



In Partnership with

**Leeds Trinity  
University**

Developing Inspiring Teachers

# **Primary PGCE & UG Support Plan Process**

PGCE Stages 1 and 2

UG Level 4 and 5



# **Trainees who are not making the required progress: The Support Plan**

- The Support Plan is our way of keeping track of Trainees who need additional support or interventions.
- The aim is to focus on a smaller set of targets as identified by our link tutor and school colleagues.
- It is a required step in supporting a Trainee.

# Step 1: Early Concerns

- As soon as a Mentor notices that there is a cause for concern in any aspect of practice, they need to make contact with the Link Tutor.
- The Link Tutor will then decide whether the concerns warrant a Support Plan.
- If a Support Plan is appropriate, **the Link Tutor will initiate this** on the Trainee's record in Abyasa.
- The Mentor and Link Tutor will consult about targets, support and what a successful outcome would look like.

If a Link Tutor has any doubts about whether a Support Plan is needed, they should contact the relevant Cohort or Programme Lead for advice

## Step 2: Instigating a Support Plan

- Once the Link Tutor and Mentor have agreed targets and support measures, the Link Tutor and Mentor schedule a meeting with the Trainee to discuss the plan.
- As part of this process it is important to make clear to the Trainee and the Mentor what success will look like.
- Once the plan is agreed, the Link Tutor needs to tick to confirm that the Support Plan has been agreed with all parties. The Link Tutor should add the 5-day review point to the Support Plan on Abyasa.
- Feedback and guidance during the time that the Support Plan is operating should focus predominantly on the targets that were agreed. **Additional targets must not be added during this period.**
- Trainees need to be made aware of the timeline for moderating the Support Plan and the possible outcomes.

# Step 3: 5 Day Review Point

- The Support Plan is designed to run for **10** working days. Targets that are set need to be achievable in that time frame.
- Trainee progress against each target on the Support Plan will be reviewed by the Mentor after day 5.

## **There are two possible outcomes following the review meeting on day 5:**

1. If all targets have been met, Trainee can resume a normal review cycle and the Support Plan can be closed. However, if any of the original issues reoccur, Link Tutor and Mentor must consult with the Programme Lead. There should not be a second Support Plan with repeated targets.
2. If progress against targets is measurable but not yet reading 'met', the Support Plan will continue for an additional 5 days and a 10-day review point will be set and agreed with Mentor, Link Tutor and Trainee.
3. If there has been no progress towards the targets, the support plan is closed and the Trainee has failed their School-based Training.

# Step 4: 10 Day Review Point

- The 10 day review can be led by the Mentor, but should involve the Link Tutor who will moderate the decision that is made.

## There are three possible outcomes of this moderation:

1. **If all targets have been met**, Trainee can resume a normal review cycle and the Support Plan can be closed. However, if any of the original issues reoccur, Link Tutor and Mentor must consult with the Programme Lead. There should not be a second Support Plan with repeated targets.
2. If targets have not been met (exceptional circumstances) but progress has been substantial, the Support Plan may be able to continue for a further 5 days but must be in agreement with the Programme lead and a review point will be set. It is important to note that Trainees who require this additional time must have sufficient time left on a normal review cycle to meet the core competencies for that assessment point.
3. **If targets have not been met**, the Trainee has failed their School-based Training.



## **Step 5: What Happens Next**

If School-based Training is recorded as failed, SBT will be terminated. At that point, the Trainee will be advised to make an appointment to speak to the relevant Programme Lead (PGCE or UG) to discuss the next steps.

# Frequently Asked Questions

- **Who initiates the Support Plan on Abyasa?**

The Link Tutor initiates the Support Plan, following consultation with the Mentor.

- **Who sets targets and agrees support and how are they added to the Support Plan?**

The Link Tutor and Mentor consult to agree targets and support. The Link Tutor adds them to the Abyasa record.

- **Is the Trainee consulted on their Support Plan on the reason for and content of the Support Plan?**

Yes, the Trainee should be informed that a Support Plan is being put in place for them. They should be told the reason why and Link Tutor and Mentor should meet with the Trainee to check that they understand their targets and that they feel the support will be sufficient to ensure a successful outcome.

- **The Support Plan has the wrong dates on, can I edit them?**

Unfortunately not, the system will automatically log the date a Support Plan is initiated but you can set the review dates to ensure the Trainee is given the correct amount of time to meet targets.

- **Who can see the Support Plan?**

Once the Link Tutor has initiated the Support Plan, it is visible to the Trainee, Mentor and the ITT Coordinator school (and the SD Lead Mentor if applicable).



