



Withdrawal of Student by University Staff

Students can, in certain exceptional and rare circumstances, be withdrawn from a Practicum placement by the Director of the School of Education or designated representative University staff member.

A student may be withdrawn from a placement where the school/site is no longer able or willing to host the placement, but where there is no evidence that the school's/site's position is a result of inappropriate behaviour or lack of competence on the part of the student. In such cases, the Director of the School of Education or the B. Ed. Manager will:

- Contact the student as soon as possible (within 24 hours) from receiving this advice from the school/site.
- Explain the reasons for the withdrawal and provide information about appropriate future interactions with the students and staff on site.
- Arrange another suitable host school/site as soon as is practicable.

In such cases, the student's grade for the placement would be AO (Assessment Ongoing) until another placement opportunity has been undertaken.

A student may also be withdrawn immediately from a placement by the Director of the School of Education or designated representative University staff member where continuing with the placement and following the general Observational Concern procedure would result in unnecessary hardship for the host school/site, or pose an unjustifiable risk to the well-being or safety of the student and/or those at the placement site. This can occur when there is evidence that the student has:

- a. Demonstrated behaviour which is affecting the care and safety of self or others.
- b. Failed to demonstrate the level of competence and knowledge required to complete the placement they are undertaking.
- c. Failed to abide by the professional conduct required by the educational site at which they are placed.

If it is necessary for the student to be withdrawn by University Staff on this basis (i.e. a, b and/or c above), the B. Ed. Manager will:

- i. document the decision and the reasons for this decision in the **Withdrawal from Practicum by University Staff form**;
- ii. contact the student as soon as possible (within 24 hours) to inform them of this decision and explain the reasons.

iii. discussion options for support, future attempts at placement, and the opportunities available to the student to appeal the result.

If the student is withdrawn by University Staff on this basis (i.e. a, b and/or c above), they:

- will receive a Fail grade for that Practicum placement; and
- must meet with the B. Ed. Manager and Director before a subsequent placement is arranged, as per the process.

