

**This checklist is provided as a guide to support supervising teachers who mentor and assess pre-service teachers.**

**This checklist includes mandatory requirements and best practice guidelines. Whilst the use of this checklist is optional, some of the actions included are mandatory.**



Supervising teacher: \_\_\_\_\_

School: \_\_\_\_\_

Pre-service teacher: \_\_\_\_\_

University: \_\_\_\_\_

Professional experience placement dates: \_\_\_\_\_

## Checklist for the supervision of pre-service teachers

This checklist supports teachers supervising pre-service teachers for professional experience placements.

**Mandatory actions** are noted in **red**. Additional actions are provided as **guidelines** to support best practice in professional experience placements.

### Note:

- You may wish to include additional activities and information relevant to your school, location, team and/or role requirements.
- In some schools, some of the mandatory actions listed for Day 1 and other actions may be completed by someone other than the supervising teacher e.g. Head Teacher Administration, Professional Experience Coordinator or School Administration Officer.
- Some schools may choose to invite the pre-service teacher to a face to face pre-placement meeting. At this meeting, the mandatory actions that are required to be completed on Day 1 may be completed then.
- EpiPen and Anapen demonstration: As stated on the [ASCIA website](#), ASCIA anaphylaxis e-training courses should always be completed in conjunction with practice using an adrenaline autoinjector training device (with no needle and no adrenaline).

With regard to the adult witness (person over the age of 18 years), no special qualifications are required. The adult who signs the certificate to confirm practice with a trainer device should refer to the instructional information on the ASCIA website: [How to administer the Epi-Pen and Anapen](#)

Prior to the professional experience placement		
Mandatory	Actions	Comments/Links
<b>Mandatory: Professional learning to become a supervising teacher</b>	<ol style="list-style-type: none"> <li>Complete supervising teacher professional learning and;</li> <li>Attain Proficient teacher accreditation.</li> </ol>	<a href="#">Professional Learning requirements</a>
	Liaise with the university to organise the professional experience placement. Complete relevant documents and paperwork.	
	Read the university handbook ensuring you are aware of supervision requirements, teaching load expectations and 'at risk' procedures.	The university should provide a copy of the handbook to you prior to the placement.
	Familiarise yourself with the NESAs document 'A Framework for High Quality Professional Experience in NSW Schools'.	<a href="#">A Framework for High Quality Professional Experience in NSW Schools</a>
	Familiarise yourself with the NSW Department of Education's Pre-service teacher resources for supervising teachers.	<a href="#">Pre-service teacher resources</a>
	Review the Australian Professional Standards for Teachers at graduate teacher level.	<a href="#">The Australian Professional Standards for Teachers</a>
	Communicate with the pre-service teacher to discuss: <ul style="list-style-type: none"> <li>- arrival time for first day</li> <li>- routines and procedures</li> <li>- dress code and expectations</li> <li>- school and classroom context.</li> </ul>	

Welcome and induction Day 1		
Mandatory	Actions	Comments/Links
<b>Mandatory: ID check</b>	Welcome the pre-service teacher to the school. Sight: ID to verify identity (passport, birth certificate or proof of age card). Check ID details with the course provider's list. Show them how to check in to the school site using the School Visitor Check-in application.	The school is <b>not</b> required to scan and store the ID.
<b>Mandatory: eCPC check</b>	<b>Check eCPC</b> to ensure the pre-service teacher is not on the <b>Not to be employed database</b> and WWCC has been verified.	If on the <b>not to be employed database</b> , notify your principal and the university immediately. The placement cannot proceed.
<b>Mandatory: Covid-19 Vaccination for schools for specific purposes</b>	Pre-service teachers will not be required to be vaccinated against COVID-19 as a condition of employment.  Pre-service teachers working in hospital and Juvenile Justice Centre schools will still be required to comply with the vaccination requirements as determined by NSW Health and the Department of Communities and Justice respectively	The Principal of hospital and JJC schools will forward any medical contraindication certificates to <a href="#">Health and Safety Directorate</a> prior to placement to complete a risk assessment.
<b>Mandatory: Anaphylaxis training demonstration check</b>	<b>EpiPen and Anapen demonstration:</b> <ul style="list-style-type: none"> <li>- Verify mandatory anaphylaxis training by observing the pre-service teacher demonstrate the correct use of the EpiPen and Anapen training device. This demonstration is only required when the course is completed once every two years.</li> <li>- Sign and date ASCIA certificate (on course completion every two years).</li> <li>- Show the pre-service teacher where EpiPens and Anapens are located in the school.</li> </ul>	<a href="#">How to administer the Epi-Pen and Anapen (video)</a>  If your school does not have an EpiPen or Anapen training device, they can be purchased at <a href="#">Allergy &amp; Anaphylaxis Australia</a>
<b>Mandatory: Pre-service teacher Acknowledgement</b>	<b>Sight 4-certificates:</b> <ol style="list-style-type: none"> <li>1. Child Protection Awareness Training (CPAT)</li> <li>2. Child Protection Update (for the current year)</li> <li>3. ASCIA Anaphylaxis e-training(updated every 2 years)</li> <li>4. SSPs only need to sight COVID -19 vaccination certificate or the risk assessment completed by Health and Safety Directorate.</li> </ol> <p><b>Collect Document 2: Pre-service teacher Acknowledgement</b> from pre-service teacher. Sign, date and file onsite.</p>	You do not need to keep copies of the training (or vaccination)-certificates once you have sighted them. They can be returned to the pre- service teacher.  The Pre-service teacher Acknowledgement form can be saved electronically if the school chooses to do so.
<b>Mandatory: Health care information</b>	<ul style="list-style-type: none"> <li>- Ensure the pre-service teacher knows the location of first aid equipment and procedures.</li> <li>- Provide the pre-service teacher with information on the health care plans/health needs of students in the class for subsequent discussion.</li> </ul>	<a href="#">Health care procedures</a>

