Bachelor of Education (Primary Education)
1st Phase Professional Experience Handbook
2025

JAMES COOK UNIVERSITY
AUSTRALIA

Ready today for tomorrow

jcu.edu.au

Contents

Section 1 3
Placement Information **3**
A full overview of placement details and requirements 3
Placement Goals & Structure for Level 1 Placements 4
Program Overview 5
Professional Experience Contacts 6
Important Missing Placement Notice 7
Placement Dates & Requirement Breakdown 8
Roles and Responsibilities 9
Placement Checklist 10
Section 2 12
Placement Support **12**
Procedures to assist both PST and SBTE during placement 12
JCU Resource Portfolio 13
Drop-In Sessions 13
Preservice Teacher Request for Intervention 14
SBTE Request for an At-Risk Early Intervention 15
At-Risk Notification 16
Section 3 17
Assessment Details **17**
An overview of all assessment requirements 17
Assessment Guidelines 18
Assessing Level 1 Professional Experience 19
Placement Portfolio Requirement 20
Submission of Reports 21
Section 4 22
Individual Placement Details **22**
What to do during each of the designated Placements 22
Learner Identity Profiles 23
1st Level 1 Placement 24
ED1492 Goals and Placement Overview 24
ED1492 Learning Tasks in Detail 25
ED1492 Professional Experience Portfolio 28
ED1492 Professional Experience Report 29
2nd Level 1 Placement 33
ED1421 Goals and Placement Overview 33
ED1421 Learning Tasks in Detail 34
ED1421 Professional Experience Portfolio 37
ED1421 Professional Experience Report 38
Placement Appendices 41

Section 1

Placement Information

A full overview of placement details and requirements

Site Coordinators are provided with the JCU Online Resource Portfolio containing required placement documentation, including Handbooks and Digital Reports

Placement Goals & Structure for Level 1 Placements

PROFESSIONAL EXPERIENCE PLACEMENT GOALS

This infographic explains the overarching goals for the Level 1 Professional Experience Work Integrated Learning Program

GOAL 1

Begin developing an awareness of a teaching philosophy, professional identity and recognising contemporary discourses in Australian education

Beyond the School Gate

GOAL 2

Develop an awareness of how learner needs and strengths are identified

GOAL 3

Develop an awareness how identified learner needs are considered in planning and teaching of literacy and numeracy

GOAL 4

Develop an awareness of how learner needs are managed in positive learning environments

STRUCTURE OF PROFESSIONAL EXPERIENCE

This infographic outlines the Work Integrated Learning Experiences for the Bachelor of Education Primary

PLACEMENTS

ED1421 — 1

ED1492 — 2

ED1421

Using gradual release of responsibility model & explain teaching strategies, with a focus upon literacy

PST observes daily practices of the teacher

PST contributes to student learning as directed by SBTE

PST

SBTE guides PST to understand & support diverse learning needs and student strengths

ED1492

PST observes the SBTE's practice in teaching in exploring the mathematics and numeracy demands of the teaching profession.

Observe the Concrete – Representational - Abstract approach to mathematics teaching

ED1421 - 5 DAYS
ED1492 - 5 DAYS

Program Overview

This overview will support the SBTE's understanding of the PST's developmental study journey. Assessment decisions should be based on where the practicum fits within the program. The Preservice Teacher demonstrates engagement with the Graduate Standards as they progress to develop evidence of knowledge, skills and practice.

First Year is an induction into the contexts of teaching and learning. Preservice Teachers explore their own learning and the ways in which teachers learn. They are introduced to the broad educational context of the profession and policy that informs teachers' work, including curriculum frameworks - specifically, knowledge of diverse learners and student's learning and development. Preservice Teachers are developing an agentic professional identity and dedicated to the professional learning of theory, policy and practice to enable them to facilitate learning.

Block 1 - 6	
Level 1 Subjects	
Educational Psychology: Learners and Learning	Education Perspectives and Practice
Foundations of Language and Literacy in Education **(5-day Work Integrated Learning Placement)**	Teaching Mathematics and Numeracy in Primary and Early Childhood Settings **(5-day Work Integrated Learning Placement)**
Technologies for Primary School	Science and Sustainability in Education
Arts Education for Primary School	Elective in Primary Specialisation
Level 2 Subjects	
Planning for Engaging Learning **(5-day Work Integrated Learning Placement)**	Approaches to Oral Language and Reading Development in Primary School **(10-day Work Integrated Learning Placement)**
Aboriginal and Torres Strait Islander Education	Health and Physical Education for Primary School
Mathematics Education for Primary School 1	Humanities and Social Sciences for Primary School
Science Education for Primary School	Elective in Primary Specialisation
Level 3 Subjects	
Inclusive Education: Differentiated Learning for Students with Special Needs and Abilities **(5-day Work Integrated Learning Placement)**	Reflective Teaching Cycles and positive Learning Environments (Primary) **(15-day Work Integrated Learning Placement)**
Primary Education: Literature and Producing Texts	
Mathematics Education for Primary School 2	English as an Additional Language/Dialect for Indigenous Learners
Elective in Primary Specialisation	Technologies Across the Curriculum
Level 4 Subjects	
Fourth Year Professional Experience A **(15-day placement in a school setting)**	Leading Wellbeing and Sustainability in Learning Communities
Teachers as Ethical and Collaborative Change Agents	Education Across Culturally Diverse Contexts
Fourth Year Professional Experience B **(25-day placement in a school setting)**	Learning and Teaching in Rural and Remote Contexts
	Service Learning for Sustainable Futures

Areas of Primary Specialisation

English/Literacy Mathematics/Numeracy Science Health & Physical Education

Professional Experience Contacts

	Cairns	Townsville
Address	Student Placements Team Nguma-bada Campus Building A4, Room 124a Cairns QLD 4870	Student Placements Team Bebegu Yumba Campus Building 4, Room 268 Townsville QLD 4811
Student Placements Team		
For all general correspondence related to Professional Experience	07 4781 6333	Student Placements Team
Professional Experience Academic Coordinator [Education]		
Trisha Telford	07 4781 5424	trisha.telford@jcu.edu.au
Handbook Abbreviations		
SC: Site Coordinator **SBTE:** Site-Based Teacher Educator **PST:** Preservice Teacher **Portfolio:** Placement Portfolio - Evidence of Demonstrating Practice		**CASE:** College of Arts, Society and Education
Glossary of Web Links		
JCU Student Code of Conduct Queensland College of Teachers (QCT) QCT Code of Ethics Professional Boundaries: A Guide for Queensland Teachers QCT Evidence Guide for Supervising Teachers – Engagement Level Professional Experience Student General Handbook		

Important Missing Placement Notice

Attendance must be for the entire school day and per the host site's timetable, including meetings and in-school extracurricular activities. Preservice Teachers (PST) must **notify the school immediately** if they cannot attend a day due to illness or extenuating circumstances in line with the Special Consideration – Missed Placement. The day's planning is required to be forwarded to the Site-Based Teacher Educator (SBTE). The **missed day/s (up to 3 days)** is/are to be completed the following week to ensure the placement requirement of attending days consecutively.

For a missed placement of **3 days or more days,** the PST must submit a **Missed Placement Application Form** with the appropriate documentation. The assessment of the application will be based on the following criteria:

- does not interfere with the integrity of the intended learning within the placement, as *any adjustments made must not compromise the integrity of assessment requirements and processes, including the course Inherent Requirements*
- does not overlap with coursework timetabled lectures, workshops and subject assessments
- the consecutive day requirement is still met
- the host site has the capacity to continue with the placement

If the criteria of the Missed Placement application **cannot** be met, this may result in delayed progression.

The PST and SBTE **cannot negotiate** changed placement dates outside the Professional Experience Calendar without gaining approval from the process detailed in the above procedures.

Teaching Areas

By **AITSL Program Standards** for **Accreditation of Initial Teacher Education Program requirements**, Primary preservice teachers must complete placements that provide an opportunity to engage in their specialisation. Primary Specialisation are: English/Literacy, Mathematics/Numeracy, Health & Physical Education and Science

Knowing each school may vary their approach in terms of timing, structure and planning to implement units of work to incorporate Health & Physical Education and Science outside the classroom teacher's responsibilities, we ask the Site Coordinator to assist in supporting the PST **if the specialisation subject** is not timetabled during Placement dates. This can take the form of having the opportunity to visit and engage with another year-level or the specialist teacher to support PST in gaining a **breadth of the curriculum** in the specialisation area.

