**Assistance Request Form —

Progress Guide

This form can be submitted to the OPL at ANY TIME during the placement.

**At the first point of concern, the supervising teacher should email this form immediately (**[**peo@une.edu.au)**](mailto:peo@une.edu.au)) **to the Office for Professional Learning or phone on 02 6773 3898.**

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| *Please complete this form to alert the OPL about concerns relating to the teacher education student under your supervision. It is important you submit this* ***as soon*** *as concerns or questions are identified so that you and the teacher education student may promptly be supported by UNE.* | | | |
| **Name of Teacher Education Student** |  | | |
| **Name of Supervising Teacher** |  | | |
| **Best contact number** |  | | |
| **Name of School, Centre or Agency** |  | | |
| **Dates of Placement** | from: to: | | |
| **PrEx Unit details i.e. EDUC550:** |  | | |
| **Assessment of Teacher Education Student’s Fundamental Skills**  Fundamental Skills are assessed by the following Core Indicators. These Indicators are based on the Australian Professional Standards for Teachers. If it becomes evident the Core Indicators are not being met, concerns need to be raised with the OPL using this form. **It is a requirement for all teacher education students to acknowledge and demonstrate the Australian Professional Standards for Teachers across all professional experience placements.**  **If any of the Fundamental Skills assessment has ‘No’ indicated, please provide a comment in the box provided explaining the marking.** | | | |
| **The Teacher Education Student:** | | **Yes** | **No** |
| Demonstrates rapport with students and engages in activities to promote student learning (1.1.1, 2.4.1, 4.1.1) | |  |  |
| Presents and conducts themselves professionally and adheres to all school or setting administrative, legislative and/or organisational requirements (7.1.1, 7.2.1) | |  |  |
| Exhibits knowledge of the Australian Professional Standards for Teachers and their application to teaching (6.1.1) | |  |  |
| Constructively receives feedback by demonstrating resilience and responsiveness to suggested areas for improvement from the supervising teacher, school staff, UNE representative and/or other relevant participants (6.3.1) | |  |  |
| Attends required professional learning activities, staying back as required, and applies relevant professional learning when planning for student work or when engaging with students (6.2.1, 6.4.1) | |  |  |
| Shows respect for students and staff from different backgrounds and abilities, including the promotion of respectful relationships with Aboriginal and Torres Strait Islanders (2.4.1, 1.1.1, 1.6.1) | |  |  |
| Please provide specific detail about your concerns. This section may include other concerns outside the teacher education student’s Fundamental Skills assessment: | | | |
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|  | | | |
| Supervising Teacher’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Thank you for emailing this form to the Office for Professional Learning** [**(peo@une.edu.au**](mailto:(peo@une.edu.au)**).**

**Your prompt action in alerting us with your concerns is greatly appreciated.**