

Withdrawal by University Staff form

Completion and submission of this form records the decision to end a Professional Experience placement before the scheduled number of days has been completed. Please see the [guidelines](#) under 'Withdrawing from Professional Experience' for information about the process and implications of withdrawal prior to completing this form.

Pre-service Teacher (PST):	PE Placement:
Supervising Teacher:	
Principal/Director:	
Name of School/Centre:	

Please indicate the reasons for this withdrawal:

- The school/site is no longer able or willing to host the placement;
- The PST has demonstrated behaviour which is affecting the care and safety of self or others;
- The PST has failed to demonstrate the level of competence and knowledge required to complete the placement they are undertaking; and/or
- The PST failed to abide by the professional conduct required by the educational site at which they are placed.

Comments on consultation with stakeholders and advice from host site:

Comments on how any issues noted above have been raised with the pre-service teacher:

Comments on any follow up required or recommended:

Signed: (Academic Director, Professional Experience)	Date:
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Note: where there are concerns about the pre-service teacher's performance in relation to the expectations of the placement, but where it is deemed appropriate and safe for the pre-service teacher to continue with the placement with feedback and support, the more general [Cautionary Advice Notice](#) procedures should be followed.