

IPP4350 PLANNING DOCUMENTS – SEMESTER 1, 2026

Assistant Teachers (AT) 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 and University Supervisors should monitor Professional Experience Files to ensure that the appropriate level of detail and standard of presentation is maintained. These documents must be always printed and readily available at school.

PROFESSIONAL EXPERIENCE FILE/s		
Commencement of the ATP Week 1- Term 2	Clearances	<ul style="list-style-type: none"> Working with Children Check (WWC) Nationally Coordinated Criminal History Check (NCCHC) Mandatory Reporter Training (MRT)
	Personal Teaching Statement Professional Growth Plan Contextual Analysis	These documents have been completed as part of the on-campus program and should be placed in the Professional Experience file.
By Week 4 (for implementation from Week 5)	Forward Planning Documents	<ul style="list-style-type: none"> Rationale for each Forward Planning Document (English, Mathematics and Integrated Learning/or other Learning Area Plan) 1 x 4 week Forward Planning Document for English 1 x 4 week Forward Planning Document for Maths 1 x 4 week Forward Planning Documents for Integrated Learning/ or other Learning Area. <p><u>Note: Integrated Learning forward plan is the preferred option.</u> The 'other' Learning Area is chosen if school context requires this.</p> <p>ATs are encouraged to adapt the Forward Planning templates provided and the process for completion to suit the school context, approach and teaching style</p>
Throughout the professional experience period	Assessment Data (In a separate file)	Records demonstrating all aspects of the planning, teaching and assessment cycle
	Learning Environment Weekly Plan	An overview of all the learning experiences and organisation of the indoor and outdoor environments.
	Daily Work Pads	<ul style="list-style-type: none"> A minimum of one page for each day as per the template provided. Assistant Teachers are encouraged to adapt the template provided to suit their context and teaching style. Completed at least 2 days in advance and provided to Mentor Teacher for feedback. A flexible working document which is clearly linked to Weekly Plan and Forward Planning Documents. Assistant Teachers are not required to complete individual learning experience plans.
	Reflections	Consistent and active reflection is vital for professional growth. Assistant Teachers are required to complete daily professional reflections which must be available to Mentor Teachers and University Supervisors
	Professional Portfolio/ePortfolio	This is not for assessment, but it is recommended that Assistant Teachers begin to accumulate evidence for future use.