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Placement concerns: Level 2 – Targeted support plan

The Targeted Support Plan should be completed following a discussion between the mentor teacher, setting-based Professional Experience coordinator, and the PST, and in consultation with the CDU unit coordinator. It must then be signed by all present and forwarded to the CDU unit coordinator.

Where the mentor teacher has concerns that the pre-service teacher (PST) may fail to achieve the requirements of the placement, the Targeted Support Plan **must be completed as soon as the concerns are identified,** or by the Interim Report stage, whichever is sooner.

The Targeted Support Plan **runs for a period of 5 days**. Its **purpose** is to identify the key areas of concern in the form of developmental goals and to establish 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.***

* If the Targeted Support Plan results in the PST ***successfully*** getting back on track to meet the requirements by the end of the placement, the PST submits this form with the final report to the CDU unit coordinator.
* If the PST is ***unable t****o meet* the identified developmental goals within the 5 days, a second and final opportunity may be provided.
* 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.

Placement concerns: Level 2 – Targeted support plan

|  |  |
| --- | --- |
| Preservice teacher name: | Student number: |
| Educational setting: | Date: |
| Mentor teacher name: | Email:  Tel: |
| School-based Professional Experience Coordinator/Director name: | Email:  Tel: |

|  |  |  |
| --- | --- | --- |
| Developmental Goals (1-3) | | |
| 1: | | |
| 2: | | |
| 3: | | |
| Goals | **Developmental strategy** | **Responsibilities: Who will do what?** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

|  |  |
| --- | --- |
| Signed Preservice teacher |  |
| Signed Mentor teacher |  |
| Signed Coordinator/Director |  |

|  |  |  |
| --- | --- | --- |
| Daily progress report | | |
| PST Name | Date | Day 1 2 3 4 5 of Plan  (Circle as completed) |

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

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| --- | --- | --- | --- |
| Goal | Evidence of Progress Day 1 | | Assessment rating |
| 1 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 2 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 3 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 4 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| PST signature | | Mentor signature | |

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Evidence of Progress Day 2 | | Assessment rating |
| 1 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 2 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 3 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 4 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| PST signature | | **Mentor signature** | |

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Evidence of Progress Day 3 | | Assessment rating |
| 1 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 2 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 3 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 4 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| PST signature | | Mentor signature | |

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Evidence of Progress Day 4 | | Assessment rating |
| 1 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 2 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 3 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 4 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| PST signature | | Mentor signature | |

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Evidence of Progress Day 5 | | Assessment rating |
| 1 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 2 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 3 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| 4 |  | | * PST **has** achieved sufficient improvement * PST **has not** yet achieved sufficient improvement |
| PST signature | | **Mentor signature** | |

|  |  |  |
| --- | --- | --- |
| Recommendations  to be completed at the end of the 5-day Targeted Support period (circle one) | | |
| 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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| --- | --- |
| Signed Preservice teacher | Date |
| Signed Mentor teacher | Date |
| Signed Coordinator/Director | Date |

**Return form:**

Mentor teacher or setting-based Professional Experience coordinator emails form to CDU unit coordinator and copies to other signatories.

Please refer to the *InSchool – Placement Concern Procedures* document for details.