

PPA6150 PLANNING DOCUMENT – SEMESTER 1, 2026

Planning documents should be flexible working documents, the purpose of which is to underpin sound teaching that 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 Professional Experience	Clearances	<ul style="list-style-type: none"> • Working with Children Check Card (WWCC) • Department of Education - Nationally Coordinated Criminal History Check (NCCHC) • Mandatory Reporter Training (MRT) <p>Please contact clearanceseducation@ecu.edu.au for any queries regarding clearances.</p>
Week 2	Planning Documents	<ul style="list-style-type: none"> • Draft of 1 x 4-week Forward Planning Document (FPD) with rationale for Major Learning Area to be submitted to mentor and US for feedback. Final FPD due Wednesday week 3. • Evidence of curriculum planning documents: Australian Curriculum documents, West Australian Curriculum and Assessment Outline, Scope & Sequence documents
Throughout the practice period	Working Portfolio	<ul style="list-style-type: none"> • Records demonstrating all aspects of the planning, teaching and assessment cycle • Evidence of assessment and marking • Development of a recording system of student achievement (formative or summative)
	Learning Experience Plans/Lesson Plans	<ul style="list-style-type: none"> • A Learning Experience/Lesson Plan for each lesson taken, as per the template provided. Completed 2 days in advance and provided to Mentor Teacher for discussion and feedback • Learning Experience/Lesson Plans clearly linked to Forward Planning Documents/Programs/Curriculum • Learning Experience/Lesson plans should include sufficient information to ensure that teaching is effective • Pre-service Teachers, Mentor Teachers and University Supervisors will need to ensure that they share common expectations as to the detail required • FPD to be completed by the end of week 2 (and is used as a flexible working document from week 2-4).
Throughout the practice period	Reflections	<ul style="list-style-type: none"> • Consistent and active reflection is vital for professional growth. Pre-service Teachers are required to complete reflections for each lesson which must be available to Mentor Teachers and University Supervisor • Document clear goals for the next Professional Experience