



# Professional Experience Communication Form

This Professional Experience Communication Form is to be used by professional experience mentors to document evidence related to a pre-service teacher's progress during a Professional Experience placement.

Date of Visit/Meeting \_\_\_\_\_ Program (e.g. BEd) \_\_\_\_\_

Name of Education Site \_\_\_\_\_ PE Placement (e.g. PE1) \_\_\_\_\_

Supervising Teacher's Name \_\_\_\_\_ Signature \_\_\_\_\_

Pre-service Teacher's Name \_\_\_\_\_ Signature \_\_\_\_\_

University Staff Member's Name \_\_\_\_\_ Signature \_\_\_\_\_

*Electronic Signatures are acceptable*

Communication record completed in relation to pre-service teacher's practicum	
Feedback received from supervising teachers: (e.g. planning, relationships, interpersonal skills, organisation, classroom practice)	
Feedback received from pre-service teachers: (e.g. planning responsibility, school and supervising teacher support, self-reflection)	
Areas for future focus: (sourced from supervising teacher, university staff pre-service teacher)	

<p>During today's visit, the follow aspects have been noticed: (please tick)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching session observed/discussed Lesson</li> <li><input type="checkbox"/> planning sighted/discussed</li> <li><input type="checkbox"/> Written reflections sighted/discussed</li> <li><input type="checkbox"/> Assessment discussed with Supervising Teacher</li> <li><input type="checkbox"/> Behaviour management strategies discussed</li> <li><input type="checkbox"/> Interim Reports sighted (if applicable)</li> </ul>	<p>Is the pre-service teacher considered to be 'At Risk'?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">Yes</div> <div style="border: 1px solid black; padding: 2px 10px;">No</div> </div> <p style="text-align: center;">YES                      NO</p> <p>(If yes, please ensure a CAN form has been completed)</p>
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