

Key Dates Checklist

Year 2: PGCE3

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

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 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).

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).

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.

	September	Date	✓	October	Date	✓	November	Date	✓	December	Date	✓	January	Date	✓	February	Date	✓
Key Module Dates	PGCE3 start date for Students	2 nd																
Support Events	School Coordinator Briefing	18 th																
	Mentor Briefing	25 th																
	Practice Tutor Briefing	26 th																
				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 Upload Dates				Observation 1 window			Observation 1 window			Mentor Observation 1 (form completed by...)	1 st		Observation 2 window			Observation 2 window		
										School Coordinator Observation 2 (recorded for IRIS) (form completed by...)	15 th							

Practice Review with Mentor										Practice Review Form (completed by...)	1 st							
	September	Date	✓	October	Date	✓	November	Date	✓	December	Date	✓	January	Date	✓	February	Date	✓
PT Review meetings										Practice Tutor Review Meeting (form completed by..)	15 th							
OU Student Progress										OU Student Progress Check 1	19 th							

	March	Date	✓	April	Date	✓	May	Date	✓	June	Date	✓	July	Date	✓	August	Date	✓
Key Module Dates							Student EMA Submission (parts 1 and 2)	7 th										
Support Events										Development Event for Mentors, School Coordinators and Practice Tutors	11 th							
	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...)	8 th																
	School Coordinator Observation 2 (form completed by...) (recorded for IRIS)	11 th																
Practice Review with Mentor																		
Practice Tutor Review	Practice Tutor Review Meeting (form completed by..)	15 th																
OU Student Progress	OU Student Progress Check 2	19 th					OU Student Progress Check 3	1 st										

Practice Learning Report	Practice Learning Report:																	
	Section A (Mentor)	8 th																
	Section B (School Coordinator)	11 th																
	Section C (Practice Tutor)	15 th																