	<ul style="list-style-type: none"> <li>- Introduce the pre-service teacher to relevant staff.</li> <li>- Explain the daily sign in procedures.</li> <li>- Collect emergency contact details for the pre-service teacher.</li> </ul>	Provide pre-service teacher with a staff list.
	Provide the pre-service teacher with information about key school policies, procedures and class context.	Policies and procedures may include: <ul style="list-style-type: none"> <li>- student welfare and discipline</li> <li>- programs/assessment/data collection.</li> </ul>
	Discuss the roles and responsibilities of key stakeholders and set clear expectations. Refer to 'The Framework for High Quality Professional Experience in NSW Schools' and university handbook.	<a href="#">A Framework for High Quality Professional Experience in NSW Schools</a>
	<p>Discuss resources and technology available for pre-service teachers.</p> <p>The pre-service teacher must submit their <a href="#">Tertiary Practicum Student Application Form</a> to the Department prior to placement to have their Working with Children Check verified.</p> <p>The Principal or delegate can now manage the PST access to school resources using AMU</p>	<ol style="list-style-type: none"> <li>1. Open AMU - <a href="#">AMU application</a></li> <li>2. Select application radio button, eg SRS</li> <li>3. Select 'View &amp; Add Staff not at this site' at the bottom left</li> <li>4. Click 'DEC State Wide Staff Search' at the bottom left</li> <li>5. Add USER.NAME in the UserID - DEC field (preferred search) and select 'Search Staff'.</li> <li>6. Select the user from the search results to add them to our site</li> <li>7. Tick the 'Practice Teacher Group' column to allow network access, faculty shared drives and printing at your site.</li> </ol>
	Provide the pre-service teacher with a school map which includes the evacuation route and procedures.	

During the professional experience placement		
Mandatory	Actions	Comments/Links
<b>Mandatory: Reflections on practice</b>	Engage in daily discussions and debriefs about teaching and learning practices with the pre-service teacher.	Refer to university handbook for guidelines and expectations.
	Observe and record formal observation notes on pre-service teacher lessons.	Refer to university handbook for lesson observation requirements.
	Share videos of graduate standards with the pre-service teacher: <ul style="list-style-type: none"> <li>• AITSL illustrations of practice</li> <li>• NSW Council of Deans of Education Graduate Teacher Videos</li> </ul>	<a href="#">AITSL illustrations of practice</a> <a href="#">Graduate teacher videos</a>

<b>Mandatory: At risk procedures as required</b>	Follow university at risk procedures for pre-service teacher (if necessary). Ensure communication protocols are followed. Liaise with university tertiary advisor throughout this process.	Refer to university handbook for at risk procedures
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	Complete mid-professional experience progress report (if required).	Refer to university handbook to check if a mid-professional experience report is required.
	Facilitate meetings between the pre-service teacher and university tertiary advisor at a mutually agreeable time (if applicable).	

### At the end of the professional experience placement

<b>Mandatory</b>	<b>Action</b>	<b>Comments/Links</b>
<b>Mandatory: Complete and discuss the final professional experience report</b>	Refer to university handbook regarding the submission of the pre-service teacher professional experience report.	
	<p>Reflect on your role and record your mentoring as Elective Professional Development in your NESAs account.</p> <p>Provide paperwork to university to receive payment as supervising teacher.</p>	Mentoring a pre-service teacher and critical reflection can be considered as Elective Professional Development and recorded as such in your NESAs records.