

## 23-24 SDD Beginning Practice Formative Reflection On Achievement And Progress

Super Admin

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Date:

### Beginning Practice FRAP Instructions

#### **Instructions:**

You should regularly be linking good examples of your practice to the Profile Descriptor for the relevant phase. You should talk to your Lead Mentor in your Weekly Development meetings about the evidence you have linked so far and which areas you would like to focus on next. You can also complete your FRAP as you progress through the phase, discussing it with your Lead Mentor at each Weekly Development Meeting. You will meet with your Reflective Mentor approximately once a month (dates on your IDP timeline and in the Handbook calendar), their role is to support you to reflect on your progress and help you to decide when you are ready to submit your FRAP and move to the next phase.

There is a final deadline for the BP FRAP, but you can submit a FRAP once you have enough evidence for that phase, your Lead Mentor has agreed that you have evidenced the phase, and your ITEC/Lead School has quality assured the process and submitted it.

Trainees and Personal Tutors should familiarise themselves with the Beginning Practice Profile Descriptor and watch the video on ELE. Mentors can access the video in the Mentor Zone.

## Trainee Reflection Instructions

### To be completed by the trainee during the phase.

Complete the Trainee Reflection and Evidence tabs under the five themes, reflecting on and **providing evidence** for the Beginning Practice profile descriptor. Evidence/ examples that are referenced in the reflection should be linked to the appropriate section of the profile descriptor, or they can be attached to the FRAP. There is no need to attach documents to the FRAP that are already linked to the profile descriptor.

### Your Reflection should-

- Reflect on how your learning in the phase has impacted and improved your practice with reference to specific supporting documents (e.g. online learning materials / articles)
- Demonstrate what you have learnt with reference to specific evidence (e.g. agendas, lesson plans, lesson observations)

## Behaviour Management - Trainee Reflection and Evidence

### Trainee Reflection on Behaviour Management:

You can attach any additional evidence for the above reflection (Behaviour Management) here

### **Pedagogy - Trainee Reflection and Evidence**

#### **Trainee Reflection on Pedagogy:**

You can attach any additional evidence for the above reflection (Pedagogy) here

### **Curriculum - Trainee Reflection and Evidence**

#### **Trainee Reflection on Curriculum:**

You can attach any additional evidence for the above reflection (Curriculum) here

### **Assessment - Trainee Reflection and Evidence**

#### **Trainee Reflection on Assessment:**

You can attach any additional evidence for the above reflection (Assessment) here

## Professional Behaviours - Trainee Reflection and Evidence

### Trainee Reflection on Professional Behaviours:

You can attach any additional evidence for the above reflection (Professional Behaviours) here

## Trainee Comments

**TRAINEE STATEMENT:** Trainees should confirm that they have met the requirements of the phase and complete the comments boxes below. Trainees who have not met the requirements should select this option and complete the comment boxes as appropriate.

### Three things that went well during this phase

### Three areas for development during the Consolidating Practice Phase

## Lead Mentor Comments

**LEAD MENTOR CONFIRMATION:** The trainee has met all the expectations of the Beginning Practice phase

### Guidance for Lead Mentors

In order for the trainee to meet the requirements of the phase, they must have evidenced the profile descriptor. Please confirm this by reviewing all sections of this FRAP and looking at the evidence that the trainee has linked to the Profile Descriptor. Lead Mentors will also need to check that the Safeguarding tasks in the Safeguarding (Home School template) have been completed.

When the Lead Mentor has confirmed that all elements of the FRAP and the Safeguarding template have been checked they should select the Lead Mentor confirmation as 'met'.

Once the trainee and Lead Mentor have completed their statements, the ITEC/Lead School needs to QA the process and submit it by the deadline. The FRAP must be submitted by the deadline, but can be submitted earlier if the trainee has provided enough evidence.

### Trainees who haven't met the requirements of the phase

If the trainee has not met the requirements of the phase by the deadline then the Lead Mentor should select 'not met' on the Lead Mentor Confirmation above. The ITEC will then contact the UVT to issue a Trainee Support Plan or Cause for Concern action plan.

Any additional Lead Mentor comments can be added below:

**ITEC Quality Assurance (signature)**

Total number of days' absence during the Autumn Term up to the completion of this report

**ITEC Quality Assurance:** I can confirm that meetings have taken place with the trainee and the Lead Mentor assessment process has been followed

**ITEC phase confirmation:** Has the trainee met this phase?  
If they have, please select yes and submit the BP FRAP.

**What to do if they haven't met the phase?**

Most trainees should have met the phase, for those who haven't please select 'not met' then submit and contact the UVT who will support with issuing a Trainee Support Plan or Cause for Concern. Please copy in [exeterpartner@exeter.ac.uk](mailto:exeterpartner@exeter.ac.uk).

The TSP/CFC action plan will clearly outline what is needed for the trainee to meet this phase and how this will be assessed at the review point.