

Initial Teacher Education Further Education & Training Weekly Development Summary

Trainee Placement Information			
Name of trainee		Trainee ID No	
Name of mentor		Professional practice phase	
Name of link tutor		School/setting name	
Programme	FET/PGDE Post-14 Education	Week beginning	Enter date
Number of ETF teaching hours to date (out of 100)		Number of ETF observations to date (out of 8)	

Agenda for Weekly Development Meeting (WDM)
<ol style="list-style-type: none"> 1. Review of actions undertaken from opportunities previously identified 2. Mentor to summarise progress against curriculum using the weekly questions provided 3. Subject knowledge review and other areas to be discussed 4. Workload check and things to do 5. Identify opportunities for further development

To be completed by the trainee in advance of the Weekly Development Meeting	1. Actions taken from opportunities previously identified <i>(from previous Weekly Development Meeting)</i>	✓	?	✗
	•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Discussion	
To be completed by the mentor and trainee during the Weekly Development Meeting (WDM).	2. Mentor to summarise progress against curriculum Weekly questions to be discussed:
	3. Subject knowledge review and other areas discussed
	4. Workload check and things to do

5. Opportunities needed to assist with trainee development

Current progress would suggest that: (Please tick, having considered all sources of evidence as set out in the Professional Practice Policy.)	Areas of focus: (Tick all apply for this week.)
Is the trainee making sufficient progress through the curriculum to proceed? <input type="checkbox"/> Yes <input type="checkbox"/> No, additional support needed	<input type="checkbox"/> High Expectations and Managing Behaviour <input type="checkbox"/> How Pupils Learn, Classroom Practice & Adaptive Teaching <input type="checkbox"/> Subject Knowledge and Curriculum <input type="checkbox"/> Assessment <input type="checkbox"/> Professional Behaviours

Mentor Signature	
Trainee Signature	

Trainee should ensure this WDS is submitted by the deadline for the purpose of formative assessment. Failure to do so may indicate they are 'at risk' of failing to make progress.