

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](#).

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

- 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
- action plan
- records of at least three visits from a mentor / experienced colleague
- reflection on the effectiveness of your Inquiry
- completed APST evidence checklist.