

# Workplace panel checklist: evidence of professional practice

Panel members may use this checklist to ensure that applicants for (full) teacher registration have demonstrated that their practice meets the Australian Professional Standards for teachers at the Proficient level.

This checklist is a support document for panel members only and is not required as part of the recommendation report.

The following components of the inquiry have been completed.

- ☐ identification of the learners whose learning is the focus
- ☐ identification of learners with disability and strategies to make the learning accessible
- ☐ identification of learners who identify as Aboriginal or Torres Strait Islander and strategies to make the learning accessible
- ☐ evidence of strategies implemented to promote respect and understanding of Aboriginal and Torres Strait Islander culture
- ☐ identification of factors that may affect learning (including physical and mental, cultural, linguistic, socioeconomic or religious factors) of learners
- ☐ description of teaching content for the program of learning
- ☐ learning outcomes for the program of learning
- ☐ identification of an inquiry question which is linked to learner outcomes
- ☐ evidence of professional learning undertaken to support the inquiry
- ☐ record of a professional discussion with a mentor / experienced colleague around the understanding of legislative requirements relating to child safety and wellbeing
- ☐ a report about the understanding of legislative requirements relating to child safety and wellbeing, including two examples of the implementation of these requirements in the workplace
- ☐ a report about the measures taken to ensure appropriate relationships are established and professional boundaries are maintained with learners and their families
- ☐ record of at least one observation of a mentor / experienced colleague's teaching practice
- ☐ record of at least two professional conversations with a mentor / experienced colleague about the inquiry
- ☐ a clearly articulated action plan that incorporates
  - data / information relied upon to determine the focus of the inquiry
  - learning outcomes to be achieved
  - learning resources, practices and activities to be used
  - strategies to develop a safe and challenging learning environment
  - assessment practices and tasks to be used
- ☐ details of the implementation of the action plan which include
  - dates of at least three mentor / experienced colleague visits
  - summaries and learning from professional discussions related to the visits
- ☐ an analysis of the effectiveness of practice in relation to achieving the improvements in learning related to the inquiry question which includes
  - annotated work samples that analyse achievement of learning
  - reflection on what was learned and implications for future teaching practice
- ☐ evidence of all 37 descriptors of the APST at Proficient Teacher level.