


Professional  
experience  
checklists





This checklist is part of the suite of documents for the Queensland Professional Experience Reporting Framework which can be found online at [www.teach.qld.gov.au](http://www.teach.qld.gov.au)



Role	



Role	Expectations
Site coordinator	<input type="checkbox"/> Welcome and orientate the preservice teacher to the school and learning contexts.
	<input type="checkbox"/> Provide relevant school policies and procedures to the preservice teacher including: <ul style="list-style-type: none"><li>• WORKPLACE HEALTH AND SAFETY FIRE AND EVACUATION PROCEDURES</li><li>• child protection</li><li>• behaviour management</li><li>•</li></ul>







Role	Expectations
Site coordinator	<input type="checkbox"/> SUPPORT THE SUPERVISING TEACHER IN THE FINAL STAGES OF the process using the Australian Professional Standards for Teachers at the Graduate Career Stage.
	<input type="checkbox"/> Liaise with the HEI representative to coordinate the moderation of assessment.
	<input type="checkbox"/> REVIEW AND SIGN THE FINAL PROFESSIONAL EXPERIENCE RECORDS for all parties for school records.
	<input type="checkbox"/> Complete and submit any relevant forms and documentation provided by the HEI to facilitate the site coordinator's payment.
Supervising teacher	<input type="checkbox"/> Ensure all attendance sheets have been signed.
	<input type="checkbox"/> Evaluate the preservice teacher, making assessment judgements based on evidence relevant to the Australian Professional Standards for Teachers at the Graduate Career Stage.
	<input type="checkbox"/> Assign a valid rating to each of the performance descriptors on the evaluation form.
	<input type="checkbox"/> MAINTAIN CONFIDENTIALITY OF PRESERVICE TEACHER'S PERFORMANCE. Do not discuss with principal, site coordinator and HEI representative.
	<input type="checkbox"/> RECORD THE EVALUATION THROUGH THE FINAL PROFESSIONAL EXPERIENCE REPORTING FRAMEWORK, the Queensland Professional Experience Reporting Framework, and provide a copy of this written feedback to the preservice teacher.
	<input type="checkbox"/>