**Placement Review Process 2022 23**

Associate teacher is at risk of failing a placement **or**

A placement is discontinued before the end date **or**

Associate teacher demonstrates unprofessional conduct.

University tutor informs Course Leaders

Course Leader emails Placement Review Report Forms to associate teacher, mentor, university tutor.

Associate teacher, mentor, university tutor complete Placement Review Report forms.

Completed forms, observation forms Progress Journal and RITs to be emailed to Course Leaders to collate information.

Collated information sent to the Head of Department for review

Head of Department reviews all evidence against BCU ITE Assessment Tracker, DfE ITT Criteria, Keeping Children Safe in Education, Teachers’ Standards Parts 1 and 2.

Head of Department to email a letter with the decision to the associate teacher and the course leaders

Course Team to support Trainee with actions resulting from decision

Course leaders to collate information and complete Student Governance referral forms and send to Head of Department for approval.

Course leaders or link tutor contact school to share decision letter and discuss any implications for mentor training.

Head of Department recommends:

Associate teacher has passed the placement

A resit placement as a first attempt

A resit placement as a first attempt with a RIT in place

A failed placement to be presented to Module Assessment Board (MAB) with the right to resit with a RIT in place

A failed placement to be presented to the MAB and a referral to Student Governance for Fitness to Practice, Fitness to Train or Fitness to Study

A failed resit placement presented to MAB, the module is recorded as failed. If all other modules are passed PG Cert without QTS awarded

Failed placement to be presented to the MAB and the trainee is charged £1125 for resit.