Placement Dates & Requirement Breakdown

ED1492 - Teaching Mathematics and Numeracy in Primary and Early Childhood
Term 1: 24th March – 28th March (5-day consecutive block)

- **Before** placement commencement date: Induction – Arrange with SC the most appropriate time and mode of delivery for a school Induction
- **Day 1 - 3:** Targeted observation & actively engage in all planning & learning experiences with a focus on Mathematics & numeracy development
- **Day 4 & 5:** SBTE Guided – PST leads a segment (small group activity) during a Mathematics lesson
- **Day 1-5**: Observation opportunity within the placement (timetabling permitting) to observe specialisation, with a focus on the specific numeracy demands for the subject (Science & HPE)

Primary Specialisations

English/Literacy Mathematics/Numeracy Science Health and Physical Education

Reporting

When	- Within 5 days of Placement completion to support student subject progression
What	- Professional Experience Report: PST must have a minimum of 'Developing Adequately' against **EACH** descriptor at the **Engagement Level** to pass the placement - PST must complete the Professional Experience Portfolio requirement
Who	- Report completed by SBTE, signed by SBTE, SC and PST - Returned ONLY by SC to Student Placements Team

ED1421 – Foundations of Language and Literacy
Term 2: 26th May – 30th May (5-day consecutive block)

Return to ED1492 School if within the same calendar year
Mid-Year Entry or Out-of-Step Student – New School

- Mid-Year Entry Students - **Before** placement commencement date: Induction – Arrange with SC the most appropriate time and mode of delivery for a school Induction

- **Before** placement commencement date: Induction – Arrange with the partnership school the most appropriate time and mode of delivery for a school induction
- **Day 1 - 3:** Targeted observation & actively engage in all planning & learning experiences with a focus on Language & Literacy development
- **Days 4 & 5:** SBTE Guided – PST leads a segment (small group activity) during an English lesson
- **Day 1-5**: Observation opportunity within the placement (timetabling permitting) to observe specialisation, with a focus on the specific literacy demands for the subject (Science & HPE)

English/Literacy Mathematics/Numeracy Science Health and Physical Education

Reporting

When	- Within 5 days of Placement completion to support student subject progression
What	- Professional Experience Report: PST must have a minimum of 'Developing Adequately' against **EACH** descriptor at **Engagement Level** to pass the Placement - PST must complete Professional Experience Portfolio requirements
Who	- Report completed by SBTE, signed by SBTE, SC and PST - Returned ONLY by SC to Student Placements Team

Roles and Responsibilities

Mandatory Induction

- PST attends Professional Experience Workshops in preparation for placement as per the **Professional Experience Placement Requirements** Policy Procedure
- PST emails an introduction to Site Coordinator
- Arranges an introductory meeting time to meet SC & SBTE prior to Placement
- SC orientates PST to school policy and expectations
- SC inducts PST to Workplace Health and Safety policy and procedures
- JCU offers optional online support sessions prior to placement for SC & SBTE

Expectations

- PST & SBTE expectation discussion regarding Assessment Report & plan for engagement during Placement
- SBTE exposes PST to relevant school curricular documents
- PST, if required, follows the Intervention Process to request support while on Placement
- SBTE notifies SC of early intervention of 'At Risk' and SC notifies JCU
- JCU provides support to PST and SBTE upon notification of PST 'At Risk'

Engagement

- SBTE engages PST through modelling, guiding, supervising and assessing PST in their first year of placement experience
- PST takes responsibility for their own learning through active engagement, observation and participation in professional reflective dialogue
- PST documents professional growth evidencing the Australian Professional Standards
- PST observes and contributes to the school community
- SC monitors PST engagement, provides support to PST and SBTE, contacts JCU if PST is underperforming

Assessment and Reporting

- SBTE provides evidence-based feedback to PST
- PST develops a Portfolio to support their demonstration and understanding of the assessed APSTs
- SBTE uses Portfolio to support evaluation of PST's development
- SC submits signed Professional Experience Reports to Student Placements Team - cc Preservice Teacher Professional Experience
- ED1421: Minimum of Developing in EACH descriptor at Engagement Level
- ED1492: Minimum of Developing in EACH descriptor at Engagement Level
- Report is due within 5 days of Placement completion for subject progression

Placement Checklist

A Quick "Go To Guide"

	Preservice Teacher	Site Coordinator	Site-Based Teacher Educator
Pre-Placement Preparation	Students are required to obtain a Suitability to Work with Children Card before the start of the first Placement Meet all Professional Experience Placement Requirements to be eligible for Placement- including attendance at Professional Experience Workshops Access the **LearnJCU Profex Community Site 1st Phase Folder** for supporting documents and templates	Direct your colleagues to the provided JCU Professional Experience Resource Portfolio - Handbooks, Professional Experience Calendar, Digital Reports and Supporting Resources JCU offers 'Optional 30 min online support' to schools who wish to gain a better understanding/ clarification and to ask questions regarding placement requirements See **School Partnership Support Timetable** in the JCU Professional Experience Resource Portfolio for all joining links	JCU offers 'Optional 30 min online support' to schools who wish to gain a better understanding/ clarification and to ask questions regarding placement requirements before placement See **School Partnership Support Timetable** in the JCU Professional Experience Resource Portfolio for all joining links Ensure you have received and have access to the following: JCU Professional Experience Resource Portfolio, which includes • Placement Handbooks • Induction Document • Digital Reports • Professional Experience Partnership General Handbook
	Contact the Site Coordinator with an email introduction. Ensure you have included a professional email signature Arrange Induction time Present Blue Card and JCU Student ID card Have your JCU Student ID on a lanyard, ready for you to wear at all times whilst on placement	Meet with Preservice Teacher **Confirm** the Preservice Teacher's primary **specialisation** Record PST's emergency contact details and sight their Blue Card	Meet with Preservice Teacher View PST's learning development and previous placement experience within the Program Overview
	Attend school induction – Use the JCU Induction Guide Enquire about the school's Workplace Health and Safety Policy and Risk Management Policy Become familiar with school policies Review Subject Outlines with assessment items linked to Professional Experience and plan to collect artefacts, as required Prearrange your Portfolio structure –include the 5 sections of the Professional Experience Report	Induct PST to Workplace Health and Safety school policies and procedures Orient PST to the school ethos, professional conduct expectations, pedagogical framework, behaviour management policies and school procedures JCU Induction Guide is available in the Resource Portfolio Become familiar with the Key Elements of the Integrated Learning Program Partnership *General* Handbook • Placement Requirements • Early Notification At-Risk Procedure • Pay claims	Become familiar with the Key Elements **(infographics)** of the Professional Experience *Placement* Handbook • Level 1 Placement Goals & Structure p.4 • Roles & Responsibilities p.9 • Assessment p.18 Placement Details • ED1492 pp.24-31 • ED1421 pp.33-40

Before Placement	Review the following documents **QCT** • Code of Ethics • Professional Boundaries • Guide of Evidence ***Engagement Level*** **JCU** • Student Code of Conduct **PLACEMENT DOCUMENTS** Have **full** knowledge of • Work Integrated Learning Professional Experience - *Student General Handbook* • Induction Document • Placement Templates • Placement Learning Goals • Detailed Weekly Learning Tasks • Portfolio Requirements • Assessment & Reporting details	Support PST with their timetable to have the **opportunity to engage** in their specialisation subject, e.g., HPE/Science Advise the SBTE how you might support them in the assessment and reporting Advise PST how they should contact you for support Advise PST when you might check- in on them	**Utilise** Support Documents • QCT Evidence Guide (for Engagement) • Support resources for SBTE: See QCT website • Induction Exemplar Provide PST with the following • timetable • student information/data to support understanding of APST 1 • class routines and procedures
During Placement	Discuss with SBTE the required artefacts for assessment Follow the detailed weekly placement tasks Engage in professional dialogue Engage in reflective practice Develop a **Professional Experience Portfolio** Use Portfolio throughout the Placement to guide reflective practice discussions with SBTE	Initiate early the At-Risk Procedure if PST is at risk of not meeting requirements p.15 and p.16 **The form is located in the JCU Resource Portfolio**	Clarify your expectations with PST: • Reporting time, punctuality, duties, mobile phones • Times for professional dialogue • Observation: how and when could they do so • Participation: how they support student learning • Access to resources: what could they explore Engage in professional dialogue regarding Portfolio artefacts to support your assessment of PST demonstrating evidence of APSTs Initiate early the **At-Risk** Procedure so support action can be implemented
After Placement	Ensure professional courtesy and good manners are exhibited in your thanks towards all staff and school community after your Placement Retain a copy of your signed Professional Experience Reports	Sign the Professional Experience Report/ Record before submitting it to the JCU Student Placements Team **Please cc PST in the email so they may retain a copy of the Digital Report** Supporting the assessment processes and JCU's commitment to academic integrity, all reports are to be returned ONLY by SC Submit your Site Coordinator's pay claim	Discuss assessment of PST with your SC if deemed necessary Sign the Professional Experience Report for each Placement and submit it to SC to submit to JCU Submit your pay claims by the end of the Placement dates

Section 2

Placement Support

Procedures to assist both PST and SBTE during placement

JCU Resource Portfolio

James Cook University recognises the need for all our placement partners, including SBTEs who accept the role of supervising a PST, to have easy, fast and independent access to all resources and information required to support their preparation for hosting a student in their classroom. The link to our Professional Experience Resource Portfolio is included in every placement confirmation email for the SC to disseminate.

