

## WPL6215 (HAT) GUIDELINES FOR PLANNING – SEMESTER 2, 2025

Graduate Pre-service Teachers (PsT) are required to prepare all relevant documentation according to the guidelines and timelines provided below. Planning documents should be flexible working documents, the purpose of which is to underpin sound teaching which meets the needs of all students.

The Professional Experience File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation. Mentor Teachers (MT) should monitor Professional Experience Files to ensure that the appropriate level of detail and standard of presentation is maintained.

### PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION

- Documentation should be available at all times for reviewing by the MT, University Supervisors (US) and School Placement Coordinators (SPC).
- Professional Experience Files should demonstrate a high level of organisation and a high standard of presentation of all documents.
- Documents should be word processed, where possible, or written neatly and legibly.

<b>Clearances</b>	<ul style="list-style-type: none"> <li>• Working with Children Check</li> <li>• Nationally Coordinated Criminal History Check issued by the Department of Education</li> <li>• Mandatory Reporter Training (MRT)</li> </ul>
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>• Pre-service Teacher's name</li> <li>• Course Title e.g. <i>Master of Teaching (Primary)</i></li> <li>• Unit Code WPL6215 (HAT)</li> <li>• Dates of Professional Experience</li> <li>• Name of school, Principal, SPC, MT, year level</li> <li>• University Supervisor</li> </ul>
<b>General Documents</b>	<ul style="list-style-type: none"> <li>• Collation of contextual information to be completed by week 1 of the block, on the template provided</li> <li>• WPL6215 (HAT) Guidelines for Professional Experience</li> <li>• Professional Growth Plan</li> <li>• A class timetable</li> <li>• A class list</li> </ul>
<b>Planning Documents</b>	<p>Planning requirements for WPL6215 (HAT) have been modified to reflect the stage of planning and teaching for Pre-service Teachers in term 4 of the program. It is anticipated that PsTs will continue to plan and teach according to their contractual arrangements during the 5-week block. Planning documents as detailed below are the minimum requirements to meet the criteria for assessment of Professional Experience.</p> <div> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Detailed and varied assessments of student learning in all learning areas</li> <li>• Consistent and active reflection is vital for professional growth. PsTs are required to complete a written reflection for each day of the 5 week block.</li> <li>• Feedback from Mentor Teacher and University Supervisor</li> <li>• Resources</li> </ul> </div> <div> <p><b>Forward Planning Document (for assessment)</b></p> <ul style="list-style-type: none"> <li>• 1 x Forward Planning Document in one of the areas assigned to the PsT for planning for term 4 in their allocated classroom. The forward plan needs to be prepared on the template provided. Content, learning area and sequence of learning is at the discretion of the Mentor Teacher and should be designed to reflect the ongoing learning program in place for the students in the class.</li> <li>• The FPD for assessment should include, at a minimum, the lessons to be delivered during the 5-week block, but can include all term planning if needed.</li> </ul> </div>

	<ul style="list-style-type: none"> <li>• All other forward planning requirements should continue as per the format and process required for the school context. PsTs are not required to provide their planning documents for other learning areas on the ECU template.</li> </ul>
	<p><b>Daily Work Pad</b></p> <ul style="list-style-type: none"> <li>• PsTs are NOT required to write individual learning experience plans.</li> <li>• Detailed Daily Work Pads should be used from week 1 of the block practice.</li> <li>• Planning should reflect a daily schedule. Weekly planners are not acceptable for the 5-week block.</li> <li>• These are flexible working documents which are clearly linked to forward planning documents</li> </ul>
<b>Professional Portfolio</b>	It is recommended that Pre-service Teachers begin to accumulate evidence for future use. Not for assessment