# Initiating a Support Plan - Link Tutor will make the form

## appear on the timeline with the following steps

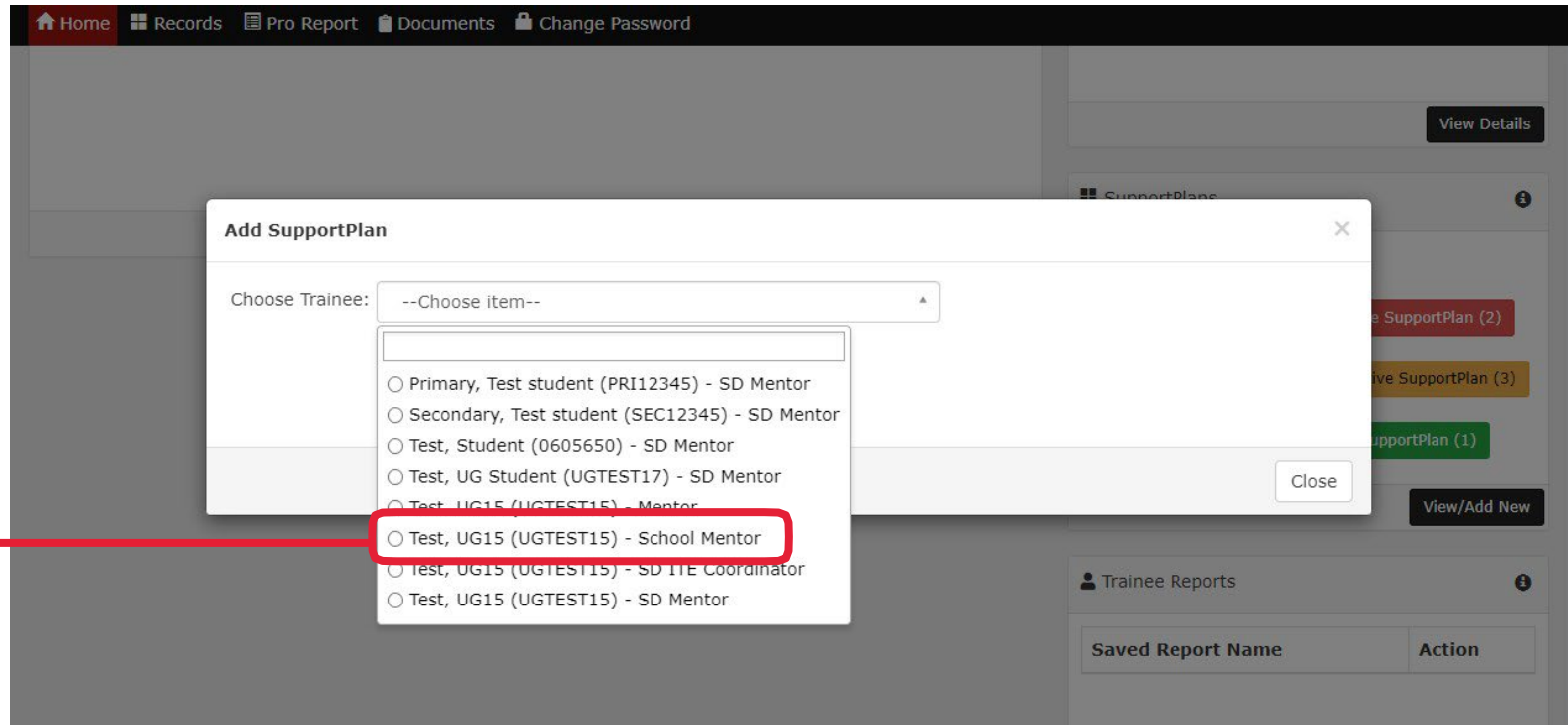
- A Support Plan is an individualised, short term set of targets designed to help Trainees who are struggling with one or more areas of their practice
- As not all Trainees will require a Support Plan, the digital form does not appear on the main Trainee timeline and must be added when/if required
- To add a Support Plan to a Trainee's record please follow the step below (from the **dashboard**)

The screenshot shows a dashboard with a navigation bar at the top containing 'Home', 'Records', 'Pro Report', 'Documents', and 'Change Password'. Below the navigation bar are 'View All' and 'Add Form' buttons. A section for 'Important Notifications' includes filters for 'High', 'Medium', and 'Low' priority. A 'Days Absence' section shows a date of '01/09/2022' and a message: 'Currently there are no absences within the specified date limit.' The 'SupportPlans' section features a pie chart with three segments: 1 (green), 2 (red), and 3 (orange). To the right of the chart are three buttons: 'Active SupportPlan (2)' (red), 'Inactive SupportPlan (3)' (orange), and 'No SupportPlan (1)' (green). At the bottom right of the 'SupportPlans' section, a 'View/Add New' button is highlighted with a red box. A red arrow points downwards from the top right of the dashboard area, labeled 'scroll down'. A red line points from the text 'click View/Add Now' to the 'View/Add New' button.

