

PGCE Economics & Business Education Subject/ General Mentor Bulletin

Placement Week 1 6/10/2025	<i>What should Business & Economics trainees be doing this week?</i> Trainees will still be getting to know their departments and accustomed to the way schools run and work. They should getting ready to teach their classes by observing and maybe teaching the starter or similar activities. They should be looking at resources and getting familiar with schemes of work. Trainees should have their timetables by now building up to 8-10 hours lessons a week, as per the phasing over the duration of the placement. <i>What paperwork and forms should I be filling in?</i> The trainees should be observed for 1 hour a week and receive written feedback. They will give you the mentor feedback form. They should have a 1 hour mentor meeting, go through all the sections of the mentor meeting form. <i>What could I observe this week?</i> As trainees are only starting to teach, you could observe and feedback on their enthusiasm for the subject, how did they get students excited to learn Business & Economics? <i>What else should mentors be aware of?</i> Trainees have academic assignments and ISP's to complete, as well as completing their evidence log (called Evidence Matrix in the RoAD) and ITAP log (intensive teaching and practice log). <i>What advice would you give a Business & Economics subject mentor?</i> It's good to talk through the week with your Business & Economics trainee, speaking about the classes and Business & Economics topics they will cover. Make it clear when you want to see lesson plans and resources for checking.
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Looking ahead:

Online University PGCE Mentor Training/ CPD

[Register for Mentor Training Here](#)

Wednesday 15th October 2025

4.00pm Mentoring in 2025-26

Rosa Archer – Head of Secondary PGCE

Joining Link for 4.00pm Teams Meeting link below

<https://teams.microsoft.com/meet/329341451588?p=KA40axqdVxT4bxjeKv>

4.45pm Economics & Business Mentors – subject specific mentoring Q/A with Giles Bennett (Econ & Bus Ed Tutor)

Zoom Meeting link for **Econ/ Bus Ed** with Giles below

<https://zoom.us/j/94843401147>