

## PPA3260 GUIDELINES FOR PLANNING – SEMESTER 2, 2024

Pre-service Teachers are required to prepare all relevant documentation according to the guidelines and due dates 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.

The Professional Experience File should indicate a professional attitude as well as evidence of thoughtful and thorough organisation and preparation. Mentor Teachers should monitor Professional Practice Files to ensure that the appropriate level of detail and standard of presentation is maintained.

<b>PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION</b>	
<ul style="list-style-type: none"> <li>Documentation should be available at all times for reviewing by Mentor Teachers, University Supervisors and School Practice Coordinators.</li> <li>Professional Experience Files should demonstrate a high level of organisation and a high standard of presentation of all documents.</li> <li>Documents should be word processed, where possible, or written neatly and legibly.</li> </ul>	
<b>Clearances</b>	<ul style="list-style-type: none"> <li>Working with Children Check (WWCC)</li> <li>Nationally Coordinated Criminal History Check – Department of Ed (NCCHC)</li> </ul>
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>Pre-service Teacher's name</li> <li>Course Title e.g. <i>Bachelor of Education (Primary)</i></li> <li>Unit Code <i>PPA3260</i></li> <li>Dates of Professional Experience</li> <li>Name of school, Principal, School Practice Coordinator, Mentor Teacher, year level</li> <li>University Supervisor</li> </ul>
<b>General Documents</b>	<ul style="list-style-type: none"> <li>Situational Analysis to be completed at the end of DDs</li> <li>PPA3260 Guidelines for Professional Practice</li> <li>Professional Growth Plan</li> <li>Useful information about the school and classroom</li> <li>A class timetable</li> <li>A class list</li> </ul>
<b>Planning Documents</b>	<b>General</b> <ul style="list-style-type: none"> <li>Individual Learning Experience Plans (weeks 1-2). Use template provided</li> <li>Detailed and varied assessments of student learning</li> <li>Reflections</li> <li>Feedback from Mentor Teacher and University Supervisor</li> <li>Resources</li> </ul>
	<b>Forward Planning Document</b> <ul style="list-style-type: none"> <li>1 x 2-week Forward Planning Document in English or Mathematics prepared on template provided</li> <li>Due to Mentor Teacher by the end of week 2 for review and feedback</li> <li>To be implemented in Weeks 3 - 4</li> </ul>
	<b>Daily Work Pad</b> <ul style="list-style-type: none"> <li>Detailed Daily Work Pad using template provided (weeks 3 – 4)</li> <li>A minimum of one page for each day as per the template provided</li> <li>Completed at least 2 days in advance and provided to Mentor Teacher for feedback</li> <li>A flexible working document which is clearly linked to Forward Planning Document</li> </ul>
<b>Professional Portfolio</b>	It is recommended that Pre-service Teachers begin to accumulate evidence for future use – not for assessment