

PPA2360 GUIDELINES FOR PLANNING - Semester 2, 2025

For each successive Professional Experience, the Pre-service teacher should keep Learning Experience Plans available in a dedicated Professional Experience File.

Anecdotal notes, reflections and feedback through discussions with the Mentor Teacher will all inform the planning of future learning experiences.

The Professional Experience File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation.

The best of these learning experiences could be used as evidence of professional development to include in a Professional Portfolio.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION	
<ul style="list-style-type: none"> Documentation should be available at all times for reviewing by Mentor Teachers, University Supervisors and School Practice Coordinators. 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. 	
Clearances	<ul style="list-style-type: none"> Working with Children Check (WWCC) Nationally Coordinated Criminal History Check – Department of Education (NCCHC) Mandatory Reporter Training (MRT)
Cover Page	<ul style="list-style-type: none"> Pre-service Teacher's name Course Title eg. <i>Bachelor of Education (Primary)</i> Unit Code <i>PPA2360</i> Dates of Professional Experience Name of school Principal School Practice Coordinator Mentor Teacher(s) and corresponding year level University Supervisor
General Documents	<ul style="list-style-type: none"> Situational Analysis to be completed at the end of DDs PPA2360 Guidelines for Professional Experience Useful information about the school and classroom A class time-table A class list
Planning Documents	<ul style="list-style-type: none"> Individual Learning Experience Plans – use template Assessments of student learning Reflections from Distributed Days/Reflections for each learning experience Professional Growth Plan Feedback from Mentor Teacher and University Supervisor Resources Learning experience plans should be submitted to the Mentor Teacher at least 2 days in advance.
Professional Portfolio / eportfolio	It is recommended that Pre-service Teachers begin to accumulate evidence for future use – not for assessment