



WIL009

Action Plan

GUIDELINES FOR COMPLETING THIS ACTION PLAN

In the first instance, please refer to the relevant Concerns Regarding Student Flowchart:

- [Concerns Regarding Student Flowchart \(WIL008 A\)](#) – for Professional Engagement
- [Concerns Regarding Student Flowchart \(WIL008 B\)](#) – for PE1, PE2 and Professional Practice

This Action Plan is drawn up collaboratively by the Supervising or Cooperating Teacher and the University Liaison and should be implemented as soon as concerns arise that may affect the PST's ability to pass the placement.

The Action Plan should outline specific concerns, provide clear examples, identify areas for improvement, available support, and include an adequate review period to allow the PST a fair opportunity to demonstrate improvement. The Action Plan is a supportive, not punitive, process designed to determine whether the PST can successfully meet placement requirements.

Please note, we recommend this plan be in place for **between 3 to 5 days**. Note that this is subject to the supervising teacher's discretion.

DETAILS

Pre-Service Teacher				Program	
Subject Areas					
Placement	PE1	PE2	Other	School Term and Year	
University liaison/representative					
Reasons for this Action Plan					
Action to be taken by the Pre-Service Teacher <i>Dates for completion to be specified where appropriate</i>					

Action to be taken by the UNSW Liaison/Representative <i>Dates for completion to be specified where appropriate</i>
Action to be taken by the placement school (if appropriate) <i>Dates for completion to be specified where appropriate</i>

SIGNATURES

Pre-Service Teacher		Date	
Supervising/Cooperating Teacher		Date	
UNSW Liaison/Representative		Date	

OUTCOMES

At the end of the review period, the outcome of the Action Plan should be documented. If the PST has not demonstrated sufficient improvement to meet placement requirements, including where there has been some improvement but not to the required standard, a further review may be required.

The PST may be given additional time if appropriate; however, if they continue to fall below the required standard, they may be determined not to have met the placement requirements and therefore not pass the placement. Please tick the appropriate boxes:

*Outcome of Action Plan

- ☐ PST **has met** the requirements of the Action Plan and placement expectations as of (Date:)
- ☐ PST **has not met** the requirements of the Action Plan as of (Date:)

Outcome Next Steps

- ☐ **Satisfactory assessment of Action Plan** awarded.
Date: _____
- ☐ **Additional review required.** The PST has shown insufficient improvement and requires further review and/or an extended Action Plan before a final placement outcome can be determined.
Date: _____
- ☐ **Fail assessment** awarded. The PST has not demonstrated the required improvement to meet placement requirements. Placement may be terminated effective immediately.
Date: _____

*A satisfactory outcome on an Action Plan does not guarantee a pass on the placement. If further concerns arise during the remainder of the placement, the Pre-Service Teacher may still be assessed as not meeting placement requirements.

COMMENTS ON OUTCOME OF ACTION PLAN

Please provide details and evidence to support the selected **'Next Steps'** outcome, including examples of the pre-service teacher's progress against the Action Plan and placement requirements.