

Professional Practice Folder

This is a folder that needs to be maintained daily whilst on Professional Experience placement. It **MUST** be available at all times to be shown to your Supervising Teacher, Site Coordinator, University Partner, Professional Experience Manager or Unit Coordinator.

The Professional Practice Folder is your repository of all artefacts related to your Professional Experience Placement.

It **MUST** contain the following:

- Your timetable
- Your WIL checklist
- Your goals for your PEx placement
- Contact details of your University Partner and your Supervising Teacher
- Your progression table
- Every lesson plan for every lesson/learning experience (or part of a lesson) that you teach
- All resources used in the lesson
- All feedback given to you
- Your reflection on every lesson (part) that you teach
- Your observations and reflections on these
- Your notes on student learning
- Reflection on the professional learning conversation with your University Partner
- Your evidence of how you are meeting the APSTs
- Any copies/photos of student work (remember to have correct approval to have these)
- Reflection and the evidence that you have of your impact on student learning
- Notes from induction, professional development opportunities, sessions with the site coordinator or other staff at the site
- Your interim and final reports