

## PPA1260 – PLANNING REQUIREMENTS – SEMESTER 2, 2019

Pre-service Teachers are required to prepare all relevant documentation according to the guidelines and due dates 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 Practice File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation. Mentor Teachers should monitor Professional Practice Files to ensure that the appropriate level of detail and standard of presentation is maintained.

### PROFESSIONAL PRACTICE FILE and DOCUMENTATION

- Documentation should be available at all times for reviewing by Mentor Teachers, University Supervisors and School Practice Coordinators.
- Professional Practice 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.
- Learning Experience Plans should be submitted to Mentor Teachers at least 2 days in advance.

Clearances	<ul style="list-style-type: none"> <li>• Working With Children Check</li> <li>• Nationally Coordinated Criminal History Check</li> </ul>
Cover Page	<ul style="list-style-type: none"> <li>• Pre-service Teacher's name</li> <li>• Course Title e.g. <i>Bachelor of Education (Primary)</i></li> <li>• Unit Code <i>PPA1260</i></li> <li>• Dates of Professional Practice</li> <li>• Name of school, Principal, School Practice Coordinator, Mentor Teacher, year level</li> <li>• University Supervisor</li> </ul>
General Documents	<ul style="list-style-type: none"> <li>• PPA1260 Guidelines for Professional Practice</li> <li>• Useful information about the school and classroom</li> <li>• A class timetable</li> <li>• A class list</li> </ul>
Planning Documents	<p>General</p> <ul style="list-style-type: none"> <li>• Individual Learning Experience Plans Use template provided</li> <li>• Basic assessment of student learning</li> <li>• Reflections following each learning experience</li> <li>• Feedback from Mentor Teacher and University Supervisor</li> <li>• Resources</li> </ul>
Professional Portfolio	<p>In this Professional Practice Unit (PPA1260), Pre-service Teachers will have the opportunity to gather artefacts, important policy documents and reflections for their Professional Portfolio. The Professional Portfolio will be developed over the four years and will provide an overview of their professional abilities and understandings as an educator. It will be essential in assisting Pre-service Teachers in securing a teaching position.</p> <p>It is recommended that Pre-service Teachers begin to accumulate evidence for future use – not for assessment</p>