**Level 3-Early Cessation of Placement Form**

**Termination of Placement**

The actions in this section are guided by the following policy:

* Charles Darwin University Student Code of Conduct
* Charles Darwin University (Student General Conduct) By-Laws

**Termination of a placement is a serious matter**

Termination of a placement may occur if a PST is experiencing extreme difficulty in meeting the placement requirements (Level 2), or in cases of misconduct (Level 3).

**Level 2 Termination**

Termination of placement is a last resort process and will usually only occur after consultation with the PST, mentor teacher, setting-based coordinator, unit coordinator and Associate Dean – Work Integrated Learning (AD WIL). Termination usually does not occur without warning or before remedial actions have been implemented.

**Level 3 Misconduct Termination**

Termination of placement can occur immediately if the situation is viewed as urgent or of significant seriousness. This includes if a PST presents to a placement under the influence of drugs or alcohol, or if the learning and safety of students in host classes and schools is seriously compromised by a PST’s unprofessional behaviour.

As part of the duty of care of teaching professionals - PSTs, practicing teachers, school leaders and CDU staff are bound to report any unprofessional behaviour. Where a PST breaches the CDU Code of Conduct, the regulator’s Code of Ethics applicable to the state/territory where the placement is being conducted, or otherwise significantly demonstrates non-professional behaviour, the setting-based coordinator or Principal/Director should advise the PST, the [Inschool@cdu.edu.au](mailto:Inschool@cdu.edu.au), The WIL Education Field Manager and the Associate Dean WIL; immediately.

If the instance/s of behaviour is deemed to be of significant seriousness by the educational setting, the principal/director may terminate the placement. An Early Cessation of Placement form is completed and emailed to [inschool@cdu.edu](mailto:inschool@cdu.edu). The WIL Education Field Manager will advise unit coordinator and Associate Dean WIL. The Associate Dean WIL will review the case to support the recommendation or take alternate action.

**Voluntary Withdrawal by the PST**

A Pre-service teacher (PST) who voluntarily withdraws from a placement at any stage, without the knowledge and/or agreement of both the university and the educational setting, will be deemed to have failed the placement.

**Details Required**

The professional learning leader/site coordinator/director completes the Early Cessation of Placement form and emails to InSchool@cdu.edu.au and this will be forwarded to relevant CDU staff. Please refer to the InSchool – Education Placement Concern Procedures document for details.

**Early Cessation of Placement Details**

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| Setting Details |
| Principal/Director Name: Click or tap here to enter text.  Site Name: Click or tap here to enter text.  Email: Click or tap here to enter text.  Phone: Click or tap here to enter text. |
| Mentor Name: Click or tap here to enter text.  Email: Click or tap here to enter text.  Phone: Click or tap here to enter text. |
| Preservice Teacher Details |
| Preservice Teacher Name: Click or tap here to enter text.  Student ID Number: Click or tap here to enter text.  Email (CDU): Click or tap here to enter text.  Email (Personal or Preferred): Click or tap here to enter text.  Phone: Click or tap here to enter text. |
| Placement Details |
| Unit code: Click or tap here to enter text.  Semester Enrolled in Unit: Click or tap here to enter text.  Number of placement days completed: Click or tap here to enter text.  Date Placement Ceased: Click or tap here to enter text. |

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| It is recommended the placement cease for the following reason/s: |
| Targeted Support Plan was not successful (Please provide Targeted Support documentation)  Misconduct (Please provide supporting details)  PST voluntary withdrawal (Please provide supporting details)  Other (Please provide supporting details) |
| Education Setting Confirmation |
| *I confirm that the above PST has not met the requirements of the Professional Experience placement at this time, and that procedures for reporting degrees of Concern in Professional Experience have been followed.*  Educational Setting Comment:  Click or tap here to enter text. |
| Principal/Director’s Signature:  *Please ensure signatures are ‘hand signed’ or an electronic image of the signature is used.*  Shape  Description automatically generated with low confidence  Date: Click or tap to enter a date. |
| Preservice Teacher’s Signature  *I acknowledge and confirm the information above.*  Shape  Description automatically generated with low confidence  Date: Click or tap to enter a date. |