

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

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

action plan

records of at least three visits from a mentor / experienced colleague

reflection on the effectiveness of your Inquiry

completed APST evidence checklist.