Drop-In Sessions

James Cook University acknowledges the importance of providing ongoing support to SCs and SBTEs before a placement. JCU supports and facilitates an effective partnership to enhance the quality and success of the placement by offering online sessions to create regular communication between all stakeholders.

JCU offers an optional Drop-In Support Session for both SCs and SBTEs. The sessions are offered via LearnJCU. Please see the School Partnership Support Document for the links for all sessions.

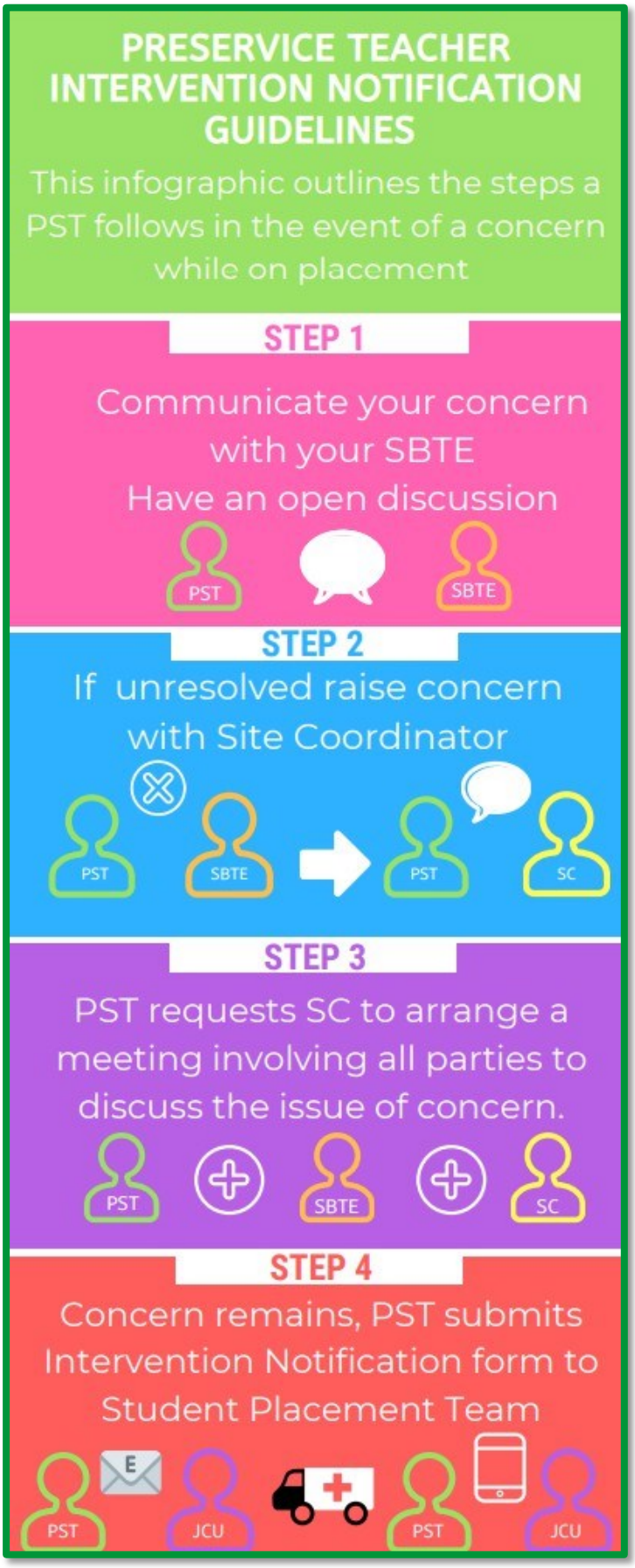
The purpose is to provide SCs and SBTEs an access platform to ask any questions they may have to gain the following:

- Mutual understanding of placement requirements and progression of learning
- Clarification of placement requirements and resources
- General expectations regarding the assessment of PST and reporting of PST development at either Engagement or Achievement Level
- Knowledge of the JCU Professional Experience Program

If confirmed as hosting a 1st Year Preservice Year
For any Placement scheduled in Terms 1 and 2 **Please click on the Link 🔗 to access the JCU session.** Optional Support Drop-In prior commencement of the Placement Any Time between 3.30 pm – 4.30 pm Tuesday 1st April 🔗 Click on the link to join the Collaborate to meet the Professional Experience Coordinator to ask any Placement questions.
For any Placement scheduled in Terms 2 and 3 **Please click on the Link 🔗 to access the JCU session.** Optional Support Drop-In prior commencement of the Placement Any Time between 3.30 pm – 4.30 pm Tuesday 29th July 🔗 Click on the link to join the Collaborate to meet the Professional Experience Coordinator to ask any Placement questions.

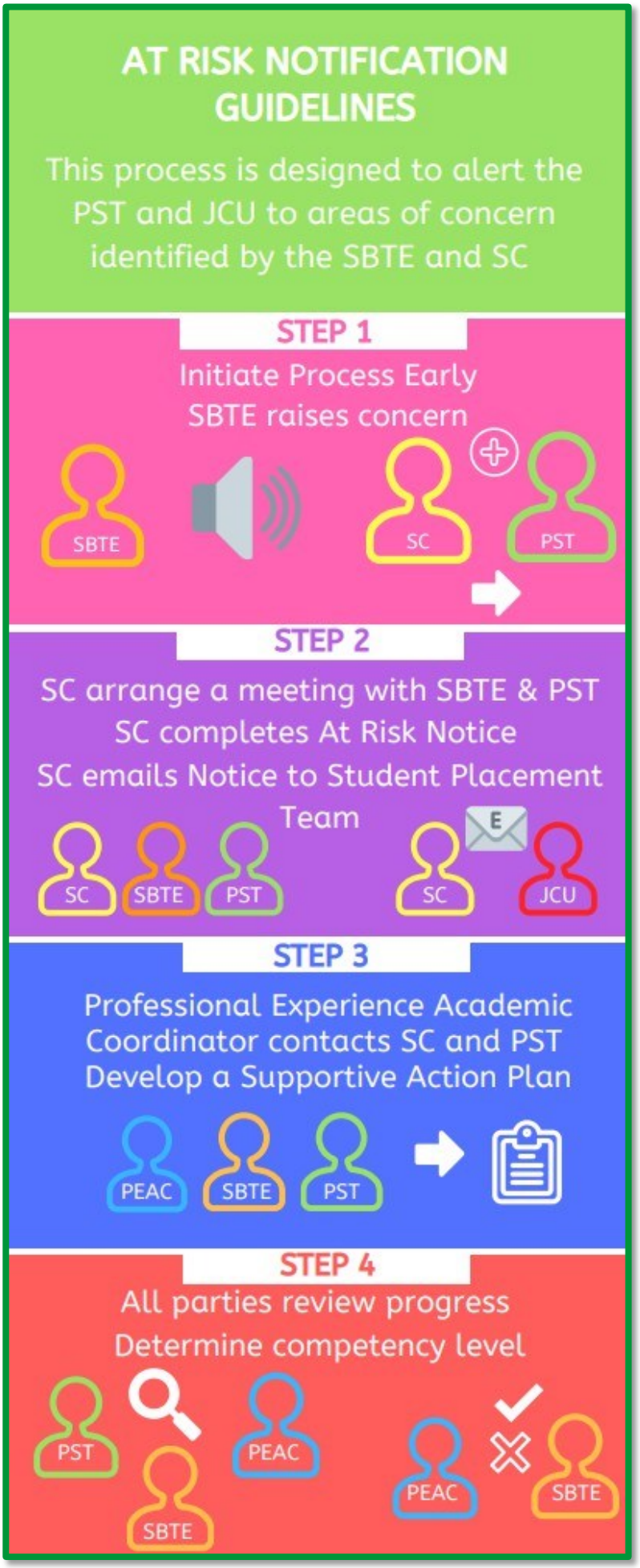
Preservice Teacher Request for Intervention

The Intervention Notification is designed for the Preservice Teacher to use, triggering a response from the Student Placement Team. The submission of the form indicates possible intervention while on Placement. The PST submits the notification, which is located in the Professional Experience Community Site.



