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**Notification of “In Need of Additional Support”**

Macquarie University upholds the highest professional standards in its Teacher Education Program. A Teacher Education Student (TES) who is deemed ‘In Need of Additional Support’ is not reaching a satisfactory level of achievement in their professional experience placement. An “In Need of Additional Support” determination may be made by the Supervising Teacher (ST) or by a Tertiary Supervisor (TS). It is imperative that TES “In Need of Additional Support” are identified as early as possible during their placement and that the areas of concern are documented, allowing appropriate processes to take place. We have developed procedures and strategies to support the TES and the ST. Depending upon placement there may be areas that are not assessed – refer the Professional Experience Evaluation Report for which aspects are being assessed.

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| **Unit (E.g. ECHE / EDST)** |  | |
| **TES Name** |  | |
| **TES Student Number** |  | |
| **Centre/age group (for Early Childhood TES)** |  | |
| **School/stage/class (for Primary and Secondary TES)** |  | |
| **Supervising Teacher** |  | |
| **Tertiary Supervisor** |  | |
| **Report submitted by** | Supervising Teacher | Tertiary Supervisor |
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| **SECTION A: Satisfactory elements of the Teacher Education Student’s professional experience placement** |
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| **SECTION B: Additional support plan for the Teacher Education Student (TES)** | |
| **Outline issues in relation to each area – write N/A if no issue** | **List goal for TES in each area of concern and appropriate timeline for achieving** |
| 1. **Know students and how they learn:** |  |
| 2. **Know the content and how to teach:** |  |
| 3. **Plan for and implement effective teaching and learning:** |  |
| 4. **Create and maintain supportive and safe learning environments:** |  |
| 5. **Assess, provide feedback and report on student learning:** |  |
| 6. **Engage in professional learning:** |  |
| 7. **Engage professionally with colleagues, parents/carers and the community:** |  |

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| **Please tick box (es) that this In Need of Additional Support status relates to:** | |
|  | Documentation/eportfolio/written work is in need of additional support\* |
|  | Professional practice is in need of additional support |
| ***\* The teacher education student must submit their PE documentation at the end of PE*** | |

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| **Signatures:** | | **Copy Provided to** |
| Teacher Education Student: Date:  Supervising Teacher: Date:  Tertiary Supervisor: Date:  Unit Convenor (UC): Date: |  |  |
|  |  |
|  |  |
|  | via WIL Office |

Please provide a copy of this completed form to the Teacher Education Student, Tertiary Supervisor, Supervising Teacher and email the form to the WIL Office [arts.wil\_admin@mq.edu.au](mailto:arts.wil_admin@mq.edu.au)

*The ‘In Need of Additional Support’ status will remain until the final assessment occurs at the completion of the unit.*

The “In Need of Additional Support” (INAS) process is described in full in the School of Education Professional Experience Handbook. Below is a summary of the steps.