

PPA6250 PLANNING GUIDELINES – SEMESTER 2, 2025

Pre-service Teachers are required to prepare all relevant documentation according to the timelines 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. Mentor Teachers should monitor Professional Experience Files to ensure that the appropriate level of detail and standard of presentation is maintained. These documents must be readily available at school at all times.

PROFESSIONAL EXPERIENCE FILE/s		
Commencement of the PEX Week 1	Clearances	<ul style="list-style-type: none"> Working with Children Check Department of Education – Nationally Coordinated Criminal History Check (NCCHC) Mandatory Reporter Training (MRT)
	Preparing planning documents	<ul style="list-style-type: none"> A lesson plan for each lesson taught in Week 1 Evidence of forward planning documents- draft stage Evidence of curriculum planning documents used – WA Curriculum and Scope & Sequence documents, SCSA teaching and assessment support materials, and/or National Curriculum documents
By Monday of Week 3	Planning documents	<ul style="list-style-type: none"> A completed forward planning document* (for <i>each series of lessons</i> taught) for the entire teaching practice
Throughout the practice period	Assessment data (In a separate file)	<ul style="list-style-type: none"> Records demonstrating all aspects of the planning, teaching and assessment cycle Evidence of assessment and marking Development of a recording system of student achievement
	Lesson (learning experience) plans	<ul style="list-style-type: none"> A lesson (learning experience) plan for each lesson taken, containing the information in the template provided. Completed 2 days in advance and provided to Mentor Teacher for feedback Lesson plans should be clearly linked to forward planning documents. Lesson plans should include sufficient information to ensure that teaching is effective. Pre-service Teachers, Mentor Teachers and the University Supervisor will need to ensure that they share common expectations as to the detail required in the lesson plans At an 80% teaching load- PsT's can negotiate the use of the daily workpad with MT's and/or US's
	Resources and teaching aids	<ul style="list-style-type: none"> Worksheets Assignments/design briefs Tests/ exam questions Use of ICT
Throughout the practice period	Reflections	Consistent and active reflection is vital for professional growth. Pre-service Teachers are required to complete reflections on every lesson taught which must be available to Mentor Teachers and University Supervisor
	Professional portfolio	It is recommended that Pre-service Teachers begin to accumulate evidence for future use (not for assessment).