

## PPA3211 PLANNING DOCUMENT – SEMESTER 2, 2025

Planning documents are considered to be flexible working documents, and PSTs are expected to make appropriate changes throughout the practice period based on MT and US feedback, and personal reflection. The purpose of this is to be responsive and effective to the needs of student learning, and to support PST development. Mentor Teachers (MT) should monitor Professional Experience Files to ensure that the appropriate level of detail and standard of presentation is maintained in planning documents and is completed by the PST in a timely manner. The PST needs to ensure that the file is kept up to date, is presented as required and is available to the MT and US at all times.

PROFESSIONAL EXPERIENCE FILE/s		
Prerequisite requirements before placement can be confirmed with school	Clearances	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>Department of Education - Nationally Coordinated Criminal History Check</li> <li>Online Mandatory Reporter Training (MRT)</li> </ul>
Commenced at beginning of practice period, and completed by end of week three	Planning Documents	<ul style="list-style-type: none"> <li>Forward Planning Document/s (FPD/s) including rationales as described below: <ul style="list-style-type: none"> <li>-For one Major learning area class if it is 4 periods per week, OR</li> <li>-For two Major learning area classes if it is 2 periods per week</li> </ul> </li> <li>Evidence of curriculum planning documents – WA Curriculum and Scope &amp; Sequence Documents</li> </ul>
Throughout the practice period	Assessment Data	<ul style="list-style-type: none"> <li>Records demonstrating all aspects of the planning, teaching and assessment cycle</li> <li>Evidence of assessment and marking</li> <li>Development of a recording system of student achievement</li> </ul>
	Learning Experience Plans	<ul style="list-style-type: none"> <li>A Learning Experience Plan/Lesson Plan for each lesson taught, as per the template provided. Completed by Pre-service Teacher (PsT) and given to MT at least 2 days in advance. This provides sufficient time for MT to check, discuss and provide feedback prior to lesson delivery if required</li> <li>The LEPs are considered <i>flexible working documents</i> (subject to modification) and should demonstrate clear alignment with Forward Planning Documents.</li> <li>LEPs should include sufficient information to ensure that teaching is effective.</li> <li>PsT, MT/s and University Supervisor (US) are to ensure that they share common expectations as to the detail required of all PST created documentation</li> </ul>
	Reflections	<ul style="list-style-type: none"> <li>Consistent and active reflection is vital for professional growth. PsTs are required to complete reflections for each lesson which must be available to MT and US when requested. A hard copy is to be added to file before beginning of next day.</li> </ul>
	Professional Portfolio	It is recommended that PsTs begin to collect and file evidence for future use (not for assessment)