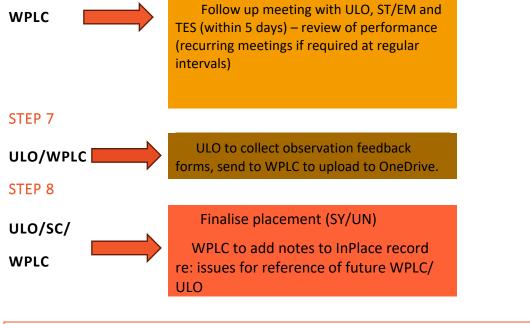


## TEACHER EDUCATION STUDENT PLACEMENT SUPPORT AND REVIEW PROCESS (SPSRP) CHECKLIST

| Teacher Education Stude                          | ent (TES):   |       |
|--|--|-------|
| Course:  |  |       |
| Subject:   |  |       |
| School/Service:                                  |  |       |
| Supervising Teacher/Mer                          | ntor (ST/M):   |       |
| Subject Coordinator:                             |  |       |
| University Liaison Office<br>Officer (ULO/PELO): | r/Professional Experience Liaison  |       |
| Dates of Placement:                              |  |       |
| PROCESS  | TASK ⊙ CHECK WHEN COMPLETED  | NOTES |
| STEP 1 ULO                                       | Discussion between Supervising Teacher (ST), University Liaison Officer (ULO) /Professional Experience Liaison Officer (PELO [Early Childhood, Primary & Secondary]) identifying areas of concern *No later than day 8 of placement. |       |
| STEP 2   |  |       |
| ULO  | Teacher Education Student ( <b>TES</b> ) informed of Student Placement Support and Review Process ( <b>SPSRP</b> ) Notification of Concern completed by ULO  |       |
|  | and ST in Early Childhood the External   |       |
| STEP 3   | Mentor (EM)  |       |
| ULO  | Notification of Concern forwarded to Work Place Learning Coordinator (WPLC) and TES  |       |
| STEP 4   |  |       |
| WPLC   | Notification of Concern forwarded to the Senior Work Place Learning Coordinator (SWPLC) and cc'd to Subject Coordinator (SC)   |       |
| STEP 5   |  |       |
| ULO/ WPLC  | Developmental Support Plan developed against the AITSL standards and completed by ST/EM, in consultation with ULO and WPLC/PELO if required.   |       |
|  | Developmental Support Plan provided to TES by ST/EM.  ULO to send copy to WPLC/PELO to   |       |

upload to OneDrive.

## STEP 6



| SUMMARY |  |  |
|---------|--|--|
|         |  |  |
|         |  |  |
|         |  |  |
|         |  |  |
|         |  |  |
|         |  |  |

| Workplace Learning Coordinator: |                               |
|---------------------------------|-------------------------------|
| Date:                           | Click or tap to enter a date. |