Appendix 19

Procedures for Teacher Education Student Requiring Additional Support and/or at Risk of Failure

**NOTE:** TES = Teacher Education Student; SC = School Coordinator; ST = Supervising Teacher; PEC = Professional Experience Coordinator

* In some cases a fail grade is still awarded

** If the student decides they want to have another attempt at the placement the PE office will arrange this

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The TES completes ALL the required days for the placement and receives a SATISFACTORY report from the ST and the University Liaison

- YES → The PEC convenes a meeting with the TES, Liaison and other relevant parties. If the PEC deems warranted, a new ACTION PLAN is devised and the TES is given another opportunity to do ANOTHER PLACEMENT

- NO → NO

The SC and/or ST identify that the TES has a professional or pedagogic problem

- YES → The professional or pedagogic problem is of a serious nature, e.g. serious or gross unprofessional conduct

  - YES → The SC contacts the University Liaison, PEC and/or PE Office and the TES is WITHDRAWN from the placement by the PEC

  - NO → The SC and/or ST assist the TES by discussing expectations, providing greater support and role modeling competencies. The TES demonstrates improvement.

  - NO → The University Liaison is contacted. An ACTION PLAN is devised by the Liaison in collaboration with the SC and ST. A copy of the plan is submitted to TES, ST and the PE Office / PEC. The TES demonstrates improvement.

- NO → The TES misses days due to illness, family problem, personal matter or misadventure

  - YES → TES provides BOTH the PE Office and the School (including ST) with documentary evidence and NEGOTIATES make-up days with the school

  - NO → NO

  - YES → The SC and/or ST identify that the TES has a professional or pedagogic problem

- NO → The University Liaison provides BOTH the Pe Office and the School (including ST) with documentary evidence and NEGOTIATES make-up days with the school

- YES → The PEC convenes a meeting with the TES, Liaison and other relevant parties. If the PEC deems warranted, a new ACTION PLAN is devised and the TES is given another opportunity to do ANOTHER PLACEMENT

- NO → PASS

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NOTE: In instances of ongoing unprofessional conduct or where serious pedagogical problems manifest, the Liaison contacts the PEC and the TES is WITHDRAWN from the placement by the PEC