

## HAT WPL6335 PLANNING GUIDELINES – SEMESTER 1, 2026

Pre-service Teachers are required to prepare all relevant documentation according to the timelines provided below. Planning and assessment documents should be flexible working documents, the purpose of which is to underpin sound teaching which meets the needs of all students. Mentor Teachers should monitor Professional Experience Files to ensure that the appropriate level of detail and standard of presentation is maintained. These documents must be readily available at school at all times.

PROFESSIONAL EXPERIENCE FILE/s		
Commencement of the FTP Week 1	Clearances <i>(originals not required)</i>	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>Nationally Coordinated Criminal History Check (DoE)</li> <li>Mandatory Report Training (MRT)</li> </ul>
	Personal Teaching Statement Professional Growth Plan Situational Analysis	These documents have been completed as part of the preparation for FTP and should be placed in the Professional Experience file.
	Planning Documents	<ul style="list-style-type: none"> <li>1 x 6-week Overview in one learning area</li> <li>1 x Learning Area Rationale for this overview</li> <li>1 x 3-week Forward Planning Document for this learning area</li> <li>These documents have been completed as part of the preparation for FTP.</li> </ul>
Monday week 3	Planning Documents in preparation for teaching from Week 4	<ul style="list-style-type: none"> <li>1 x full 3-week Forward Planning Document for <b>English or Mathematics</b> to include all learning experiences for the 3 weeks.</li> <li>1 x 3-week Forward Planning Documents in <b>1 other learning area</b> which aligns with the teaching timetable</li> <li>PSTs are encouraged to adapt the template provided to suit their context and teaching style</li> </ul>
	Planning document completed in preparation for teaching from Week 4	<ul style="list-style-type: none"> <li>Remaining 3 weeks of the 6-week planning document completed prior to the start of the FTP</li> </ul>
Throughout the practice period	Assessment Data <i>(In a separate file)</i>	Records demonstrating all aspects of the planning, teaching and assessment cycle
	Daily Work Pads	<ul style="list-style-type: none"> <li>One daily workpad for each day from week 1</li> <li>Completed at least 2 days in advance and available to Mentor Teacher for checking and feedback</li> <li>A flexible working document which is clearly linked to Forward Planning Documents</li> <li>To include all learning experiences including those not covered by a forward planning document.</li> <li>Pre-service Teachers are encouraged to adapt the template provided to suit their context and teaching style</li> </ul> <p><b>Pre-service Teachers are not required to complete individual learning experience plans</b></p>
	Reflections	Consistent and active reflection is vital for professional growth. Pre-service Teachers are required to complete daily professional reflections which must be available to Mentor Teachers and University Supervisors to review
	Professional Portfolio / ePortfolio	This is not for assessment, but it is recommended that Pre-service Teachers begin to accumulate evidence for future use.