



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

Teacher Education Student (TES):	
Course:	
Subject:	
School/Service:	
Supervising Teacher/Mentor (ST/M):	
Subject Coordinator:	
University Liaison Officer/Professional Experience Liaison Officer (ULO/PELO):	
Dates of Placement:	

PROCESS	TASK	CHECK WHEN COMPLETED	NOTES
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### 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 (TES) informed of Student Placement Support and Review Process (SPSRP)  
Notification of Concern completed by ULO and ST in Early Childhood the External Mentor (EM)

### STEP 3

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

WPLC



Follow up meeting with ULO, ST/EM and TES (within 5 days) – review of performance (recurring meetings if required at regular intervals)

STEP 7

ULO/WPLC



ULO to collect observation feedback forms, send to WPLC to upload to OneDrive.

STEP 8

ULO/SC/

WPLC



Finalise placement (SY/UN)  
WPLC to add notes to InPlace record re: issues for reference of future WPLC/ULO

SUMMARY

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