

PPA6150 HAT@ECU PLANNING DOCUMENT – SEMESTER 1, 2026

Planning documents should be flexible working documents, the purpose of which is to underpin sound teaching that 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 (both physical and digital) must be always readily available at school.

PROFESSIONAL EXPERIENCE FILE/s		
Commencement of the Professional Experience	Clearances	<ul style="list-style-type: none"> • Working with Children Check Card • Department of Education – NCCHC • MRT certificate of completion • ECU name badge to be worn at all times • Observation notes on school/classes
Week 2	Planning Documents	<ul style="list-style-type: none"> • Draft of 1 x 4-week Forward Planning Document (FPD) with rationale for one focus class in Major Learning Area due Wednesday of week 2 • Evidence of curriculum planning documents e.g. ACARA documents, West Australian Curriculum and Assessment Outline, Scope & Sequence documents
Throughout the practice period	Working Portfolio/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 (formative or summative) • The mentor, US and HAT student negotiate format of PEx file
	Learning Experience Plans/Lesson Plans	<ul style="list-style-type: none"> • A Learning Experience Plan for each lesson taught, using the ECU template. Completed 2 days in advance and provided to Mentor Teacher for discussion and feedback • Learning Experience Plans clearly linked to Forward Planning Documents/Programs/Curriculum • Learning Experience Plans should include sufficient information to ensure that teaching is effective • Pre-service Teachers, Mentor Teachers, and University Supervisors will need to ensure that they share common expectations as to the detail required • FPD for focus class (and is used as a flexible working document from week 2-4).
Throughout the practice period	Reflections	<ul style="list-style-type: none"> • Consistent and active reflection is vital for professional growth. Pre-service Teachers are required to complete reflections for each lesson which must be available to view • Document clear goals for the next Professional Experience