Queensland Professional
Experience Reporting Framework

Professional experience checklists



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This checklist is part of the suite of documents for the Queensland Professional Experience Reporting Framework which can be found online at www.teach.qld.gov.au.

These checklists detail the expectations of site coordinators and supervising teachers in professional experience settings. The checklists provide guidance about the focus of these roles during the four key stages of professional experience:

- preparing for the professional experience
- induction of preservice teachers in professional experience settings
- supporting the supervising and preservice teacher during the professional experience placement
- assessment and reporting of professional experience.

While higher education institution professional experience documentation outlines the responsibilities and requirements of preservice teachers in relation to professional experience placements and any specific expectations of school-based coordinators and supervising teachers, these checklists identify the common roles and responsibilities across all schooling sectors and professional experience placements.



Preparing for the professional experience

Role	Expectations
Site coordinator	☐ Identify opportunities for preservice teachers to undertake professional experiences in the school and liaise with the higher education institutions (HEI) regarding these opportunities.
	☐ Engage with the relevant professional experience documentation and ensure distribution of these to supervising teachers, including: • Queensland Professional Experience Reporting Framework • HEI initial teacher education program handbooks.
	☐ Identify and support suitable supervising teachers by: • organising induction for newly identified supervising teachers • organising professional learning activities related to supervision, mentoring and assessment of professional experience by contacting the HEI for available support.
	☐ Match the preservice teacher to a suitable supervising teacher, considering the HEI program requirements and needs of the preservice teacher.
	☐ Sight and retain a copy of the HEI insurance and indemnity details.
	☐ Organise supervision and mentoring in liaison with supervising teachers, and ensure the preservice teacher is notified of schedules in advance.
Supervising teacher	☐ Be familiar with relevant professional experience documentation including: • Queensland Professional Experience Reporting Framework • HEI initial teacher education program handbooks.
	☐ Develop a plan for incorporating the preservice teacher into the teaching program, considering HEI program requirements and the needs of the preservice teacher.
	☐ Liaise with site coordinator to understand the supervision and mentoring arrangements.
	☐ Participate in training and other support provided by the HEI.

Induction of preservice teachers in professional experience settings

Role	Expectations
Site coordinator	☐ Welcome and orientate the preservice teacher to the school and learning contexts.
	☐ Provide relevant school policies and procedures to the preservice teacher including: • workplace health and safety (fire and evacuation procedures) • child protection • behaviour management • other school specific if applicable.
	☐ Notify the preservice teacher of non-classroom experience arrangements and extracurricular activities available to engage with the school community.
	☐ Sight the preservice teacher's blue card for working with Queensland children.
	☐ Collect the preservice teacher's emergency contact and details form.
Supervising teacher	☐ Provide advice and information on school and class programs to the preservice teacher including: • school-specific curriculum information • teaching topics and planning documents such as unit plans.
	☐ Discuss the administrative tasks undertaken by teachers in the school and clarify expectations for the preservice teacher's professional experience.
	☐ Discuss management procedures and strategies for student behaviour, learning and care.
	☐ Confirm timetabling with the preservice teacher.
	☐ Allocate classroom and staffroom space (such as desk and chair) and resources for the preservice teacher.
	☐ Discuss current classroom rules and routines for students regarding entries, exits and transitions and provide a classroom-specific induction regarding students.

During the professional experience

Role	Expectations
Site coordinator	☐ Support supervising teachers in the assessment, moderation and reporting processes. Meet regularly with supervising teachers and preservice teachers.
	☐ Liaise with the HEI representative.
	☐ Ensure the preservice teacher's compliance with: • school policy for the protection of young people • school policy on workplace health and safety • any lawful direction given by school supervising staff • acting in a professional manner • meeting attendance requirements.
	☐ If required, address non-compliance, through liaison with the preservice teacher, supervising teacher and HEI representative.
	☐ Support the supervising teacher in the identification of 'at risk' preservice teachers and coordinate early implementation of the relevant HEI 'at risk' process through liaison with the HEI.
	☐ Notify the preservice teacher of any schedule changes.
	☐ Ensure the supervising teacher is aware and complies with the policy regarding preservice teachers not undertaking a sole supervisory responsibility of students.
Supervising teacher	☐ Provide regular feedback to the preservice teacher (preferably on a daily basis), and time for joint reflection of practice. Encourage self-reflection by the preservice teacher.
	☐ Review the preservice teacher's lesson and unit plans prior to implementation in a class setting.
	☐ Liaise with the site coordinator in a timely manner regarding assessing, moderating and reporting using the relevant professional experience documents for 'at risk', interim, and completion reports.
	☐ Identify and notify the site coordinator of any instance where the preservice teacher fails to comply with: • school policy for the protection of young people • school policy on workplace health and safety • any lawful direction given by school supervising staff • expectations regarding their professional manner and meeting attendance requirements.
	☐ Ensure the preservice teacher is not given sole supervisory responsibility of students.
	☐ Provide learning opportunities that allow the preservice teacher to demonstrate the specific requirements of the professional experience. Supervise and model effective teaching and learning practice to support their professional development.

Assessment and reporting of professional experience

Role	Expectations
Site coordinator	☐ Support the supervising teacher in the final stages of the assessment, moderation and reporting process using the Australian Professional Standards for Teachers at the Graduate Career Stage.
	☐ Liaise with the HEI representative to coordinate the moderation of assessment.
	☐ Review and sign the final professional experience recommendations. Retain a copy signed by all parties for school records.
	☐ Complete and submit any relevant forms and documentation provided by the HEI to facilitate the site coordinator's payment.
Supervising teacher	☐ Ensure all attendance sheets have been signed.
	☐ Evaluate the preservice teacher, making assessment judgements based on evidence relevant to the Australian Professional Standards for Teachers at the Graduate Career Stage.
	☐ Assign a valid rating to each of the performance descriptors on the evaluation form.
	☐ Maintain confidentiality. A preservice teacher's performance should only be discussed with the principal, site coordinator and HEI representative.
	☐ Record the evaluation through the final professional experience recommendations, provided in the Queensland Professional Experience Reporting Framework, and provide a copy of this written feedback to the preservice teacher.
	☐ Provide verbal feedback to the preservice teacher and discuss the comments included in the final professional experience recommendations. Guide the preservice teacher's self-reflection based on the evaluation comments and the professional development reflection tool.
	☐ Liaise with the school site coordinator to finalise the assessment and moderation, including the signatures of preservice teacher, supervising teacher, school site coordinator and HEI representative.
	☐ Complete and submit any relevant forms and documentation provided by the HEI to facilitate the supervising teacher's payment.

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