

PPA4311 PLANNING DOCUMENTS – SEMESTER 1, 2025

Assistant Teachers (AT) 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 (MT) should monitor Professional Experience files to ensure that the appropriate level of detail and standard of presentation is maintained. These documents must be available at all times.

PROFESSIONAL EXPERIENCE FILE/S		
Before commencement of the ATP	Clearances	<ul style="list-style-type: none"> Working with Children Check Department of Education - Nationally Coordinated Criminal History Check
	Planning Days	<ul style="list-style-type: none"> Complete 5 planning days full time or equivalent part time (fill in logbook) Planning days can be observation and professional planning. ATs are not expected to be teaching during this time
Commencement of the ATP Week 1	Planning Documents/ Programs	<ul style="list-style-type: none"> Consolidate week 1-4 Forward Planning Documents (Program) for each class in Major Learning area Provide learning experience plans as negotiated Begin Forward Planning (Programming) for Minor Learning area AT will prepare Forward Planning Documents for every class they take from when they commence teaching the group (Evidence of curriculum planning documents and Assessment Outline, Scope & Sequence Documents)
By Week 5	All Forward Planning completed for Major Learning area.	<ul style="list-style-type: none"> Complete week 5-8 Forward Planning Document/Program - Major Learning area Consolidate Forward Planning/Programming for Minor Learning area
Throughout the Professional Experience	Assessment Data	<ul style="list-style-type: none"> Record evidence demonstrating all aspects of the planning, teaching and assessment cycle Evidence of assessment and marking Development of a recording system of student achievement
	Lesson Plans/ Daily Work Pad	<ul style="list-style-type: none"> A Learning Experience/Lesson Plan for each lesson taught as per negotiation with MT/University Supervisor, completed 2 days in advance and provided to MT for feedback As ATs become more proficient at teaching, the level of detail needed in lesson plans will be reduced and the daily work pad model can be used instead, if agreed by the MT and US following the interim report A flexible working document that is clearly linked to Forward Planning Documents/Programs
	Resources and teaching aids	<ul style="list-style-type: none"> Worksheets Assignments/design briefs Tests/ exam questions Use of ICT
	Reflections	<ul style="list-style-type: none"> Consistent and active reflection is vital for professional growth: ATs are required to complete reflections on each lesson taught which must be available to MTs and US to check. Regular use of monitoring tool encouraged (for mentor/student discussions).
	QTPA	Developing and consolidating components, B and C