Upon receipt of the Intervention Notification, the Student Placement Team will notify the Professional Experience Academic Coordinator (Education). The Professional Experience Coordinator will contact the PST to discuss the concern. If necessary, the Professional Experience Academic Coordinator will visit the school to discuss the matter with all parties concerned.

SBTE Request for an At-Risk Early Intervention



At-Risk Notification

The "At-Risk Notification" is designed for use ONLY by **Site-Based Teachers and Site Coordinators**.

The "At-Risk Notification" process is designed to alert the Preservice Teacher and JCU to areas of concern identified by the Site-Based Teacher Educator and Site Coordinator. The At-Risk Notification process should be used in any of the following circumstances:

- Where the Site-Based Teacher Educator and Site Coordinator believe that the Preservice Teacher could, with additional effort and attention, work to demonstrate competence in all criteria required in the Professional Experience.
- Where the Preservice Teacher is failing to respond effectively to feedback provided by the Site-Based Teacher Educator and Site Coordinator.
- Where the Site-Based Teacher Educator and Site Coordinator believe that intervention from JCU would assist the Preservice Teacher.

The "Preservice Teacher At-Risk Notification" process and form submission should be initiated **as early** as possible. This action **allows time** for intervention to occur.
On receipt of the At-Risk Notification form

- Student Placements Team contacts the Professional Experience Academic Coordinator [Education]
- Contact is made with the Site-Based Coordinator to discuss the concerns
- Based on conversations, an arrangement is made for either the PEAC or Academic Liaison to visit to support the
- Preservice Teacher and the Supervising Teacher
- In collaboration, the JCU Team, School and Preservice Teacher develop an action plan of support that serves the best interest of all parties, including a time for review

At-Risk Form – JCU Professional Experience Resource Portfolio

If further action is required, the Site Coordinator should contact the Professional Experience Academic Coordinator [Education] via email: trisha.telford@jcu.edu.au or phone (07) 47815424.

Early notification to JCU provides time for intervention before the completion of the Placement

Section 3

Assessment Details

An overview of all assessment requirements

ASSESSMENT MODERATION

Has the Preservice Teacher shown sufficient evidence of a deep interest to learn and develop their professional knowledge and practice?

Provide descriptive feedback to guide Preservice Teacher's professional development

REQUIREMENTS

Assessed using Professional Experience Report

PST organises a time with SBTE to discuss practice & overall evaluation and **discuss PST's Portfolio**

Provide verbal feedback to PST concerning their development

ED1421 - 5 DAYS

Assessed using Professional Experience Report
Observation of daily **engagement** & professional **attributes**
PST organises a time with SBTE to discuss practice & overall evaluation
Discuss Professional Experience Report, **including** PST's Portfolio

CONSIDERATIONS

Demonstration of Evidence through **Practice**, **Portfolio** and Professional **Discussions**

Observation of daily **engagement**

Professional **attributes**

Discussion of practice and professional learning

ED1492 - 5 DAYS

Assessed using Professional Experience Report

Observation of daily **engagement** & professional **attributes** PST organises a time with SBTE to discuss practice & overall evaluation and discuss PST's Portfolio

Provide feedback to PST concerning their development at an **engagement** level

Assessing Level 1 Professional Experience

Professional Experience allows Preservice Teachers to learn within and through practice. Their learning is demonstrated through their contributions to student learning and their professional reflections on their contributions to the classroom and the wider school community.

In making this formal evaluation, Site-Based Teacher Educators will take into consideration the following:

Site-Based Teacher Educators Making the formal evaluation, take the following into consideration	Preservice Teacher Regularly discuss practice and self-appraisal to ensure ongoing development
• QCT Evidence Guide for Supervising Teachers ('Engagement' level) • Preservice Teacher's daily engagement • Preservice Teacher's evidence curated in their Professional Experience Portfolio • Professional dialogue of practice and professional learning during placement	• Curated evidence of practice using the Professional Experience Portfolio • Key strengths, areas of concern and suggestions for continued development toward Graduate Level • Specific feedback on the area of specialisation

By the end of the ED1492 Professional Experience, Preservice Teachers are expected to demonstrate at an Engagement level throughout their practice and Professional Experience Portfolio:

- Early development of knowledge and understanding of the implications for the learning of students' physical, cultural, social, linguistic, and intellectual characteristics.
- A developing knowledge of the literacy and numeracy teaching strategies and their application in learning areas.
- A developing understanding of the principles of inclusion.
- Developing knowledge of strategies that support a positive learning environment.
- Exploring ways to identify support for students' well-being and safety, working within school and system curriculum and legislative requirements.
- Developing skills in observing and reflecting on teaching and learning processes.
- Professional conduct that reflects QCT Code of Conduct, Professional Boundaries and the school's code of conduct.

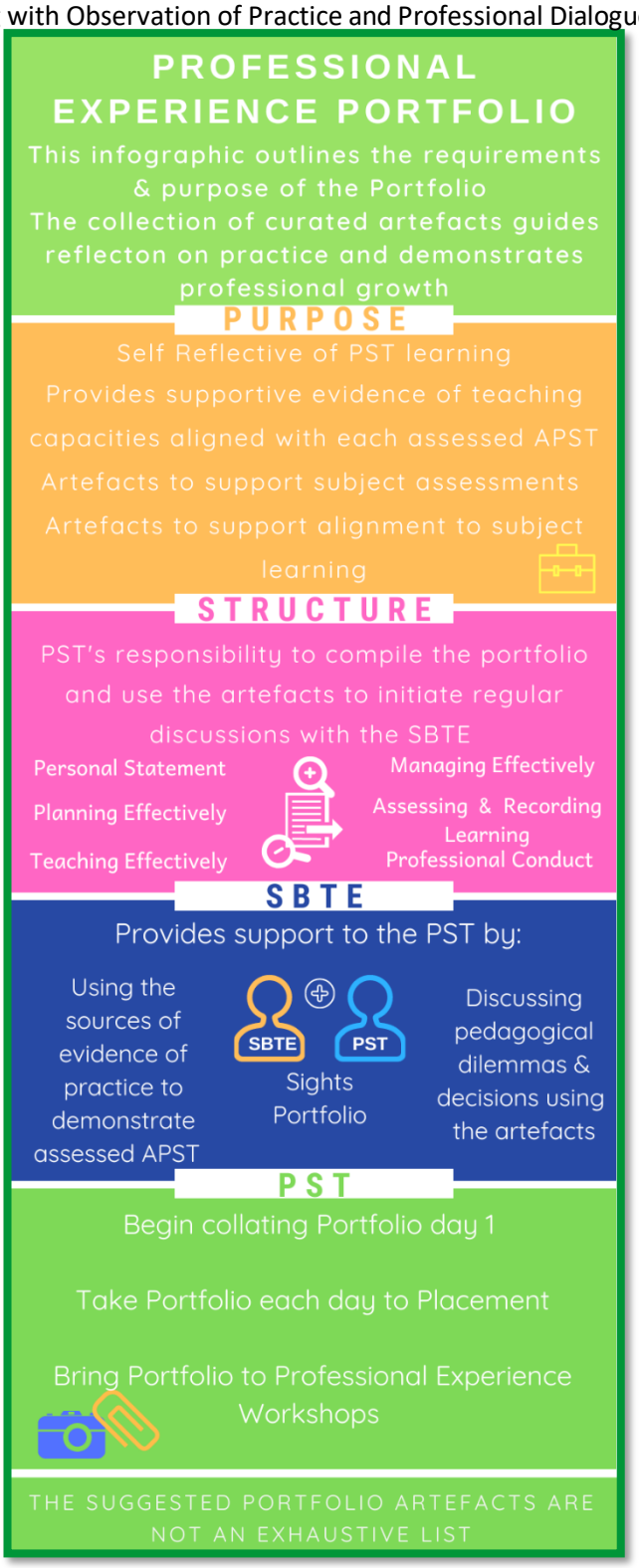
Assessment Ratings	
Well developed	**Consisten**t evidence of knowledge, practice and engagement that demonstrate the APST descriptors at the Graduate Career Stage
Developing adequately towards graduate level	**Awareness** of the descriptors at the APST Graduate Career Stage; developing consistency in knowledge, practice and engagement at this level
Not developing adequately	**There is little or no evidence** of knowledge, practice and engagement of awareness that meet the descriptor at the APST Graduate Career Stage

Before the last day of Placement, the Preservice Teacher should organise a time to discuss their professional learning and development. This is an opportunity to provide final feedback to support the PST in planning their next Placement learning goals.

