coaching conversations, and collaborative support involving the mentor, PST, Professional Experience Supervisor, and Placement Unit Coordinator.  It is important that all stakeholders familiarise themselves with the Education Placement Concerns Procedures available on the [Inschool Website](https://www.cdu.edu.au/arts-society/education/inschool-education-placements/concerns-during-placement). | | | | | | |
| **Documentation and Process** | | | | | | |
| The plan supports and guides evidence collection over a five-day period using the *Daily Progress Report*.  The plan establishes:   1. Key areas of concern presented as developmental goals. 2. The relevant Australian Professional Standards for Teachers (APSTs). 3. Strategies and responsibilities to support the PST in meeting these goals. | | | | | | |
| **Monitoring Progress** | | | | | | |
| The mentor and PST will review progress towards the developmental goals at the end of each of the five days.  These discussions are guided by the *Daily Progress Report*, which includes:   1. Written and verbal feedback addressing the evidence of progress against the goals. 2. An assessment rating recorded against evidence of the PST’s practice. 3. Signatures from both the PST and the mentor on the *Evidence of Progress* section each day.   N.B. The *Daily Progress Report* ***does not*** need to be uploaded to Learnline or emailed each day. The entire plan will be collated upon completing the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan review phase. | | | | | | |
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| **Reviewing the Targeted Support** | | | | | | |
| The review determines whether a pre-service teacher has made sufficient progress, requires additional support, or must cease their placement. The mentor and site coordinator provides a recommendation to the Associate Dean – WIL and Unit Coordinator, which can result in one of the following outcomes:   1. **Sufficient Improvement**   The PST has made sufficient progress and is on track to meet the placement requirements. The concerns are resolved.   1. **Partial Improvement:**   The PST has made some progress but has not yet met all developmental goals, or new concerns have emerged. A second and final five-day support period may be recommended to the Unit Coordinator and Associate Dean – WIL.   * The Professional Experience Supervisor will facilitate a Targeted Support Plan *Extension*. * If the PST does not demonstrate sufficient improvement after two support periods (10 days total), they will be deemed unsuccessful in the placement, and the Professional Experience Supervisor will facilitate the *Cessation* process.  1. **Insufficient Improvement:**   The PST has not made adequate progress, and it is determined that an additional 5 days would not enable them to meet the required standards. In this case, the placement will be deemed unsuccessful, and the Professional Experience Supervisor will facilitate the *Cessation* process. | | | | | | |
| **Submission Checkpoints** | | | | | | |
| The pre-service teacher is responsible for submitting the Target Support Plan on two occasions.   1. Before the Target Support Plan is initiated. Once developmental goals, strategies and responsibilities have been documented, agreed upon, and signed. 2. After five days of Target Support. Once reviewed, and a recommendation has been made and signed.   N.B. The *Daily Progress Report* ***does not*** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days.  By signing the Targeted Support Plan, the pre-service teacher agrees to:   * Upload the signed Targeted Support Plan to Learnline. * Email the Target Support Plan to the Associate Dean – WIL, Placement Unit Coordinator, their mentor(s), [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au), and the Professional Experience Supervisor for validation   N.B. Ensure the Target Support Plan is uploaded to Learnline before sending the email. | | | | | | |
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| **The Target Support Plan** | | | | | | |
| **Developmental Goals** | | | | | | **APST Reference** |
| 1 | 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. |
| **3** | 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. |
| **Strategies and Responsibilities** | | | | | | |
| **Goals** | **Developmental Strategies** | | **Responsibilities- Who will do what?** | | | |
| 1 | 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. | | |
| **3** | 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. | | |
| **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 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. | | | | | | |

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| **Daily Progress Report - Day 1** | | | | | | | |
| **Goal** | | | **Evidence of progress** | | | | **Assessment Rating** |
| 1 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| 2 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **3** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **4** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **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 | | |
| Click or tap to enter a date. | | | | Click or tap to enter a date. | | |
| The Daily Progress Report **does not** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan Review phase. | | | | | | |
| **Daily Progress Report - Day 2** | | | | | | | |
| **Goal** | | | **Evidence of progress** | | | | **Assessment Rating** |
| 1 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| 2 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **3** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **4** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **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 | | |
| Click or tap to enter a date. | | | | Click or tap to enter a date. | | |
| The Daily Progress Report **does not** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan Review phase. | | | | | | |
| **Daily Progress Report - Day 3** | | | | | | | |
| **Goal** | | | **Evidence of progress** | | | | **Assessment Rating** |
| 1 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| 2 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **3** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **4** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **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 | | |
| Click or tap to enter a date. | | | | Click or tap to enter a date. | | |
| The Daily Progress Report **does not** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan Review phase. | | | | | | |
| **Daily Progress Report - Day 4** | | | | | | | |
| **Goal** | | | **Evidence of progress** | | | | **Assessment Rating** |
| 1 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| 2 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **3** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **4** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **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 | | |
| Click or tap to enter a date. | | | | Click or tap to enter a date. | | |
| The Daily Progress Report **does not** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan Review phase. | | | | | | |
| **Daily Progress Report - Day 5** | | | | | | | |
| **Goal** | | | **Evidence of progress** | | | | **Assessment Rating** |
| 1 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| 2 | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **3** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **4** | | | Click or tap here to enter text. | | | | PST has made **sufficient** improvement  PST made **partial** improvement  PST has made **insufficient** improvement |
| **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 | | |
| Click or tap to enter a date. | | | | Click or tap to enter a date. | | |
| The Daily Progress Report **does not** need to be uploaded to Learnline or emailed each day. The entire plan will be collated on the completion of the five days, and a recommendation will be sent to the Unit Coordinator and Associate Dean – WIL in the Targeted Support Plan Review phase. | | | | | | |
| **Recommendations** | | | | | | | |
| Please select from one of the following and check the appropriate box: | | | | | | | |
|  | | PST has made ***sufficient improvement*** during the Targeted Support period to indicate they are on track to successfully fulfil the Professional Experience placement requirements | | | | | |
|  | | PST has made ***partial improvement*** during the first Targeted Support period and will undertake a further and final 5-day Targeted Support period | | | | | |
|  | | PST has made ***insufficient improvement*** during the Targeted Support period (1 or 2) and it is recommended the Professional Experience placement is ceased. | | | | | |
| **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 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. | | | | | | | |