**Procedure for Teacher Education Student requiring additional support and/or at risk of failure**

**START**

- The TES misses days due to illness, family problem, personal matter or misadventure
  - Yes
  - TES provides BOTH the WIL Unit Office and the School (including ST) with documentary evidence and NEGOTIATES make-up days with the school
  - No

- The SC and/or ST identify that there are concerns regarding the TES performance on placement
  - Yes
  - Is the concern of a serious nature? eg Serious or gross unprofessional conduct; students are not learning from the TES
  - No

- The SC and/or ST assist the TES by discussing expectations, providing greater support and role modeling competencies. Is there evidence of improvement from the TES?
  - Yes
  - The University Liaison is contacted. A time specific ACTION PLAN is devised by the University Liaison in collaboration with the SC, ST and TES. All parties agree and sign the action plan. A copy of the plan is given to TES, ST and the WIL team. Has the TES met the requirements of the action plan?
  - No

- Has the TES completed ALL the required days for the placement and received a SATISFACTORY report from the ST and the University Liaison?
  - Yes
  - PASS
  - No

- The SC or ST contacts the University Liaison and/or the WIL team. The TES is WITHDRAWN from the placement.

**NOTE:** In instances of ongoing unprofessional conduct or where serious concerns manifest, the Liaison contacts WIL team and the TES is WITHDRAWN from the placement.

- The placement is ceased, the TES meets with a WIL representative, Liaison and other relevant parties. In most circumstances the student will receive a fail grade. If approved for an additional placement, an action plan will be devised to be completed prior to the next placement. Has the TES been approved to take an additional placement?
  - Yes

**TES** Teacher Education Student  **ST** Supervising Teacher  **WIL** Work Integrated Learning (aka Professional Experience)  **SC** School Coordinator