Placement Portfolio Requirement

The purpose is to document *Professional Learning, Growth and Demonstration of Australian Professional Standards*. **This is not an assessable item but is recorded in the Placement Report as completed and discussed throughout the placement.** The collated artefacts support the PST's ongoing professional development in demonstrating how they plan to have an ***Impact For*** student learning and how their professional decisions and enactment of practice had an ***Impact Of*** student learning. The process of curating ongoing professional development through a Portfolio supports the PST in developing the practice of demonstrating evidence as they progress through their degree and career phases.

The portfolio serves as a collection of tangible evidence to support the SBTE's judgments about the preservice teacher's demonstration of the APSTs along with Observation of Practice and Professional Dialogue.



The Portfolio is a working document. It allows the Preservice Teacher to record the 'invisible' work of teaching – the planning, reflecting, and pedagogical decision-making behind all successful teaching episodes. The curated artefacts should be evidence of the assessed descriptors of Australian Professional Standards for Teachers (APST), demonstrating the PST's knowledge. The SBTE and PST view and discuss the Portfolio artefacts **throughout** the placement to support professional dialogue and reflective practice.

Submission of Reports

Located

- All Digital Reports are located in the JCU Professional Experience Resource Portfolio supplied to the school

Who Submits

- Assessment processes support JCU's commitment to academic integrity and therefore, Reports to be returned **ONLY** by Site Coordinator

Report Details

- Support PST's ongoing progress by providing feedback on understanding and practice, with attention to the development of the Australian Professional Standards and Professional Attributes
- This document will be used by the Preservice Teacher for critical reflection to plan their next steps of development
- All required fields are completed
- Ensure all parties have signed the completed report

Where to Submit

- Digital Reports are submitted to Student Placements Team

When to Submit

- Within 5 days of completion of Placement to support PST's subject progression

Copy

- Provide a copy of the report to all parties – **Please cc PST** in email so they may retain a copy of the Report for their Portfolio

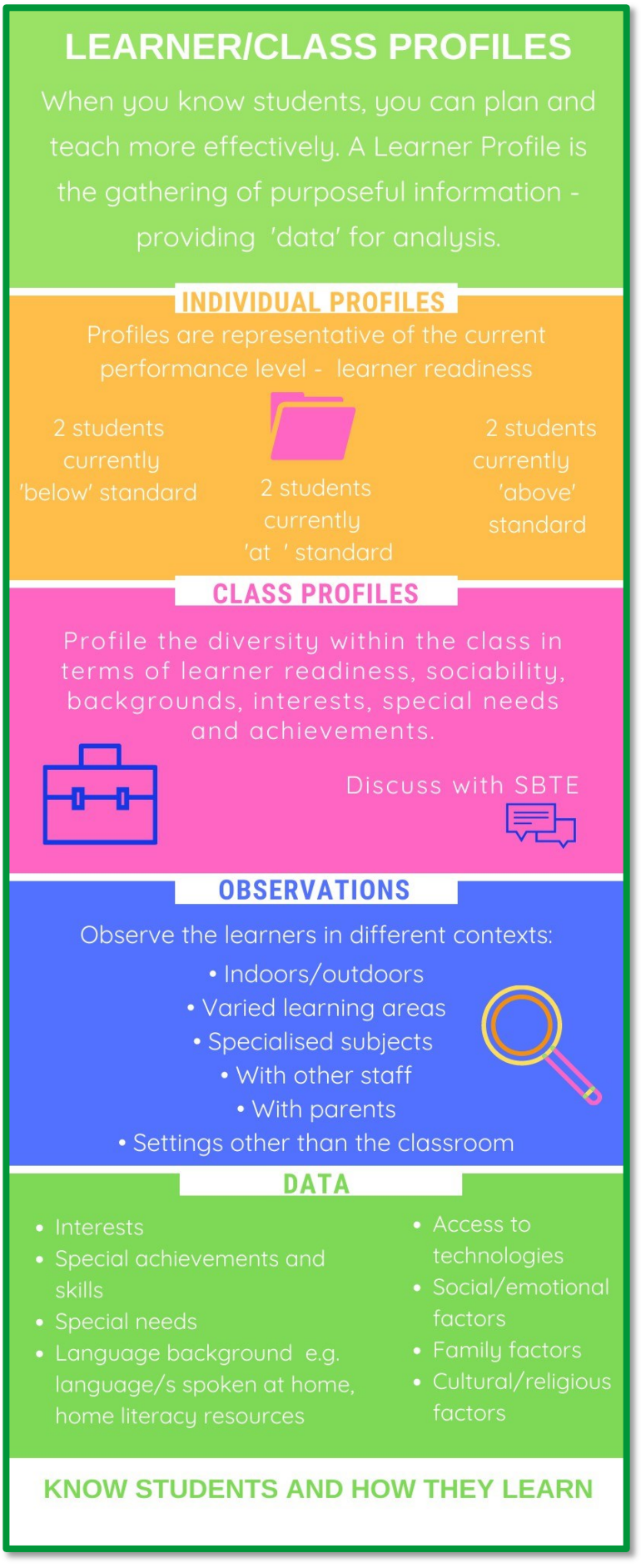
Section 4

Individual Placement Details

What to do during each of the designated Placements

Learner Identity Profiles

Preservice Teachers focus on understanding the learner, APST 1, and responding to the needs, interests and levels of readiness of children and the diverse communities to which they belong. They also focus on how the learner's needs may affect learning. To support their understanding of the learner and how they learn, they ethically develop both a ***Learner Identity*** and ***Class Profile*** to be included in their Placement Portfolio.



1st Level 1 Placement
ED1492 Goals and Placement Overview

PROFESSIONAL EXPERIENCE PLACEMENT GOALS ED1492

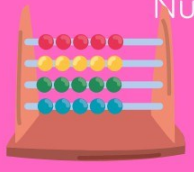
This infographic explains the overarching goals for the ED1492 Work Integrated Professional Experience program

GOAL 1

Observe the daily practice of a teacher and how they lead students to gather, discover and create mathematical knowledge and skills

GOAL 2

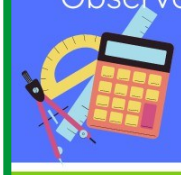
Observe the CRA Model approach to mathematics teaching - Focus on Number Strand



GOAL 3

Observe how mathematic proficiencies are developed

Observe how numeracy can be applied across the curriculum



GOAL 4

Engage in leading a mathematical group activity, guided by SBTE

Expectations dialogue
Observe and record maths lesson routines and procedures to support a learning environment

DAY 1

Observation
Support student learning
One learner profile - Above numeracy standard