click View/Add Now

# Adding a Support Plan 1

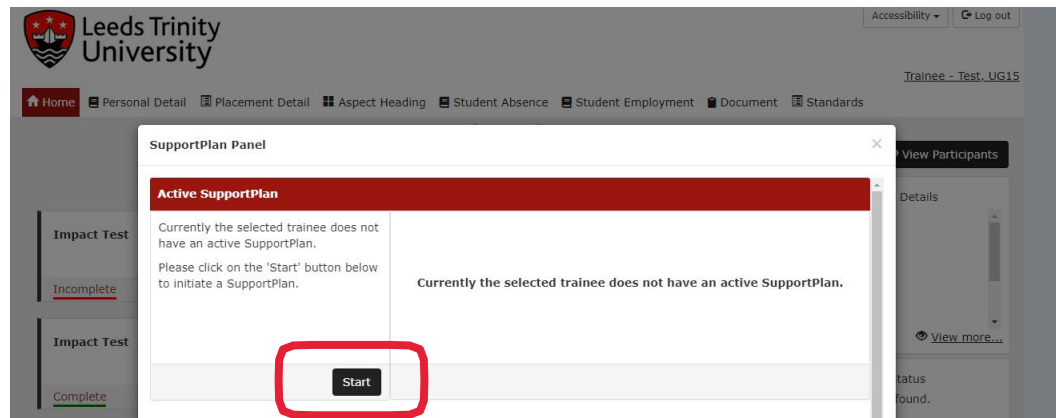
- On the next screen, please choose the Trainee requiring a Support Plan.
- Once a Support Plan is issued, it will appear on the Trainee timeline and will also be visible to the ITT Coordinator, Link Tutor and Trainee.



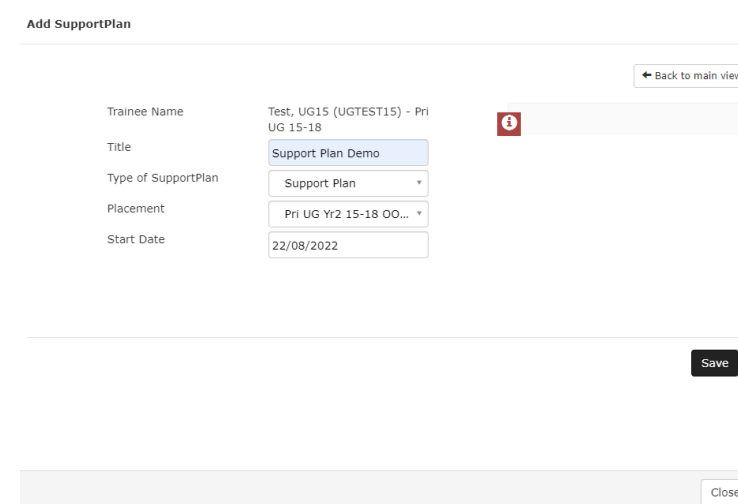
click to choose

# Adding a Support Plan 2

- Click Start to add the Title, Type of SP, Placement Details and Start Date



click Start



The screenshot shows the 'Add SupportPlan' form. The fields are filled with the following information:

Trainee Name	Test, UG15 (UGTEST15) - Pri UG 15-18
Title	Support Plan Demo
Type of SupportPlan	Support Plan
Placement	Pri UG Yr2 15-18 OO...
Start Date	22/08/2022

A 'Save' button is visible at the bottom right of the form.

choose title, type of Support Plan, placement and start date

# Adding a Support Plan 3

- Please then add 'Make this item available from' - (start date). Due date (1 week )
- Add timeline date

Add SupportPlan

← Back to main view

Trainee Name Test, UG15 (UGTEST15) - Pri UG 15-18

Title Support Plan Demo

Choose Template Secondary Support Plan 22-23 TEST

Make this item available from 22/09/2022

Due date for the item 29/09/2022

Date from when to show this on timeline 22/09/2022

Display Text

Save

LT to complete the fields above

SP will then be available on timeline. Click Add Now to start

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Home Aspect Heading Document Standards

Test, UG15 (UGTEST15) - Pri UG 15-18

+ Add Filter Bell

Active SupportPlan View Participants

Current Placement Details

School Name --

Academic Year --

Mentor Name --

Recent Invitation Status

No recent invitations found.

Invite Participants

Assessment Stage 1

Please complete assessment for this stage

Add Now

Upcoming

Today

Support Plan Demo

Target date: 29/09/2022 Add Now

LT Report

Due date: 29/01/2021 Add Now

# Completing or Extending a Support Plan

- When the Support Plan comes to an end, you will be asked to review the outcome with the Trainee. If targets have been met, then the trainee reverts to a normal review cycle.
- If the Trainee has made some progress towards but not met the targets, the Support Plan can be extended
- If the Trainee has made no progress, then the Support Plan ends and School-based Training is terminated

The form will save your comments as you add to each section and will be there when you review or extend the SP.

Areas for development linked to Competencies	SMART targets & amplification	What support will be made available?	Pass/Fail & review of evidence
Example area for development 1	To improve x	Support provided example	
Area 2 for development	y and z	Examples	

Submit only on completion of Support Plan.

The form is currently in **Active SP** phase and clicking on the Submit button will update it to **Closed CFC**.  
Note: The edit permission may change after you submit the form.

If you would like to update this form for your other trainee(s), please click [here](#).

Submit

Last Modified By: test, one on 27/Sep/2022 14:58  
The highlighted section(s) indicate that it has unanswered question(s)  
The answer box(s) with coloured border indicates that it is required

[Report a problem](#)