Professional Experience Action Required

The Action Required process should ideally be initiated immediately when concerns are raised usually in the first week or by the half way point in a placement.

This USQ student has been identified as not meeting the requirements for this Professional Experience as identified in the Professional Experience Book for this course and action is required.

|  |  |
| --- | --- |
| **Student name:** |  |
| **Course number:** |  |
| **Course name:** |  |
| **School/site:** |  |
| **Site coordinator/mentor:** |  |
| **Contact details:** |  |

The following statement outlines the APSTS in which significant progress is required for success in this Professional Experience (attach a separate page if necessary).

|  |  |
| --- | --- |
| **Professional knowledge:** |  |
| **Professional practice:** |  |
| **Professional engagement:** |  |
| **Site coordinator/mentor signature:** | ..…/…../….. |
| **Student signature:** | ..…/…../….. |

After signing, keep a copy for the site, give a copy to the student and send this form to the Toowoomba Professional Experience Office in order for USQ to provide additional liaison support through the A Team process for an additional five hours.

|  |  |
| --- | --- |
| **Professional Experience** | **USQ liaison name:**  |
| Faculty of BELA |  |
| University of Southern Queensland | Are you available to provide A Team support (maximum 5 hours)? |
| Toowoomba Qld 4350Phone: **07 4631 2359** |  YES NO  |
|  |  |
| Email this form to: |  |
| **professional.experience@usq.edu.au** | USQ Professional Experience Office action ..…/…../….. |

*USQ collects personal information for the purpose of professional experience administration and for activities with respect to your professional experience placement. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements. Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorised access to our equipment or data. To view our website please go to:* [***http://www.usq.edu.au/privacy***](http://www.usq.edu.au/privacy)*. For any enquiries please email:* ***privacy@usq.edu.au***