Record the numeracy teaching practices

Support Individual or Small Group learning

DAY 2

Observation CRA approach
One learner profile - Below numeracy standard

Observe numeracy readiness

Preparation for leading learning for a small group

DAY 3

One Learner Profile - At numeracy standard
Lesson structure observation

PST lead with SBTE guidance a group maths activity

Co-reflect on maths activity

DAY 4

Lead a small group maths Number activity

Support Individual or Small Group learning

Co-reflect using teaching Portfolio

DAY 5

ED1492 OVERVIEW

ED1492 Learning Tasks in Detail

Day	Site-Based Teacher Educator (SBTE)	Preservice Teacher (PST)
1	Discuss with PST induction expectations and placement goals Discuss the opportunity to experience a **lesson** with PST's Specialisation during the Placement Explain established math lesson routines, procedures, and use of manipulatives and how they contribute to creating and maintaining a supportive, inclusive and safe math learning environment Model numeracy teaching strategies and the incorporation of general numeracy capabilities specific to the other subject areas besides Maths	Engage in a professional expectations dialogue with SBTE –discuss ED1492 Placement Goals Observe and record math lesson routines, procedures and the use and types of manipulatives, particularly how they support an inclusive maths learning environment Observe specialisation, **with a focus on the specific numeracy demands for the subject** (Science & HPE) – Observation Template in LearnJCU 1st Year Folder Provide incidental support to student's learning (individual and small groups) Observe what strategies are used for the integration of the general capability of Numeracy in the teaching of other learning areas
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. How does the SBTE cater for a range of mathematical knowledge and confidence and what challenges that brings to a maths lessons and other learning areas? How does a teacher's level of enjoyment and disposition towards mathematics impact a student's mathematical progress? What knowledge does the SBTE have of mathematical associations or mathematics teacher communities, including social media platforms or other means to identify professional learning needs regarding mathematical knowledge and pedagogy?		
Day 2	Guide PST to choose 1 student representational of the ***above level of achievement*** with numeracy expectations Model and explain the use of physical manipulatives appropriate for the age level of the students and suitable for the **concrete** stage of the **Concrete – Representational** (Pictorial) **– Abstract** approach to mathematics teaching (CRA) **Guided and scaffolded planning** with PST to prepare to lead a small group math activity – preferably focusing on the Number Strand to align with coursework learning	Learner Profile - Observe 1 student **'above'** Satisfactory Achievement Standard and numeracy expectations Observe how focus child views and feels about mathematics and the way they engage in a math lesson Observe student's engagement and how they employ **mathematical thinking** (e.g. reasoning/problem-solving) to accomplish a task – ideally in a math lesson but it can be for another curriculum area Observe and record the teaching strategies - **Sample Observation templates** found in LearnJCU Professional Experience Community 1st Phase Folder Co-reflect with SBTE on your observations to begin preparing to lead a small group math Number activity due on Days 4 and 5 Provide incidental support to student's learning (individual and small groups)
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. What are different ways to engage students with information during math lessons? What are different ways students can express their learning? What are effective class or whole school approaches to positively engage and/or educate parents and carers in ways that support student mathematical learning in everyday contexts?		

Day 3	Model and explain teaching strategies, particularly with supporting **numeracy readiness**, addressing the needs and strengths of all students Guide PST to choose 1 student representational of the ***'below' level of achievement*** with numeracy expectations Continue the guided and scaffold planning with PST to help them prepare to lead a small group math activity– focus on supporting PST to encourage and support the learners through questions requiring reasoning beyond right or wrong answers Model strategies to reengage off-task learners	Observe and record the teaching resources, including ICT & strategies – to support students' **numeracy readiness** Observe and record differentiation strategies for students who require additional support or scaffolding Learner Profile – Observe 1 student **'below'** Satisfactory Achievement Standard and numeracy expectations Observe how focus student views and feels about mathematics and the way they engage in a math lesson **Discuss preparation for leading a math -number activity for PST to deliver on Day 4 & Day 5** Note the use of mathematical terms and in what context they are used in specialisation. Refer to your **Mathematical Dictionary** compiled for Assessment Item 2 **(ED1491 specialisation students only)** Observe and co-reflect with SBTE on how learners became **reengaged** with learning - **Off Task Observation Template** Provide incidental support to student learning (individual and small groups)
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. How does the School use school-wide data results? Discuss the debates on NAPLAN contentions. Discuss the School's Index of Community Socio-Educational Advantage (ICSEA) four factors (Parents' Occupation, Geographical Location, Parents' Education, Proportion of Indigenous Students). Does the School's diversity and level of complexity reflect school-wide data results? What approaches does the school implement to support students in improving their engagement and achievement in numeracy across the learning areas?		
Day 4	Model strategies to engage off-task learners Model and explain the structure of a math lesson and how to support the student's **literacy readiness** for the lesson Guide PST choose 1 student representational of the ***'at' level of achievement*** with numeracy Co-reflect with PST on their observation of how the math lesson was structured to develop learning progression for students with the lesson's learning intentions	Observe and record the structure of a math lesson - **Sample Observation templates** found in LearnJCU Professional Experience Community 1st Phase Folder Observe the techniques the SBTE uses to support student time spent on developing understanding during learning tasks Learner Profile - Observe 1 student **'at'** Satisfactory Achievement Standard and numeracy expectations Observe how focus students view and feel about mathematics and the way they engage in a math lesson **Lead the co-planned small group math activity guided by SBTE** Co-reflect with SBTE on how you supported learners Co-reflect on observation notes on how SBTE structured a lesson
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice How do you know students have conceptual understanding? How do you embed student's cultural backgrounds or home life experiences into mathematics learning experiences? When planning for learning, what considerations are made to specifically target numeracy and/or each of the general capabilities and the associated skills within other learning areas?		

5	Model and explain how to assess for conceptual understanding and learning progression through targeted feedback Discuss the use of different chosen assessment tools and purposes "of" "for" and "assessment as" learning Discuss PST's professional learning using **PST's Portfolio and Professional Discussions** Review PST's professional learning against the Professional Experience Report – **Demonstration of Evidence through Practice, PST's Portfolio and Professional Discussions**	Observe and record the assessment strategies – particular attention to how SBTE provides feedback to support student learning - Sample Observation templates found in LearnJCU Professional Experience Community 1st Phase Folder Observe and record SBTE's methods of providing feedback to students about their learning and development Observe different assessment tools used throughout the lessons to support the SBTE to determine the next teaching steps for student learning Reflective notes on how SBTE plans for assessing learning Provide incidental support to student learning (individual and small groups) Discuss the practice of 'teacher reflection' with SBTE and note in relation to the models of reflective practice introduced in ED1492
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. During SBTE's teaching career, have they observed patterns of numeracy results and children's dispositions towards numeracy? Certain variables, such as background, motivation, and social support, could influence children's attitudes towards numeracy. What approaches have you employed to develop a more positive disposition towards numeracy for your students?		

ED1492 Professional Experience Portfolio

A portfolio is an organised, goal-driven documentation of your **professional growth** and **achieved competence** in the complex act of teaching. Campbell, Cignetti, Melenyzer, Nettles and Wyman 2004: 3-4)

The table below summarises the relevant artefacts of the Professional Experience Portfolio for the placement. It is a **working document** to be used **continually** throughout the placement, guiding reflective practice discussions between the SBTE and PST. The specific artefacts should be evidence of the relevant Australian Professional Standards for Teachers (APST) descriptors.

The Preservice Teacher will **discuss** with the Site-Based Teacher the required artefacts for assessment before or on the first day of the Professional Experience Phase. The Site-Based Teacher Educators view the completed Professional Experience Portfolio to **inform** their assessment of the Preservice Teacher's performance during the Professional Experience Phase. The SBTE, SC, or visiting JCU representative may **view** the Portfolio at any time throughout the placement.

	Suggested Artefacts for inclusion to support PST's development, coursework assignments and the SBTE's judgement of how the PST is demonstrating the assessed APSTs on the Report.
Planning effectively	**Understanding Learners** • Three learner profiles to gain an understanding of the representative **standard** • levels of achievement and dispositions towards mathematics **APST 1.1** • **Deidentified Math class profile showing math results (either from a formative or summative assessment to support analysis of results – Assessment Item 2 in ED1491)**
	Understanding Planning • A record of SBTE's insights on planning for the diverse needs of students **APST 1.3** • Observation Template of lesson structure and/or planning templates used by SBTE in particular, a lesson plan template (if not notes regarding the way a teacher approaches planning and what considerations are made regarding the format/structure of the lesson • Observation notes of lesson planning or activities that incorporate numeracy across the curriculum **APST 2.5**
Teaching effectively	**Understanding Teaching** • Reflective notes on the CRA approach to teaching mathematics **APST 2.1** • Observation notes of teaching strategies with attention to the Number Strand, including manipulative & ICT, to facilitate student learning (make links to teaching/learning theories from ED1492 where evident) **APST 3.4** • Examples of vocabulary and metalanguage used in group activity to develop conceptual understanding **APST 3.5**
Managing effectively	***Understanding Positive Learning Environments*** • Annotated records/photos of classroom routines and procedures to how they contribute to creating a safe and supported maths learning environment **APST 4.1** • Written reflections on how SBTE supports students to know positive learning behaviours **APST 4.2**
Assessing and Recording Learning	***Understanding feedback and checking for understanding.*** • Observation notes of how feedback provided to students supports their progress towards a learning goal • Examples of "assessment of", "assessment for", and "assessment as" learning as discussed in **APST 5.4 (Supports Assessment Item 2 for students also enrolled in ED1491 Foundations of Mathematics and Numeracy for Middle School Teachers - Specialisation subject)**
Professional Conduct	**Demonstrating professional conduct** • Seeking knowledge of external Mathematic organisations or associations to help enhance and support teachers of mathematics **APST 7.4**
Reflective Practice	**300-word reflection on Professional Experience** • Focus on inclusion and engagement of diverse learners in the classroom, including consideration of teaching numeracy as a general capability **(Supports Assessment Item 2 for students also enrolled in ED1491 Foundations of Mathematics and Numeracy for Middle School Teachers - Specialisation subject)**

Portfolio is required for Professional Experience Workshops

ED1492 Professional Experience Report

To support the assessment processes and JCU's commitment to academic integrity, we ask that all Reports and Attendance Records be returned **ONLY** by Site Coordinators. Digital Reports are to be submitted to the Student Placements Team by emailing placements@jcu.edu.au. The Report is due within **5** days of Placement completion to support the Preservice Teacher's subject progression.

