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| Checklist: evidence of professional practice |

Provisionally registered teachers (PRTs) and their mentors should use this checklist to ensure they have all evidence required for presenting to a workplace recommendation panel.

Detailed descriptions of the components and practical information about the requirements can be found in VIT’s [PRT Guide](https://www.vit.vic.edu.au/media/154).

A ‘record’ of an observation / professional discussion should include a date, name and VIT registration number of the (fully) registered colleague as well as a summary / reflection of the conversation.

The following components have been completed and are included in your evidence of professional practice

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|[ ]  evidence of 80 days of teaching (important if completed in more than one school / service) |
|[ ]  Inquiry question |
|[ ]  description of workplace context (whole workplace and class / group) |
|[ ]  description of focus learners (including relevant details such as their learning data, factors affecting their learning) |
|[ ]  description of the teaching content (including learning outcomes for focus learners) |
|[ ]  record of professional learning undertaken to support the Inquiry |
|[ ]  record of at least two professional discussions with your mentor about the Inquiry |
|[ ]  record of at least one observation of a mentor / experienced colleague’s practice (including associated professional discussions) |
|[ ]  description of strategies to address APST 1.4 |
|[ ]  description of strategies to address APST 1.6 |
|[ ]  description of activities to address APST 2.4 |
|[ ]  evidence against all 37 descriptors of the APST |
|[ ]  record of a professional discussion about your legal obligations as a teacher relating to child safety and wellbeing |
|[ ]  brief report describing* a teacher’s legal obligations in relation to child safety and wellbeing (including two examples of how you have enacted these obligations)
* a reflection on the Victorian Teaching Profession’s Code of Conduct, including how you maintain appropriate professional relationships with learners
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|[ ]  action plan |
|[ ]  records of at least three visits from a mentor / experienced colleague |
|[ ]  reflection on the effectiveness of your Inquiry |
|[ ]  completed APST evidence checklist. |