

## PPA3211 PLANNING DOCUMENT – SEMESTER 2, 2024

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 (MT) 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 professional experience Week 1	Clearances	<ul style="list-style-type: none"> <li>Working with Children Check</li> <li>Department of Education - Nationally Coordinated Criminal History Check</li> </ul>
	Planning Documents (commenced at the beginning of practice period and completed by the middle of the practice period)	<ul style="list-style-type: none"> <li>2 x 5 week Forward Planning Documents (including rationales for each) for two of the Major learning area classes (select the two that you teach the most)</li> <li>Evidence of curriculum planning documents – WA Curriculum and Assessment Outline, National Curriculum documents, Scope &amp; Sequence Documents</li> </ul>
Throughout the practice period	Assessment Data	<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/Lesson Plan for each lesson taken, as per the template provided. Completed by Pre-service Teacher (PsT) at least 2 days in advance and provided to MT for discussion and feedback</li> <li>The learning experience plans are considered <i>flexible working documents</i> (subject to modification) which are clearly linked to Forward Planning Documents.</li> <li>Learning Experience plans should include sufficient information to ensure that teaching is effective.</li> <li>PsT, MTs and University Supervisors (US) will need to ensure that they share common expectations as to the detail required</li> </ul>
	Reflections	<ul style="list-style-type: none"> <li>Consistent and active reflection is vital for professional growth. PsTs are required to complete reflections for each lesson which must be available to MT and US, and a hard copy is in file prior to lesson</li> <li>Document setting out clear goals for the next professional experience</li> </ul>
	Professional Portfolio	It is recommended that PsTs begin to accumulate evidence for future use (not for assessment)