Key Dates Checklist

Year 1: PGCE1 and PGCE2

This document is also available in Welsh. Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

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Key & Information

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OU Modules and Assessment: This relates to the University module start dates, practice learning/placement dates and assessment deadlines for students. Please note, part-time students will need to inform their Curriculum Tutors of their Practice Learning dates, which may require further discussion from the Module Chair.

Support Events:
- Briefing events: These events will introduce or refresh your understanding of the requirements of the course and your role.
- Development events: These events will support you in your role and will involve Lead Partnership schools.
- Practice Learning Support ('drop-in'): These will be weekly informal, 30-minute 'drop-in' sessions where Mentors, School Coordinators and Practice Tutors are able to attend should they have any queries or require support. These are scheduled every Monday at 3.45pm-4.15pm

Formal Lesson Observation: Mentors and School Coordinators can download the blank observation form template from the Partnership website area and will fill them in after each formal observation. School Coordinators will observe the formal lesson observation lesson live, in person, and this lesson will need to be recorded using IRIS Connect for use by the Practice Tutor.

Practice Review Form: A Practice Review form is completed by both the Mentor (with input from the School Coordinator) and Practice Tutor (following the Practice Review Meeting). *For salaried students in their Second School Experience (SSE), a Practice Review Form will need to be completed by the SSE Mentor towards the end of their placement.*

Practice Tutor Review: These will be virtual meetings between Practice Tutor, School Coordinator and/or Mentor and student. These should take place before the date noted below to allow time for formal reports to be written and submitted by this date.

OU Student Progress Check: These meetings are key review points when academic team members will review student progress. All relevant evidence must be uploaded to the PLP and Personal Teaching Folder before these dates.

Practice Learning Report: The Practice Learning Report is jointly completed by the Mentor (section A), School Coordinator (section B) and Practice Tutor (section C).

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Blank templates for all forms can be downloaded from the Partnership website. Mentors, School Coordinators and Practice Tutors are responsible for completing the forms and students are responsible for uploading the finished forms to their PLP.

Year 1: PGCE1

	September	Date	✓	October	Date	✓	November	Date	✓	December	Date	✓	January	Date	✓	February	Date	✓
Key Module Dates				Module start date for Students	2nd												TMA Submission	22nd	
Support Events	School Coordinator Briefing	18th																	
	Mentor Briefing	25th																	
	Practice Tutor Briefing	26th																	
				Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly	
Lesson Observations							Observation 1 window			Mentor Observation 1 (form completed by…)	1st		School Coordinator Observation 1 (recorded for IRIS Connect) (form completed by…)	19th		Observation 2 window		

Practice Review with Mentor										Mentor Practice Review Form (completed by...)	22nd							
	September	Date	✓	October	Date	✓	November	Date	✓	December	Date	✓	January	Date	✓	February	Date	✓
Practice Tutor Review													Practice Tutor Review Meeting 1 (form completed by...)	26th				
OU Student Progress	6th									OU Student Progress Check 1	19th					OU Student Progress Check 2	6th	

Year 1: PGCE2

	March	Date	✓	April	Date	✓	May	Date	✓	June	Date	✓	July	Date	✓	August	Date	✓
Key Module Dates							EMA Submission (parts 1 and 2)	30th										
Support Events										Development Event for Mentors, School Coordinators and Practice Tutors	11th							

	Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly		Practice Learning Support (drop-in)	Weekly	
	March	**Date**	✓	**April**	**Date**	✓	**May**	**Date**	✓	**June**	**Date**	✓	**July**	**Date**	✓	**August**	**Date**	✓
Lesson Observation	Mentor Observation 2 (form completed by…)	22nd		School Coordinator Observation 2 (recorded for IRIS Connect) (form completed by…)	26th													
Practice Review with Mentor													Salaried Students **only** in SSE Practice Review Form (completed by…)	12th				
Practice Tutor Review							Practice Tutor Review Meeting 2 (form completed by…)	3rd										
OU Student Progress				OU Student Progress Check 3	30th								OU Student Progress Check 4	16th				

Practice Learning Report							Practice Learning Report: Section A (Mentor) Section B (School Coordinator) Section C (Practice Tutor)	3rd 10th 17th											

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