Level 2 – Targeted Support Plan

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| **Preservice Teacher Name:**  Click or tap here to enter text. | **Student No.**  Click or tap here to enter text. | **Unit Code:** Click or tap here to enter text.  **Year Enrolled in Unit:** Click or tap here to enter text.  **Semester Enrolled in Unit:** Click or tap here to enter text. |
| **Name of School and/or Educational Setting**  Click or tap here to enter text.  **Setting**  Choose an item.  **Location: Please select the State/Territory**  Choose an item. | **Placement days completed so far:**  Click or tap here to enter text. | **Date of Targeted Support Plan Initiation:**  Click here to enter a date |
| **Class/Year Level(s) and Ages:** Click or tap here to enter text. | **For secondary placements Teaching Area(s):**  Click or tap here to enter text. | |
| **Mentor Teacher:** Click or tap here to enter text.  **Email address:** Click or tap here to enter text.  **Phone number:** Click or tap here to enter text. | **Professional Learning Leader (Where Applicable):**  Click or tap here to enter text.  **Email address:** Click or tap here to enter text.  **Phone number:** Click or tap here to enter text. | |
| **Placement Start Date:** Click here to enter a date | **Placement End Date:** Click here to enter a date | |

**Preservice Teacher Acknowledgement of Targeted Support**

A Targeted Support Plan is being developed by your Mentor Teacher, in conjunction with yourself, CDU and other school staff. Your host school/centre have determined that elements of your Professional Experience require focus and support to meet the unit requirements. The support plan below includes explicit actions that you will need to take to complete the placement satisfactorily. The plan identifies times for daily revision and consultation with your mentor. A university professional experience supervisor will also provide support.

**Process**

* Depending on the outcome of the Targeted Support Plan, further action may be undertaken to support you to meet the unit requirements.
* It is important that you familiarize yourself with the **Education Placement - Concern Procedures**. The procedures are available on the *InSchool* website: <https://www.cdu.edu.au/indigenous-futures-education-arts/inschool-education-placements>.
* If you have any queries about the procedures, please discuss these with the CDU Professional Experience Field Manager via [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au) or phone: 08 8946 6362.

When the Targeted Support Plan is completed, it must be signed by all present and emailed to the PST, with all parties copied into the email, including [Inschool@cdu.edu.au](mailto:Inschool@cdu.edu.au) .

**Duration and Daily Progress Reports**

**The Targeted Support Plan runs for a period of 5 days. The plan lists:**

1. The key areas of concern in the form of developmental goals
2. The related Australian Professional Standard for Teachers and
3. Establishes a program of strategies to support the PST in meeting these goals.

PST performance against these goals is assessed daily over the 5-day period.

The mentor and PST discuss progress towards the goals at the end of each day. The Daily Progress Report guides the conversation and a rating is recorded against evidence of PST’s practice. The PST and mentor sign the form each day.

The potential outcomes of this process include:

1. The PST gets back on track meeting the requirements by the end of the placement. In this case, the PST submits the plan with the final report to the CDU Unit Coordinator, and ccs [inschool@cdu.edu.au](mailto:inschool@cdu.edu.au), the Mentor Teacher and the Field Manager.
2. The PST does not meet the identified developmental goals within the 5 days. A second and final opportunity may be provided. The provision of the additional time is a decision made in collaboration with the Field Manager, Unit Coordinator and the Associate Dean WIL.
3. If the PST does not successfully complete the Targeted Support Plan over two targeted support periods (10 days total) they will be deemed to be unsuccessful in the placement and a Fail grade will be recorded.

At the completion of the support plan, the Placement reports and support plans are uploaded to LearnLine by the preservice teacher and emailed to Mentor Teacher, and copied to the Professional Learning Leader, Field Manager, Unit Coordinator and [Inschool@cdu.edu.au](mailto:Inschool@cdu.edu.au)

**The Targeted Support Plan**

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| **Developmental Goals** | | |
| **Goal** | | **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**

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| **Developmental Goals** | | |
| **Goal** | **Developmental Strategy** | **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. |

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| **Signature Confirmation**  *Please ensure signatures are ‘hand signed’ or an electronic image of the signature is used.* | |
| ***Preservice teacher signature:*** | Shape  Description automatically generated with low confidence |
| ***Mentor teacher(s) signature:*** | Shape  Description automatically generated with low confidence |
| ***Coordinator/Director*** | Shape  Description automatically generated with low confidence |

Daily Progress Report

‘Sufficient improvement’: PST is back on track to meet the performance requirements of the placement

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| **Day 1: Evidence of Progress** Click here to enter a date | | |
| **Goal** |  | **Assessment Rating** |
| **1** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **2** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **3** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **4** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |

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| **Day 2: Evidence of Progress** Click here to enter a date | | |
| **Goal** |  | **Assessment Rating** |
| **1** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **2** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **3** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **4** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |

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| **Day 3: Evidence of Progress** Click here to enter a date | | |
| **Goal** |  | **Assessment Rating** |
| **1** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **2** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **3** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **4** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |

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| **Day 4: Evidence of Progress** Click here to enter a date | | |
| **Goal** |  | **Assessment Rating** |
| **1** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **2** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **3** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **4** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |

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| **Day 5: Evidence of Progress** Click here to enter a date | | |
| **Goal** |  | **Assessment Rating** |
| **1** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **2** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **3** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |
| **4** | Click or tap here to enter text. | PST **has** achieved  sufficient improvement  PST **has not** yet  achieved sufficient  improvement |

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**Recommendations**

To be completed at the end of the 5-Day Targeted Support Period

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 not yet* made sufficient improvement** during the first Targeted Support period and will undertake a further and final 5-day Targeted Support period |
|  | PST has ***not made* sufficient improvement** during the Targeted Support period (1 or 2) and **has failed** the Professional Experience placement. |

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| ***Mentor teacher(s) signature:*** | Shape  Description automatically generated with low confidence  Click here to enter a date |
| ***Coordinator/Director*** | Shape  Description automatically generated with low confidence  Click here to enter a date |

**Return form**

Mentor Teacher or setting-based Professional Experience coordinator emails form to [Inschool@cdu.edu.au](mailto:Inschool@cdu.edu.au) and copies to other signatories.