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**PERSONAL RECORD OF PROGRESS (PROP) FORM**

*To be completed at the end of each week of placement*

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| --- | --- |
| Student: | Professional Practice: |
| Week: | Date completed: |

*It is recommended that you comment below on aspects of your Professional Practice that relate to specific SPR and personal goals.*

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| --- |
| **Areas of perceived strength:** |
| **Areas to be developed:** |

|  |  |
| --- | --- |
| **Class Teacher/Mentor:** I agree/disagree with the above comments (please circle)  Do you have any concerns at this stage regarding the student? YES/NO  If yes, you are advised to discuss this immediately with the student and contact the Professional Practice Convenor (see contact details in professional practice handbook).  The PROP form is a vital document. It provides written evidence of the student’s progress throughout the placement. It is important to remember that it is in the student’s interests that the class teacher tells them **as early as possible** if there are any areas that require particular attention, particularly if there are areas that might ultimately be recorded as unsatisfactory in the final report. This then gives the student the maximum opportunity to address these issues in the time remaining on placement.  Any Additional Comments:  *Comments can be continued over the page if necessary.* |  |

Literacy:

Satisfactory Needs attention

Student’s signature …………………………………………………………. Date …………………

Class teacher/Mentor’s signature …………………………………………. Date …………………

*The student should discuss their progress and reflections with the class teacher/mentor on a weekly basis, and this form should be used as a focus for this discussion. Once completed, and counter signed, this form should be scanned or photographed and uploaded to the student’s Professional File.*