Appendix 2

Procedures 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

NO

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

NO

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

YES

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

YES

The SC or CT contacts the PEC and the TES is WITHDRAWN from the placement by the PEC

NO

The SC and/or CT assist the TES by discussing expectations, providing greater support and role modeling competencies. The TES demonstrates improvement.

NO

The Professional Experience Office is contacted. An ACTION PLAN is devised by the CC in collaboration with the SC and CT. A copy of the plan is submitted to TES, CT and the PE Office / PEC. The TES demonstrates improvement.

YES

The CC convenes a meeting with the TES, and other relevant parties. If the CC deems warranted, an ACTION PLAN is devised and the TES is given another opportunity to do ANOTHER PLACEMENT

NO

The TES completes ALL the required days for the placement and receives a SATISFACTORY report from the CT

NO

PASS

NOTE: TES= Teacher Education Student; SC=School Coordinator; CT=Cooperating Teacher; PEC=Professional Experience Coordinator CC= Course Coordinator (Dr Neville Ellis)