

## PPA6250 PLANNING GUIDELINES – SEMESTER 2, 2026

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 always be readily available at school (whether physical or digital).

| PROFESSIONAL EXPERIENCE FILE/s |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Commencement of the PEx Week 1 | Clearances                           | <ul style="list-style-type: none"> <li>Working with Children Check</li> <li>Department of Education – Nationally Coordinated Criminal History Check (NCCHC)</li> <li>Mandatory Reporter Training (MRT)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                | Preparing planning documents         | <ul style="list-style-type: none"> <li>A learning experience plan for each lesson taught in Week 1</li> <li>Evidence of forward planning documents- draft stage</li> <li>Evidence of curriculum planning documents used – WA Curriculum and Scope &amp; Sequence documents, SCSA teaching and assessment support materials, and/or National Curriculum documents</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| By Monday of Week 3            | Planning documents                   | <ul style="list-style-type: none"> <li>A completed forward planning document* (for <i>each series of lessons</i> taught) for the entire teaching practice</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Throughout the practice period | Assessment data (In a separate file) | <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 taken, containing the information in the template provided. Completed 2 days in advance and provided to Mentor Teacher for feedback</li> <li>LEP should be clearly linked to forward planning documents.</li> <li>LEP should include sufficient information to ensure that teaching is effective.</li> <li>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</li> <li>After the interim report- PsT's can negotiate the use of the daily work pad with MT's and/or US's</li> </ul> |
|                                | Resources and teaching aids          | <ul style="list-style-type: none"> <li>Worksheets</li> <li>Assignments/design briefs</li> <li>Tests/ exam questions</li> <li>Use of ICT</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |