Unit Tutor (UP) Checklist

Timing	The University Partner should:	✓
Prior to Placement	Attend briefing and read role description (familiarising with processes) found on SharePoint:	
	Read through the Professional Experience (PEx) Handbook.	
	Familiarise yourself with APSTs	
	Access and familiarise yourself with InPlace	
	Read through the goals set by the PST	
	Unit Tutors make initial placement contact with the PSTs ensuring all they know when weekly zooms will be scheduled and best way to contact them	
	Respond to any school/centre staff (e.g. site-coordinators and/or supervising teachers) who may contact you	
During Placement	Unit Tutors maintain contact with pre-service teachers via three zoom sessions (beginning, middle, end), email and/or phone	
	Read all PST interim reports (via InPlace)	
	Identify students who submit an unsatisfactory interim report to the Student Support Manager who will assign a member of the Placement Support Team to the pre-service teacher for additional support	
	Maintain any documentation, particularly related to PSTs at risk.	
	Respond to any school/centre staff (e.g. site-coordinators, supervising teachers) who may contact you during the placement. Forward any issues onto Student Support Manager and/or Academic Director of Professional Experience.	
Post Placement	Ensure that all PSTs have received reports and remind them to upload them to InPlace using QUT naming convention.	
	Send through any advice and documentation relating to any concerns or difficulties to the PEx Manager.	