

Pre-Service Teacher 'At Risk of Failure' Notification

This form is used to record the area/s of concern and the strategies that are to be used by the Pre-Service teacher to improve in the area/s. Early intervention is important. **This plan should be completed instead of an interim report if there are concerns with progress.**

The UQ Facilitator should be contacted prior to completing this form and where possible should be present during the school's meeting with the Pre-Service Teacher. Complete this form and return a copy to UQ School of Education as soon as possible and provide a copy to the Pre-Service Teacher.

Improvement to a SATISFACTORY level in the areas identified must be shown by the Pre-Service Teacher within a week of the meeting date.

Pre-Service Teacher:		Date:	
School:			
The Pre-Service Teacher's progress will be reviewed on: <i>(please note: this review date may be sooner if there is minimal improvement)</i>		Date:	

Possible areas of concern/s:	
1. Planning effectively – preparation for teaching	4. Assessing and recording learning
2. Teaching effectively – enactment of teaching	5. Professional conduct
3. Managing effectively – create safe and supportive learning environments	6. Other

PART A <i>(to be completed prior to or during the at risk meeting)</i>
Please advise in the space below which of the above area/s are of concern. Identify specific issues in the area/s of concern.
Identify actions/strategies that will be put in place by the Pre-Service Teacher to try and improve in the identified areas.

	Name	Signature	Date
School Coordinator <i>(where available)</i>			
Supervising Teacher			
Pre-Service Teacher			
UQ Facilitator <i>(where available)</i>			

PART B *(to be completed prior to or at review date)*

Please advise to what extent there has been improvement in the area/s of concern identified in Part A.

Please indicate whether or not the Pre-Service teacher has demonstrated satisfactory improvement to continue with the professional experience placement (tick decision below and provide comments if necessary).

Satisfactory Improvement**Unsatisfactory Improvement****Comments**

	Name	Signature	Date
School Coordinator <i>(where available)</i>			
Supervising Teacher			
Pre-Service Teacher			
UQ Facilitator <i>(where available)</i>			

Notes:

If further space is required please attach other notes/evidence to this document.

After the At Risk meeting in Part A it is strongly recommended that the Pre-Service Teacher completes a personal reflection and detailed action plan for how they will aim to improve in the identified areas, including a list of goals.

Distribution of Form

After each Part of the form is completed:

1. Give a signed copy to the Pre-Service Teacher
2. UQ Facilitator to send a copy to the UQ School of Education by email prac@uq.edu.au
3. School retain a copy