

WPL6205 GUIDELINES FOR PLANNING – SEMESTER 2, 2019

Graduate Pre-service Teachers are required to prepare all relevant documentation according to the guidelines and due dates provided below. Planning documents should be flexible working documents, the purpose of which is to underpin sound teaching which meets the needs of all students.

The Professional Practice File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation. Mentor Teachers should monitor Professional Practice Files to ensure that the appropriate level of detail and standard of presentation is maintained.

PROFESSIONAL PRACTICE 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 Practice 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 Nationally Coordinated Criminal History check
Cover Page	<ul style="list-style-type: none"> Pre-service Teacher's name Course Title e.g. <i>Bachelor of Education (Primary)</i> Unit Code WPL6205 Dates of Professional Practice Name of school, Principal, School Practice Coordinator, Mentor Teacher, year level University Supervisor
General Documents	<ul style="list-style-type: none"> Collation of contextual information to be completed in week 1 WPL6205 Guidelines for Professional Practice Professional Growth Plan A class timetable A class list
Planning Documents	General <ul style="list-style-type: none"> Individual Learning Experience Plans (weeks 1 – 3). Use template provided Detailed and varied assessments of student learning Reflections Feedback from Mentor Teacher and University Supervisor Resources
	Forward Planning Document <ul style="list-style-type: none"> 1 x 2 week Forward Planning Document in English or Mathematics prepared on template provided Due to Mentor Teacher by the end of week 2 for review and feedback To be implemented in weeks 4 - 5
	Daily Work Pad <ul style="list-style-type: none"> Detailed Daily Work Pad using template provided (weeks 4 – 5) A minimum of one page for each day as per the template provided Completed at least 2 days in advance and provided to Mentor Teacher for feedback A flexible working document which is clearly linked to Forward Planning Document
Professional Portfolio	It is recommended that Pre-service Teachers begin to accumulate evidence for future use – not for assessment