

Preservice 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 preservice teacher to improve in the area/s. Early intervention is important. **An at risk of failure report 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 At Risk meeting with the preservice teacher. Complete this form and return a copy to UQ School of Education as soon as possible and provide a copy to the preservice teacher.

Improvement to a satisfactory level in the areas identified *must* be shown by the preservice teacher within a week of the meeting date.

Preservice teacher:		Date:	
School:			
The preservice 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 *(to be completed prior to or during the at risk meeting)*

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 preservice teacher to try and improve in the identified areas.

	Name	Signature	Date
Site coordinator			
Supervising teacher			
Preservice 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 preservice 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
Site coordinator			
Supervising teacher			
Preservice 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 preservice 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 the School is to:

1. Give a signed copy to the preservice teacher
2. Send a copy to the UQ School of Education by email prac@uq.edu.au or fax (07) 3365 7199 from an official School email account or fax number
3. Retain a copy