[PST’s name and Student Number]:

Placement concerns: Level 2 – Targeted support notification

Date

**Dear Re: Targeted Support**

I am writing to formally advise that staff in the CDU College of Indigenous Futures, Education and the Arts, and your host school/centre have determined that elements of your Professional Experience are currently not at a level to meet the unit requirements.

A Targeted Support Plan will be developed by your mentor teacher, in conjunction with yourself, CDU and other school staff. This includes explicit actions that you need to take to complete the placement satisfactorily. The plan also identifies times for review the situation and for consultation meetings. Depending on the outcome of the Targeted Support Plan different processes will be undertaken to support you to meet the unit requirements.

It is important that you familiarise yourself with the procedures for a Notification of Concern. These are available on the InSchool website: <https://www.cdu.edu.au/indigenous-futures-education-arts/inschool-education-placements>

You are required to ‘reply all’ to this email **within 48 hours** to indicate that you have read and that understood this email and the *InSchool – Placement Concern Procedures* document.

If you have any queries about the process, please discuss these with the Unit Coordinator and if they are not available and the matter is urgent, contact Dr Claire Bartlett, Associate Dean-Work Integrated Learning.

Yours Sincerely