**Termination of Placement**

Placement concerns:

Level 3 - early cessation of placement

Termination of a placement is a serious matter.

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

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.

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 professional experience.

**Voluntary withdrawal by the PST**

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

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 the unit coordinator and Associate Dean – Work Integrated Learning for follow up. Please refer to the *InSchool – Placement Concern Procedures* document for details.

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| --- | --- |
| Principal/Director:Site:  | Email:Tel: |
| Mentor: | Email:Tel: |
| Preservice Teacher | Email:Tel: |
| Student number | Unit code  |
| Number of days completed: | Date Placement Ceased: |

|  |
| --- |
| The reason for cessation of placement is: |
| ☐  | 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) |

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: |
| Principal/Director’s signature: |
| Date: |