

Panel Checklist

Undertaking workplace assessment and panel report

- ☐ ALL panel members have read the *Principal, Panel & Mentor Handbook*; worked through the resources and tools that are available for panels from the TRB website; and familiarised themselves with the Proficient career stage Standard descriptors of the Australian Professional Standards for Teachers (APST).
- ☐ At least one member of the panel completes a TRB approved information session and/or the online modules and gathers evidence of this.
- ☐ Present the applicant with evidence of completion of training (e.g., certificate of completion/attendance).
- ☐ ALL panel members can act as mentors, supporting provisionally registered teachers, but must remember to assess the portfolio on its merits and 'at arm's length'.
- ☐ Attend panel members preparation session – agree date for workplace /assessment panel meeting and process for auditing applicant's portfolio.
- ☐ Each panel member to audit the agreed section(s) of the applicant's portfolio in preparation for the workplace /assessment panel meeting.
- ☐ Attend the workplace/assessment panel meeting to reach consensus on the assessment and recommendation report (Section 2 - Application Form).
- ☐ Assist the panel Chair to complete SECTION 2 – Report & Recommendations, including guidance/feedback for the applicant.
- ☐ Print out the completed report and ensure ALL members of the panel include their name, TRB number, signature and date in the spaces provided on the application form.
- ☐ Panel Chair provides feedback to the applicant and to the Principal and then completes, signs and dates the confirmation that feedback has been provided to the applicant (at the end of SECTION 2 – Report & Recommendations).
- ☐ Panel Chair photocopies SECTION 2 – Report & Recommendations. The **original is provided to the applicant** and the *copy is provided to the Principal*.

In the event the panel finds that the evidence provided is not yet satisfactory for them to recommend FULL registration then the following is required:

- ☐ Panel Chair provides written feedback to the applicant including the Standard descriptors and/or evidence requiring re-submission.
 - ☐ Panel Chair negotiates a re-submission date with the applicant and panel members. Receive
 - ☐ the amended applicant portfolio and repeat the panel assessment process.
-