Please cc PST in the email so they may retain a copy of the Report for their Portfolio.

Preservice Teacher		**Student Id**	
JCU Partnership School			
SBTE		**Year Level**	
Well developed	**Consistent** evidence of knowledge, practice and engagement that demonstrate the APST descriptors at the Graduate Career Stage		
Developing adequately towards graduate level	**Awareness** of the descriptors at the APST Graduate Career Stage; developing consistency in knowledge, practice and **engagement** at this level SUCCESSFUL DEMONSTRATION OF ENGAGEMENT ➢ With some advice and support is able to link/source… ➢ Is usually able to… ➢ Is aware of, understands… ➢ Has some capacity… ➢ Is often prepared to… ➢ Initiate some…		
Not developing adequately	**Little or no evidence** of knowledge, practice and **engagement of awareness** that meet the descriptor at the APST Graduate Career Stage		

To be a successful placement - A minimum of 'Developing Adequately' in all descriptors			
At this stage of learning, Preservice Teachers are introduced to the APST. The practicum focuses on Preservice Teachers' perspectives of learners and how their perspectives can shape their practices. Literacy as a general capability is a focus in this phase. Evidence of PST's **emerging development** of the following can be gained through the observation of the PST's practice and engagement in the detailed Learning Tasks, the professional and reflective dialogue and the suggested Portfolio artefacts.		Satisfactory Developing Awareness	Unsatisfactory Not Developing
Planning effectively - Preparation for teaching			
Seeks knowledge and discusses observations of children's specific physical, social and intellectual learning needs that may affect learning.	APST 1.1		
Discusses observations and expresses awareness of the need to differentiate teaching strategies based on child diversity of teaching strategies responsive to the learning strengths and needs of children from diverse linguistic, cultural, religious and socioeconomic backgrounds.	APST 1.3		
Observes and notes strategies for teaching numeracy and their application in teaching areas.	APST 2.5		
Teaching effectively - Enactment of teaching			
Observes and notes understanding of the Math CRA teaching CRA strategy to support the communication of math ideas	APST 2.1		
Observes and notes the use of manipulates to support learning of content	APST 3.4		
Observes and notes various verbal and non-verbal communication strategies to support child engagement.	APST 3.5		
Managing effectively - Development of a safe and supportive learning environment			
Observes and records strategies to support inclusive participation and engagement in classroom activities.	APST 4.1		
Observes and records strategies for classroom organisation to support children knowing positive learning expectations	APST 4.2		
Assessing and Recording - Provision of feedback to support learning			
Considers the types of evidence required to effectively evaluate student conceptual understanding.	APST 5.4		
Professional Conduct- Development of a community of educators			
Understands the role of external professionals and community representatives in broadening teachers' professional knowledge and practice.	APST 7.4		
Overall comments regarding the PST's practices that demonstrated engagement with the focus APSTs during the placement.			

Professional Experience Result			Requirements	
Satisfactory		Unsatisfactory	Completed 5 Days	☐
☐		☐	Completed and discussed professional portfolio recommendations	☐
Means PST **is ready** to proceed to next Professional Experience stage (Met **all** Descriptors at either Well Developed or Developing		Means PST **is not yet** ready to proceed to next Professional Experience stage due to having **1 or more Not Developing Descriptors Ticked**	Experienced observation opportunity with **specialisation subject**	☐
			Minimum of 'Developing Adequately' in **all** descriptors.	☐

Preservice Teacher's name		**Signature** **Date**	
Supervising Teacher's name		**Signature** **Date**	
Site Coordinator's name		**Signature** **Date**	

This page was intentionally left blank

2nd Level 1 Placement
ED1421 Goals and Placement Overview

ED1421 Learning Tasks in Detail

Day	Site-Based Teacher Educator (SBTE)	Preservice Teacher (PST)
1	Discuss classroom induction expectations Discuss the opportunity to experience a lesson with PST's Specialisation during the Placement Explain established class routines and procedures and how they contribute to creating and maintaining supportive, inclusive, and safe learning environments **Mode**l literacy teaching strategies and the incorporation of general literacy capabilities specific to the teaching/subject area Share teaching philosophy and perspective of the Profession – the ethics of the Profession	Engage in a professional expectations dialogue with SBTE. discuss ED1421 Placement Goals Observe and record class routines and procedures – particularly how they support an inclusive and safe learning environment. **Sample observation templates** found in LearnJCU Professional Experience Community 1st Year Folder Observe and record literacy teaching practices – Observation sample template found in LearnJCU Professional Experience Community 1st Year Folder Observe **specialisation**, with a focus on the specific literacy demands for the subject (Maths, Science & HPE) – **Observation Template** in LearnJCU 1st Year Folder **HPE specialisation PST** take note of how diversified the movement experiences are available in the school for students Provide incidental support to student's learning (individual and small groups)
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. Language development is influenced by a student's social context, e.g., immediate family, the people and groups they interact with socially and their geographic and cultural environments. What are the challenges of this rich diversity, and what does it bring to teaching language and literacy? Review Week 1 Topic 2, Defining and Distinguishing Language and Literacy to support your discussion		
2	Model and explain teaching strategies that generate classroom talk that supports language learning for linguistically diverse students Guide PST to choose 2 students representational of the ***above level of achievement*** Model for PST how to incorporate verbal and non-verbal communication, questioning techniques and providing clear instructions and directions Guided and scaffolded planning with PST to prepare to lead a small group activity or segment of a lesson - PST has not learnt any teaching methods or engaged in curriculum content yet.	Observe and record the teaching strategies- particularly how the SBTE is responsive to the learning strengths and needs of students from diverse cultural, religious, socioeconomic, and particularly linguistic backgrounds Observe student's literacy practices and for what purpose they use language – Functions of Language Observe and record SBTE's use of effective classroom communication strategies to support student engagement Co-reflect with SBTE on your observations to begin preparing to lead a small group activity or segment of an English lesson, due on Days 4 and 5 Learner Profile - Observe 2 students **'above'** Satisfactory Achievement Standard and literacy expectations Provide incidental support to student's learning (individual and small groups)
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. Discuss what data sources the SBTE selects to know students' literacy capabilities. Discuss the literacy demands in content areas. *and literacies across the curriculum week 1 topic 3* Considerations in catering for individual language and literacy learning needs of all students.		

3	Model and explain teaching strategies, particularly with supporting **literacy readiness**, addressing the needs and strengths of all students Model and explain how to support student learning progression through targeted feedback Guide PST to choose 2 students representational of the ***'at' level of achievement*** Continue the guided and scaffold planning with PST to prepare to lead a small group activity or segment of a lesson – focus on supporting PST to provide clear instructions and directions and incorporating questioning techniques	Observe and record the teaching resources and strategies – to support students' literacy readiness Observe and record SBTE's methods of providing feedback to students about their learning and development - **Feedback Template** Learner Profile - Observe 2 students **'at'** Satisfactory Achievement Standard and literacy expectations **Discuss preparation** for leading a segment of an English lesson or group activity for PST to deliver on Day 4 & Day 5 Provide incidental support to student's learning (individual and small groups)
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. How do we support our students in becoming literate for the 21st century – moving from a print to a digital culture? The multi-literacy classroom. Co-reflect with SBTE about your observations of literacy teaching strategies specific to learning areas. Discuss the literacy considerations and resources that are considered when planning to support student learning and development.		

4	Model and explain teaching practices, particularly regarding how to address the literacy demands specific to the learning area Guide PST to choose 2 students representational of the ***'below' level of achievement*** Observe the teacher-led interactions with the students. Observe where the teacher **initiates** the conversation. What types of questions or prompts are posed to the students? Observe the **response** of the student/s Observe how the teacher 'mentally' **evaluates** or assesses the responses to develop a more exploratory and collaborate approach (dialogic) or (monologic) Topic 2 Home and Classroom Talk Topic 4 Classroom Discourse **IRE Pattern**.	Observe and record the teaching practices – particularly how SBTE supports inclusive participation and engagement Learner Profile - Observe 2 students **'below'** Satisfactory Achievement Standard and literacy expectations **Lead the co-planned small group activity or segment of the English lesson as guided by SBTE** Co-reflect with SBTE on how instructions provided were clear and precise to engage student learning and the inclusion of a variety of questioning techniques during the group activity – **Reflection Template** Provide incidental support to students' learning (individual and small groups) Prepare 300-word reflection (Professional Experience Portfolio) on the four days of Experience
Each day PST initiates professional discussion with SBTE using chosen suggested discussion points & artefacts from the Placement Portfolio to engage in professional dialogue and reflective practice. Developing a critical literacy classroom - what are the challenges involved in implementing critical literacy practices? Discuss the SBTE's approach to developing their literacy program—distinctive for the learning area that supports students' varying literacy practices. How do they plan for literacy learning?		

