

Applicant Checklist

Preparing evidence for workplace/assessment panel

- ☐ Clarify process with the workplace/assessment panel appointed by your Principal and schedule regular meetings with your practice-focused mentor (mentor).
- ☐ Refer to and unpack the Professional Standards at the Proficient stage.
- ☐ Engage in ongoing collaborative work with your colleagues, mentor and supervisor.
- ☐ Discuss, reflect and plan learning goals based on feedback from classroom observations.
- ☐ Track the planning cycle, making the connection between assessment, teaching, learning and reporting through your annotations.
- ☐ Discuss how the Standards relate to and link with other frameworks and priorities in your school, e.g. school improvement plan, Australian curriculum/EYLF, Quality Teaching Model.
- ☐ Gather a range of quality sources of evidence throughout the year/s, representing the seven Standards, from which to select your final evidence pieces.
- ☐ Identify evidence sets or samples of evidence that demonstrate multiple descriptors at the Proficient stage.
- ☐ Provide quality, not quantity. Do not submit too much evidence. Be aware of the recommended combination of 10 to 14 individual pieces or evidence sets. (Make brief notes as you go, noting the purpose of the activity/learning product/artefact of practice, its impact on student learning/engagement in learning/well-being and how you know.)
- ☐ Evidence must relate to teaching and learning across the three domains of the Standards, and reflect on the links between aspects of your professional knowledge, practice and engagement.
- ☐ The evidence annotation scaffold is useful to scaffold your annotations.
- ☐ Annotate each piece of evidence with an explanation of how it demonstrates your achievement of Proficient stage descriptors of the *Australian Professional Standards for Teachers*. Explain the connection between the pieces of evidence and the Standard/s, and across Standards/descriptors.
- ☐ Check that your collection of evidence covers all seven Standards and accounts for all 37 descriptors at the Proficient stage.
- ☐ Three of your pieces of evidence must be a record of lesson observations and one must be your professional learning journal **using the TRB template**.
- ☐ Include a completed **evidence map** (use either TRB template version A or B) – this should clearly articulate with your contents/organisation of your portfolio.
- ☐ Provide a table of contents. Label and organise your evidence for easy access.
- ☐ Provide a copy of your portfolio of evidence (10 - 14 pieces), semi-complete application form, evidence map, and statement of service to your Principal/delegate at least five working days prior to the panel meeting (or as requested).
- ☐ Retain your copy of the portfolio, evidence map and the original of the statement of service. You should ensure it is the original application form that is provided to the Principal/delegate and that you have NOT yet completed SECTION 1 Part 3.