

PPA2360 GUIDELINES FOR PLANNING - Semester 2, 2026

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

- 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	• Working with Children Check (WWCC) • Nationally Coordinated Criminal History Check – Department of Education (NCCHC) • Mandatory Reporter Training (MRT)
Cover Page	• 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	• 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	• 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