

23_24 Cause for Concern

Super Admin

22/08/2023

Date:

Date of Issue

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Reason for CFC

Cause for Concern on Progress towards the Teachers' Standards (for QTS)

This form is initiated to signal our concern about your present progress on the PGCE programme, and to support you in addressing identified needs. Our concern is due to the following:

- Absence of more than 10 days from the programme
- Failure to meet deadlines for university directed tasks or assignments
- Insufficient progress for this stage of the course
- Professional engagement with the course

Description of the reason/s for issuing the Cause for Concern (*Lead Mentor to complete if school based work, university tutor if during taught course*):

We are concerned that this puts you at risk of failing to achieve the standards necessary for the award of QTS, and we hope that the CFC process and the actions you take as a consequence, will enable you to succeed.

CFC Meeting Details

An Action Plan will now be drawn up between you, your university tutor and your Lead Mentor (if during school based work) in order to identify what action you should take to strengthen your position. A meeting will be arranged to enable you to discuss the action plan.

Please provide the meeting details below:

Date and time:

Meeting will be with:

(Lead Mentor if in school, university tutor if on taught course)

Alternatively, a CFC action plan may be drafted during a UVT visit.

Trainee Reflection

Action for trainee - you should complete the following and bring it to your meeting.

Trainee Reflection on the current situation and why the Cause for Concern is being issued

Are there any targets or support that might be helpful to enable you to make progress?

Guidance for Setting Targets

Focus: Addressing Issues arising from a Cause for Concern

Please make sure you list all areas which the trainee needs to address in order to meet the QTS Standards.

Targets should be SMART (Specific, Measurable, Achievable, Realistic, Time-Related)

These targets should be discussed, and progress recorded, at the Weekly Development Meeting.

2-week action plan completed by Lead Mentor (or Personal Tutor if during the taught course) and UVT. This should be completed and agreed upon by both.

Please link to the specific Profile Descriptor when entering the targets in the next section.

If targets are not met by the specified date, please contact the UVT and jointly issue a new CfC and Action Plan with further support specified.

You will have to initiate another Cause For Concern form for the trainee.

During the Consolidating Practice and Developing Independence phases please remember that, if appropriate and to minimise the negative impact on pupil learning, the Lead Mentor and UVT can agree that the trainee should return to teaching episodes in some lessons.

If this is the case the Action Plan must detail what needs to be evidenced in order to continue to make progress/return to full lessons.

Trainees who fail to make the progress required in the Cause for Concern targets may be issued with a further Cause for Concern. The Unsatisfactory Student Progress and Engagement process may be required for trainees who continue to be unable to meet the same targets.

Action Plan

s.no.	Targets	Date to be completed	Has the trainee met the target? <i>If not please issue another Cause for Concern.</i>	Date of when the targets are met <i>If the target is not met, please do not select a date</i>
Target 1	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>
Target 2	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>
Target 3	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>
Target 4	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>
Target 5	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>
Target 6	<input type="text"/>	<input type="text"/>	--Choose item-- <input type="button" value="v"/>	<input type="text"/>

How to Achieve the Targets?

Support

Please include detail of what training/support is going to be put in place to provide opportunity for the trainee to meet the targets.

How will you know when the target has been achieved? How will it be measured?

Date for the Action Plan to be completed (max 2 weeks)

Review

Please go to the Submit section and click on the 'Submit' button to be able to edit this section.

Note: The form should be in 'Review' phase to be editable.

Has the trainee met all the targets?

- Yes No

Is the Cause for Concern concluded?

- The CFC has been concluded The CFC has not been concluded and another CFC will be issued

Signature

Please ensure that all the key questions are answered and the below roles have signed before you click on the 'Submit' button in the next section.

Lead Mentor Signature

- Yes
- No

University Visiting/Personal Tutor

- Yes
- No

Trainee: I am aware of the CFC issued and participated in writing the Action Plan

- Yes
- No