**PGCE Action Plan**

Following an identification of a significant issues or not meeting targets on a Support Plan, this Action Plan is undertaken. *This is the second level of intervention in the Cause for Concern process; the student teacher should be made aware of the serious consequences of not meeting targets set.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | University Tutor |  |
| Course |  | Head of Course |  |
| Subject/Phase |  | Mentor/ Co-tutor |  |
| School |  | ITE Coordinator/ Head teacher |  |
|  |  | LP Lead (if appropriate) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue |  | Review date |  |

**Background**

|  |  |
| --- | --- |
| **Summary of current strengths** | **Summary of concerns** |
|  |  |

**Action Plan**

Date of meeting: Click or tap to enter a date.

Present: Trainee  University Tutor  Head of Course  Mentor/Co-tutor  ITE Coordinator  Head teacher  Other (Name/ role: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of need** | **Targets** | **Actions** | **Support to be provided** | **Review** |
|  |  |  |  | Met/Partially Met/Not Met |
|  |  |  |  | Met/Partially Met/Not Met |
|  |  |  |  | Met/Partially Met/Not Met |

**Review**

[Date of meeting: Click or tap to enter a date.]

Present: Trainee  University Tutor  Head of Course  Mentor/Co-tutor  ITE Coordinator  Head teacher  Other (Name/ role: )

|  |  |
| --- | --- |
| **Summary of progress** | **Outcome** *delete as appropriate* |
|  | Progress made – Action Plan completed  Progress made – Action Plan completed and stepped down to a Support Plan  Some progress made – Action Plan extended  Insufficient progress made – Student deemed to be At Risk: Refer to Head of Course |

Note: This is a collaborative document and the student must be involved in its production and review.

This support plan and the review to be emailed to: student teacher, university tutor, Head of Course, mentor/co-tutor, ITE coordinator, (LP Lead if Lead Partner student) and PGCE administrator.