5	Provide feedback on PST's engagement during Placement Review PST's professional learning against the Professional Experience Report – **Demonstration of Evidence through Practice, PST's Portfolio and Professional Discussions**	**Lead the co-planned small group activity or segment of a lesson, implementing suggested SBTE feedback** Provide incidental support to student's learning (individual and small groups) Co-reflect Professional Experience and Portfolio **(including Portfolio 300-word Reflection)**

ED1421 Professional Experience Portfolio

A portfolio is an organised, goal-driven documentation of your professional growth and achieved competence in the complex act of teaching. Campbell, Cignetti, Melenyzer, Nettles and Wyman 2004: 3-4).

The table below summarises the relevant artefacts of the Professional Experience Portfolio for the placement. It is a **working document** to be used continually throughout the placement, **guiding reflective practice discussions** between the SBTE and PST. The specific artefacts should be evidence of the relevant Australian Professional Standards for Teachers (APST) descriptors.

The Preservice Teacher will discuss the required artefacts for assessment before or on the first day of the Professional Experience Phase with the Site Based Teacher. The Site Based Teacher Educators view the completed Professional Experience Portfolio to **inform their assessment of the Preservice Teacher's performance** over the Professional Experience Phase. The SBTE, SC or visiting JCU representative may view the Portfolio at any time throughout the placement.

Planning effectively	**Understanding Learners** • Six learner profiles to gain knowledge and understanding of how a student's physical, social and intellectual development and characteristics and levels of diversity impact learning – in particular, literacy and language development **APST 1.1** • Observation and reflective notes of applied strategies responsive to the learning strengths and needs of students from diverse cultural, religious, socioeconomic, and particularly linguistic backgrounds **APST 1.3**
	Understanding how to be responsive and plan for learner needs • Plans of the two PST lead activities or lesson segments with post-implementation reflections (these plans might be provided by or co-created with your SBTE) • Planning discussion notes on how the different learning needs of the students will be addressed during the activity **APST 1.5**
Teaching effectively	**Understanding Teaching** • Observation notes of literacy teaching practices including resources customised or created by the SBTE, to address the student's literacy readiness and/or the literacy demands of the task to support student's engagement **APST 2.5** • Prepared examples/bank of a range of open/closed questions for use during group led experiences to support student engagement **APST 3.5**
Managing effectively	**Understanding Positive Learning Environments APST 4.1 & 4.2** • Annotate classroom's safe and supportive practices in relation to school policy and how the practices facilitate learning • Document expectations of students' learning and behaviour that show care and well-being for individuals, as well as considerations of school policy • Reflections (annotations) on how classroom routines and procedures support inclusive student participation and engagement in classroom learning experiences
Assessing and Recording Learning	**Understanding feedback and checking for understanding** • Observation and reflective notes on how feedback is provided to students to support learning and development **APST 5.2** • Reflections upon your capacity to organise classroom activities and provide clear directions
Professional Conduct	**Demonstrating professional conduct** • Reflection upon annotated examples of how you communicated effectively and interacted professionally with school staff, aligning with Professional Boundaries, Code of Ethics, policies and processes required of teachers **APST 7.1**
Reflective Practice	**300-word reflection on the first 4 days of Professional Experience** • Focus on planning for and teaching students with diverse needs and strengths, with particular attention to language and literacy development

Portfolio is required for Professional Experience Workshops

ED1421 Professional Experience Report

To support the assessment processes and JCU's commitment to academic integrity, we ask that all Reports and Attendance Records be returned **ONLY** by Site Coordinators. Digital Reports are to be submitted to the Student Placements Team by emailing placements@jcu.edu.au. The Report is due within **5** days of Placement completion to support the Preservice Teacher's subject progression.

Please cc PST in the email so they may retain a copy of the Report for their Portfolio.

Preservice Teacher		**Student Id**	
JCU Partnership School			
SBTE		**Year Level**	
Well developed	**Consistent** evidence of knowledge, practice and engagement that demonstrate the APST descriptors at the Graduate Career Stage		
Developing adequately towards graduate level	**Awareness** of the descriptors at the APST Graduate Career Stage; developing consistency in knowledge, practice and **engagement** at this level SUCCESSFUL DEMONSTRATION OF ENGAGEMENT ➢ With some advice and support is able to link/source… ➢ Is usually able to… ➢ Is aware of, understands… ➢ Has some capacity… ➢ Is often prepared to… ➢ Initiate some…		
Not developing adequately	**Little or no evidence** of knowledge, practice and **engagement of awareness** that meet the descriptor at the APST Graduate Career Stage		

To be a successful placement - A minimum of 'Developing Adequately' in all descriptors			
At this stage of learning, Preservice Teachers are introduced to the APST. The practicum focuses on Preservice Teachers' perspectives of learners and how their perspectives can shape their practices. Literacy as a general capability is a focus in this phase. Evidence of PST's emerging development of the following can be gained through the observation of the PST's practice and engagement in the detailed Learning Tasks, the professional and reflective dialogue and the suggested Portfolio artefacts.		Satisfactory Developing Awareness	**Un** satisfactory Not Developing
Planning effectively - Preparation for teaching			
Seeks knowledge and discusses observations of students' specific physical, social and intellectual learning needs that may affect learning	APST 1.1		
Discusses observations and expresses awareness of the need to differentiate teaching strategies based on student diversity of teaching strategies responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds.	APST 1.3		
Observes and notes strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.	APST 1.5		
Observes and notes strategies for teaching literacy and their application in teaching areas.	APST 2.5		
Teaching effectively - Enactment of teaching			
Observes and notes a range of verbal and non-verbal communication strategies to support student engagement.	APST 3.5		
Managing effectively - Development of a safe and supportive learning environment			
Observes and records strategies to support inclusive student participation and engagement in classroom activities.	APST 4.1		
Observes and records strategies for classroom organisation using clear directions.	APST 4.2		
Assessing and Recording - Provision of feedback to support learning			
Demonstrates awareness of the purpose of providing timely and appropriate feedback to students about their learning.	APST 5.2		
Professional Conduct - Knowledge of professional boundaries			
Understands and applies the key principles described in codes of ethics and conduct for the teaching profession.	APST 7.1		
Overall comments regarding the PST's practices that demonstrated engagement with the focus APSTs during the placement.			

Professional Experience Result			Requirements	
Satisfactory		Unsatisfactory	Completed 5 Days	☐
☐		☐	Completed and discussed professional portfolio recommendations	☐
Means PST **is ready** to proceed to next Professional Experience stage (Met **all** Descriptors at either Well Developed or Developing		Means PST **is not yet** ready to proceed to next Professional Experience stage due to having **1 or more Not Developing Descriptors Ticked**	Experienced observation opportunity with **specialisation subject**	☐
			Minimum of 'Developing Adequately' in **all** descriptors.	☐

Preservice Teacher's name		**Signature** **Date**	
Supervising Teacher's name		**Signature** **Date**	
Site Coordinator's name		**Signature** **Date**	

Placement Appendices

All digital PDF and Word Format Appendices are in the Professional Community Site – Resources – 1st Phase Placement – Templates Folder. Please download the required Templates in preparation for Placement. All templates scaffold and support targeted observations guiding intentional learning outcomes and lead the PST in critical reflection to develop their practices as Educators.

ED1421

Learner Profile -Literacy

Routines and Expectations

Literacy Teaching Practices Template

Classroom Communication Template

Halliday's Function of Language Poster

Specialisation Literacy Demands Observation Template

Feedback Observation Template

Reflection Template

ED1492

Learner Profile – Numeracy

Routines and Expectations Template

Engaging Off-task Learners Observation Template

Lesson Plan Observation Template

Lesson Plan Structure Observation Template

Numeracy Teaching Practices Template

Specialisation Numeracy Demands Template

JAMES COOK
UNIVERSITY
AUSTRALIA

jcu.edu.au