

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 those area/s. Early intervention is important. **An 'At Risk of Failure' notification should be completed instead of an Interim Report if there are concerns with the Pre-Service Teacher progress.**

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

Improvement to a SATISFACTORY level in the area/s 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 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 area/s

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

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)*.

Unsatisfactory improvement**Satisfactory improvement**

Comments *(if necessary)*

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

NOTES:

If further space is required, please attach other notes or 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 plan for how they will aim to improve in the identified area/s, including a list of goals.

Distribution of 'At Risk of Failure' Notification:

After each Part of the notification is completed, the School is to:

1. Give a signed copy to the Pre-Service Teacher
2. Send a copy to the UQ School of Education by email: prac@uq.edu.au from an official School email account
3. Retain a copy