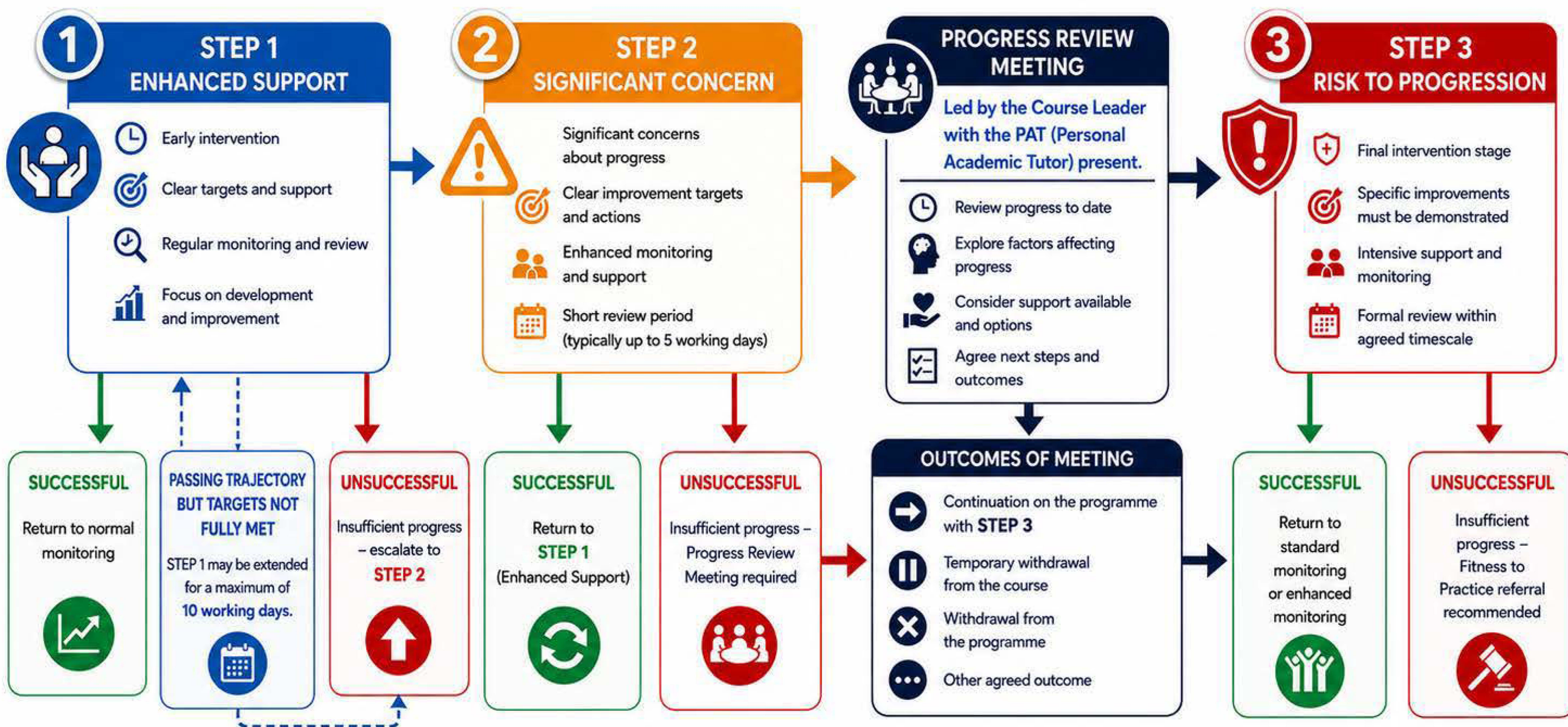




PGCE SECONDARY STRUCTURED TRAINEE ENHANCEMENT PROCESS

Supporting Trainees Through Intervention

A staged approach to support trainee progress, address concerns and ensure successful completion of the programme.



SIGNIFICANT PROFESSIONAL INCIDENT

A Fitness to Practice process may be initiated at **any stage** independent of the STEP process.



Concerns may arise at any point in the programme



The wellbeing and safety of pupils and others is paramount



Follow University procedures for Fitness to Practice referrals



DOCUMENTATION: All stages must be recorded using the appropriate forms (STEP 1, STEP 2, Progress Review Meeting, STEP 3) and shared with relevant stakeholders.



COPIES TO: Trainee, Subject and Professional Mentor, Subject Tutor (PAT), PGCE Course Leader, RTH Lead (if applicable)