

Professional Experience Student at Risk (StAR) Procedure

School of Education

STEP 1: StAR NOTIFICATION MADE

Where a Mentor Teacher (MT) identifies that a Pre Service Teacher (PST) is at risk of not being able to successfully complete a professional experience placement, the MT is required to contact the PST's University Mentor (UM).

Nature of the risk assessed / Course of action decided

The MT and UM determine whether the risk is related to the PST's professional experience skills.

<p>If risk not related to professional experience skills – dealt with on case-by-case basis. Depending on the nature of the risk, this may involve referring the PST to the relevant Federation support service. Course of action and outcome noted on InPlace by the PST's UM.</p>	<p>If risk related to professional experience skills – proceed to STEP 2 where a meeting is to be convened as soon as possible between the PST, MT and UM to determine an appropriate Learning Support Program.</p>
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STEP 2: STAR LEARNING SUPPORT PROGRAM DEVELOPED

MT and UM meet with the PST to develop a StAR Learning Support Plan, using the template on page 2, documenting the following five components:

1. areas of concern, linked to the criteria in assessment of the course being undertaken
2. actions which the PST must take to address the identified areas of concern
3. support to be provided to the PST to complete these actions
4. nominated personnel in the education setting and at Federation to provide this support
5. timeline for satisfactory completion.

The MT, UM and PST must keep a copy of the completed and signed StAR Learning Support Plan and a copy must also be forwarded by email to sea.professionalexperience@federation.edu.au

STEP 3: COMPLETED STAR LEARNING SUPPORT PROGRAM OUTCOME REPORTED

The MT and UM will complete an Outcome Report using the template on page 3. The PST will be assessed as either 'satisfactory' or 'unsatisfactory'. The completed StAR Learning Support Program Outcome Report is copied for the PST and emailed by the UM to sea.professionalexperience@federation.edu.au to be recorded on the student's file at Federation.

<p>Satisfactory</p>	<ul style="list-style-type: none"> • Former areas of concern are now recorded as being satisfactorily addressed on the StAR Learning Support Program Outcome Report.
<p>Unsatisfactory</p>	<ul style="list-style-type: none"> • The PST has failed to satisfactorily address identified areas of concern. • Areas that the student will need to specifically work in in future to be clearly identified in the StAR Learning Support Program Outcome Report. • Following an unsatisfactory result, a meeting with the PST is convened at Federation and organised by a member of the Professional Experience Team. A repeat enrolment in this Professional Experience Course would need to be successfully completed. • Note that a PST may be suspended if a Professional Experience is failed.

STAR LEARNING SUPPORT PROGRAM TEMPLATE

The template is to be completed by the Mentor Teacher in conjunction with the University Mentor and the Pre-Service Teacher (PST). It is vital that all parties are present for the formulation of this Plan. After all parties have agreed on all components recorded in the template, they must all sign and date the completed Plan and retain a copy for their records. Note that the UM must forward a copy to Federation's Professional Experience Team by email to sea.professionalexperience@federation.edu.au

Pre Service Teacher's Name		ID	
Education Setting			

Area/s causing concern (Must link to the Standards in Course Assessment Report (Form A))	Action required to be taken by the PST	Support Program for PST		Timeline for satisfactory completion
		Educational setting	Federation University	

	Name	Signature	Date
Pre-Service Teacher			
Mentor Teacher			
Principal/Education Setting Coordinator			
University Mentor			

STAR LEARNING SUPPORT PROGRAM ASSESSMENT REPORT

A completed and signed copy of this report must be forwarded to Federation's Professional Experience Team by email to sea.professionalexperience@federation.edu.au

Pre Service Teacher's Name		ID	
Education Setting			

Area/s causing concern Copy from StAR Learning Support Plan	Action required to be taken by the PST Copy from StAR Learning Support Plan	Assessment of action taken by the PST to address area/s of concern To be completed by the MT and UM If Unsatisfactory, areas that the student will need to specifically work in in future to be clearly identified

Overall Assessment	Satisfactory		Unsatisfactory	
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	Name	Signature	Date
Mentor Teacher			
University Mentor			
Pre-Service Teacher			