

HAT PPA6250 PLANNING GUIDELINES – SEMESTER 2, 2025

HAT 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	Planning requirements for PPA6250 (HAT) have been modified to reflect the stage of planning and teaching for Pre-service Teachers in term 4 of the program. It is anticipated that PsTs will continue to plan and teach according to their contractual arrangements during the 5-week block. Planning documents as detailed below are the minimum requirements to meet the criteria for assessment of Professional Experience.
By Monday of Week 3	Planning documents	<p>1 x Forward Planning Document for a focus class. The forward plan needs to be prepared on the template provided. Content, learning area and sequence of learning is at the discretion of the Mentor Teacher and should be designed to reflect the ongoing learning program in place for the students in the focus class. The FPD for assessment should include, at a minimum, the lessons to be delivered during the 5-week block, but can include all term planning if needed.</p> <p>All other forward planning requirements should continue as per the format and process required for the school context. PsTs are not required to provide their planning documents for other classes on the ECU template.</p>
Throughout the practice period	Assessment data	<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
	Daily Work Pads	<ul style="list-style-type: none"> PsTs are NOT required to write individual learning experience plans. Detailed Daily Work Pads (DWP) should be used from week 1. Planning should reflect a daily schedule. Weekly planners are not acceptable for the 5-week block. DWP are flexible working documents which are clearly linked to forward planning documents
	General documents	<ul style="list-style-type: none"> Resources 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 a reflection on one chosen lesson per day which must be available to Mentor Teachers and University Supervisor