

IPP2260 PLANNING REQUIREMENTS – Semester 2, 2024

For each successive Professional Experience, the Pre-service teacher should keep learning experience plans available in a dedicated Professional Experience File. Assessments, reflections, and feedback through discussions with the Mentor Teacher will all inform the planning of future learning experiences.

The Professional Experience File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation. The best of these learning experiences could be used as evidence of professional development to include in a Professional Portfolio.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION	
<ul style="list-style-type: none"> Documentation should always be available for reviewing by Mentor Teachers (MT), University Supervisors (US) and School Placement Coordinators (SPC). Professional Experience 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. 	
<p>Professional Experience File</p> <p>Organised, professional collation of planning and documents.</p> <p>Available at school for reviewing by the MT, US, SPC and Principal</p>	<p>Clearances</p> <ul style="list-style-type: none"> Working with Children Check Nationally Coordinated Criminal History Check issued by the Department of Education
	<p>Cover Page that includes:</p> <ul style="list-style-type: none"> Pre-service Teacher's name Course Title e.g. <i>Bachelor of Education (Early Childhood)</i> Unit Code <i>IPP2260</i> Dates of Professional Experience Name of school Principal School Placement Coordinator Mentor Teacher(s) and corresponding year level. Education Assistant(s) University Supervisor
	<p>General Documents</p> <ul style="list-style-type: none"> Contextual Analysis IPP2260 Planning, Teaching and Assessing Guidelines for Professional Experience Useful information about the school and classroom. A class timetable/routine. A class list

	<p>Planning Documents</p> <ul style="list-style-type: none"> • Individual Learning Experience Plans (Pre-service Teachers are required to use the template provided). • Assessment of student learning. • Reflections as outlined in the reflection guide. • Feedback from Mentor Teacher and University Supervisor.
<p>Pre-service Teachers are required to compile a resource collection for future use.</p>	<p>Resource Collection</p> <ul style="list-style-type: none"> • Organisation of the classroom space (floors, walls, desks, etc.). • Classroom timetable and use of routines, rules, and procedures. • Teaching strategies (motivation, transitions, gaining attention, beginning, and concluding learning experiences). • Classroom management strategies. • Assessment strategies. • Communication with home/parents/carers and the wider school community • Selected examples of student work (remove names to preserve confidentiality) • Curriculum ideas (eg. ideas, tasks, or projects for integrating learning) • Assessment/evaluation documentation • 'Special event' resources (i.e. Easter, Mother's Day, WA Week)
<p>Professional ePortfolio</p>	<ul style="list-style-type: none"> • Pre-service Teachers should begin to collate evidence of their progress and achievements for inclusion in a Professional ePortfolio. • This is not for assessment.