

Cause for Concern (CfC) Process:

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| Timing of CfC | A CfC can be raised at any point during a placement as a school sees fit. |
| Midway Review | SBE completes with student.  SBE to tick as ‘On track’ (where expected at midway point),  ‘Not yet on track’ (needs more time but not a CfC at this point – UBEs should contact SBE to discuss and offer support)  ‘Concern – early visit required (please contact UBE)’. (SBEs who tick the final box should contact the UBE to discuss – and UBE can then support to raise a formal CfC).  Early visit should then be arranged asap. |
| CfC Notification | Completed by school (SBE) if a CfC is being raised and sent to UBE. This triggers an action plan. Notification should be shared with Year Tutor (YT) and ITEPlacements. |
| CfC Action Plan | Completed by UBE, in conjunction with SBE, and shared with student. Has achievable targets linked to SPR to be worked towards over an initial 2 week period. Copy sent to ITEPlacements for storage. |
| School visits | On visit – SBE and UBE have an opportunity to discuss progress. Mark on Joint Observation form if student is on track / not yet on track/ CfC where indicated. If student is not already a CfC at this point it is formally raised and discussed with student during the visit (please complete forms as detailed above in due course). |
| 2 weeks post CfC Action Plan implementation | Progress towards targets are reviewed.  If achieved / back on track to pass – Action Plan is signed off and YT / ITEPlacements informed.  If not yet on track – Action Plan is continued on to end of placement. |
| Placement Withdrawal | At any point: if student or school withdraws placement (see section 7.7. of the Handbook) a Placement Withdrawal Form must be completed and kept as a record and a copy shared with ITEPlacements. A withdrawal counts as a fail at first attempt of placement and triggers retrieval (unless a student has ECs, in which case they will undertake placement at the next attempt for their year group as a first attempt).  Debrief meeting between student and YT to discuss details of withdrawal and next steps. **Meeting to be minuted and shared with student.** |
| Final Report | Areas of Final Report are graded as ‘S’ (satisfactory) or ‘NYS’ (not yet satisfactory). This language avoids talk of failing (as there is retrieval to follow) and suggests that the student may simply need more time to demonstrate meeting the standard and does not sound so final at this point.  If Action Plan is not successfully achieved = Relevant areas will be marked as ‘NYS’ on the Final Report and trigger retrieval, in agreement with Board of Examiners.  A Grading Meeting will be held in lieu of the Board of Examiners to agree placement results and next steps, including retrieval and length of these. |
| Retrieval | An Action Plan is created in advance of placement commencing, informed by the Final Report, which student agrees to and is shared with the retrieval school. A copy should be shared with ITEPlacements for storage.  YT acts as UBE (with support from PL where needed).  Action Plans are reviewed throughout to monitor progress. |
| Retrieval Final Report | Areas of Final Report are graded as ‘S’ (satisfactory) or ‘U’ (unsatisfactory). There are no further attempts. |