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| --- | --- |
| Trainee: | Setting/School: |
| Mentor: | Curriculum Tutor: |

The use of this form indicates that those responsible for supporting a trainee are concerned about limitations in the trainee’s progress. On receipt of this form the university will guide the setting/school in establishing a programme of support and a timetable for clear targets for the trainee. If sufficient progress is made after two weeks then the trainee will no longer require a support plan. If concerns remain, the Course for Concern process will be instigated. This means a further set of targets will be established and an assessor’s visit will be organsied. **It is important that concerns are reported early.**

**For *ALL* MA Early Years Education with EYTS trainees, please refer to the Week By Week Guide for deadlines for each Professional Placement**

**Part A: Notification of Support Required**

Setting/school-based mentors must complete this form in full – **preferably with ink signatures** - and send a copy directly to Julie Bailey, Course Coordinator, School of Education and Social Work, University of Sussex, BN1 9QQ. Alternatively the form may be scanned after signing by all parties and emailed to [MAEYTSadmin@sussex.ac.uk](mailto:MAEYTSadmin@sussex.ac.uk) *and* to [Jacqueline.Young@sussex.ac.uk](mailto:Jacqueline.Young@sussex.ac.uk) and [dj.brown@sussex.ac.uk](mailto:dj.brown@sussex.ac.uk) (Course leader with responsibility for EYTS)

**A copy must be retained by the school and another given to the Trainee.**

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| **Support plan Initiated by:** | **Role:** |

|  |
| --- |
| **Nature of support required** *(please comment and link to the teaching standards where appropriate)* |
| **Initial targets for action** |
| **Trainee’s response (optional)** |

**Part B: Support Plan for Targets & Support**

This should be completed by the curriculum tutor in conjunction with the mentor

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| **Agreed Targets** (Drawn from original request and linked to specific EYTS standards if appropriate) | **Support Offered** (what and by whom) | **Monitored by** | **Progress Outcomes**  (What should improvement “look” like?) | **Review dates** (normally 2 weeks) |
|  |  |  |  |  |

I agree with this action plan and understand that if I do not make progress against these targets I will be move to a cause for concern process.

|  |  |  |
| --- | --- | --- |
| **Trainee signature\*:** | **Setting/school mentor signature\*:** | **Curriculum tutor signature** |
| **Date:** | **Date:** | **Date:** |

**Review of Support plan Part C**

Please tick one of the following statements, sign and date the response:

|  |  |
| --- | --- |
| Satisfactory progress has been made against agreed targets and the trainee’s professional practice is no longer a cause for concern |  |
| Progress against agreed targets has been unsatisfactory. The course for concern process will now be instigated and revised targets are outlined below and a request is made for an assessor’s visit to follow as soon as possible |  |

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| --- |
| **Revised Targets:**  *Please note these should be developmental and linked to the targets initially set out. It is not possible to establish entirely new targets.* |

I am aware of this outcome and understand its impact upon my progress on the course

|  |  |  |
| --- | --- | --- |
| **Trainee signature\*:** | **Mentor** **signature\*:** | **Head teacher/manager\*:** |
| **Date:** | **Date:** | **Date:** |

**If you are submitting this form electronically please note that in the absence of a signature the emailing of this application constitutes personal validation of details including by all those copied in as co-signatories.**

**University only:** Copies to Curriculum Tutor, Course Leaders, Course Coordinator and File