

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 4350  Phone: **07 4631 2359** | YES NO |
|  |  |
| Email this form to: |  |
| [**professional.experience@usq.edu.au**](mailto:professional.experience@usq.edu.au) | USQ Professional Experience Office action ..…/…../….. |

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