Understanding Placement Supplements

<table>
<thead>
<tr>
<th>Programme(s)</th>
<th>QTS Primary and QTS Early Years (3 Year, 4 Year and PGCE)</th>
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</thead>
<tbody>
<tr>
<td>Mode of delivery:</td>
<td>Online</td>
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<tr>
<td>Owner(s):</td>
<td>Placement Unit – Student Academic and Administration Service</td>
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<td>Review Date:</td>
<td>August 2020</td>
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Activity

Independent Study – 5 Minutes in length

Aims of the Video

This video forms part two of the ITE document series that aims to support trainees journey to becoming a Qualified Teacher Status (QTS).

This video provides a summary of your placement at either Beginning, Developing or Extending phase with their purpose to put expectations into context. **We recommend students read the corresponding placement supplement in full prior to the start of placement.** Should students have any questions these can be raised with their Personal Tutor, University Partnership Tutor or Mentor when in school.

Where do you find these documents:

The Placement Supplements can be found in the 'I am a Student’ section under the heading Placement Handbook, SPAR Folder and Subject Knowledge on the University of Cumbria website [https://www.cumbria.ac.uk/about/partnerships/placements/education/information-primary/](https://www.cumbria.ac.uk/about/partnerships/placements/education/information-primary/) form here students will be able to download the corresponding supplement 5a, 5b and 5c.

Supplement Overview:

Placement Supplements are a summary of your placement at either Beginning, Developing or Extending phase which describe placement expectations. Each supplement is set out in a consistent way, the first page gives an overview of the progression of each phase of placement with the second page setting out the key expectations against the eight teacher standards – this section will be important when using your Common Assessment Framework (CAF) to track your progress (Please see video one).

All supplements give a breakdown of the expectations at each week of placement which outlines the expectations / requirements of the Student, Mentor, Class Teacher and University Partnership Tutor or Primary Partnership Lead (School Direct Only). Students are reminded that should there be anything they do not understand then they can raise questions with with their placement School, Mentor and/or University Partnership Tutor.

The supplements also contain key contact details for the Placement Unit Teams based at our Carlisle, Lancaster and London Campuses and the Programme Administration for the
return of End of Placement Reports. In addition to this, the supplements also contains a list of key documents that need to submitted as part of the placement, these include:

- Pre-placement Checklist
- Observation Profoma
- Key Assessment Point (B, D or E)
- Cause for Concern (If required)
- Placement Report, including KAP

### Intended Learning Outcomes
On successful completion of this video, you will be able to:

1. Know what a SPAR Document is and how this fits in with your placement phase
2. Understanding the role of Student, Mentor, Class Teacher and UPT / PPL
3. Understanding the key expectations during placement
4. Who to contact should you have any questions
5. Teaching requirement needed to fullfill the placement phase

### Additional Notes
In addition to this video students are expected to familiarise themselves with all placement documentation and are requested to watch the following support material videos

- Common Assessment Framework (CAF)
- Planning for Trainee Teachers
- Tracking Pupil Progress (TPP)

Should students have any questions, they can contact either their University Partnership Tutor and/ or Programme Leader.