

Practice Review Sequence

NOTE: Parts One and Two may be completed sequentially (in one 6-8 week cycle), or separately. If completed separately, programs may complete PART ONE – their internal self-assessment and action planning processes – and submit to IRCC Settlement Officers, with a site visit scheduled at a later date.

PART ONE: Teachers and Programs

- Administrators introduce the PBLA Practice Review Framework to classroom teachers.
 - Teachers complete self-assessment and share their action plans with colleagues. Classes may be cancelled for this session.
 - Teachers submit their action plans (but NOT their self-assessment) to program administrator.
 - Administrator reviews individual teacher action plans and determines how to support teachers to achieve their action plans. Plans for support are shared with teachers.
 - Teachers complete PBLA Practice Review Framework feedback survey.
- Lead teachers complete self-assessment and meet with administrator to discuss support required.
 - Lead teachers complete feedback survey.
- Administrator completes Practice Review and Support documentation (for Standard #1 and #4) and identifies Action Plan. Support documentation and action plan (but NOT self-assessment) submitted to IRCC Settlement officer. **NOTE:** Programs schedule a mid-year session to review progress towards teacher and program action plans.

PART TWO: IRCC Monitoring Visit

- IRCC Settlement officer reviews the support documentation and program action plan.
- Settlement officer makes a site visit and discusses review of documentation, program action plan and notes from site visit with Program Administrator.
 - Program action plan becomes part of program file and is reviewed the following year.
 - Administration team and IRCC settlement officers independently complete feedback survey.

PART THREE: Ongoing review and revisions

CCLB and IRCC make adjustments to the PBLA Practice Review framework and processes based on feedback received through surveys. This will be done annually.