

Professional Teaching Experience Portfolio

Submission date: 29th May

Please complete your portfolio via the OneNote notebook which you should already have access to through your UWTSD email. For anyone who's unable to use the notebook due to access issues through protected networks then you can submit via the assignment option on Moodle.

Formative elements to be included

A current professionally presented CV. *Think about the whole range of skills and aptitudes that you possess and consider how your cv is structured to potentially assist you gain employment with the PCET sector that you would like to work in. There is no set template for this so please select whichever format suits you best.*

A current Disclosure and Barring Service (DBS) certificate, obtained through the University. *Include a scanned or photographed copy of the actual document or screenshot of the electronic confirmation that this has been obtained by you. It's not compulsory to be part of the update service, that is entirely up to you but does make it easier*

A brief description of the Professional Teaching Experience placement(s) including location(s), the learner group(s) and any particular educational issues. (250 words) *This is just a brief outline setting the scene for where you completed your placement to ensure that anyone who doesn't know you and looks at your portfolio understands the type of learners you were engaging with.*

A written record of the teaching hours completed (at least 50 hours), including dates, times and venue(s). This must be presented on headed paper and signed by the mentor(s). *There is an Excel spreadsheet you can use for this on Moodle/OneNote. Include enough detail so that if anyone wants to check on your teaching that they have the information to do so. Remember to get your mentor or other senior person to sign this, electronic signatures are fine.*

Summative Elements:

Three observations of experienced teachers relevant to your personal practice and development, clearly analysing the learning for you that took place. (Nominal 500 words) *Please use the form on Moodle/OneNote for this. You are commenting on teachers you have seen teach and how you can learn from them for your own practice. If you have not had the opportunity to formally observe anyone teach then you can do this reflectively and incorporate teaching you've received at the university as part of this if that helps.*

Lesson plans, teaching and learning resources and in-lesson plan reflective evaluation of two formally assessed one-hour lessons. (Nominal 500 words) *You need to include the lesson plan (make sure you complete the evaluation section) and all resources/slides etc for two one hour lessons at which you have been observed by either UWTSD staff or your mentor. Please ensure you enclose the teaching evaluation form that the observer would have completed for you. If you don't have these observations in place then the micro-teaching sessions you completed for both of the recent modules can be submitted instead.*

Three additional lesson plans, teaching and learning resources and completed in-lesson plan reflective evaluations for a range of topics within your subject area. (Nominal 750 words). *Same as above (minus the observation forms) but for a different 3 lessons.*

Critical reflective evaluation of the overall Professional Teaching Experience which this portfolio applies to, including consideration of your use of emergent technologies and any assessment practices developed and applied in relation to assessment of, for and/or as learning. (2,500 words). *This is essentially an extended version of the reflective piece you have written for your first two assignments except in this you are focusing on an overall reflection of your entire professional teaching experience. Consider using a reflective framework if that helps and consider how your skills have developed and the areas that you may wish to focus on. The reflection should show evidence of wider reading as well as consideration of feedback obtained from teaching observations etc to inform your thinking*

An Action Plan demonstrating alignment of your practice with appropriate professional standards to date. (Nominal 500 words) *This should set out your plan to improve and develop your skills in line with your teaching as you progress towards and throughout year 2. What areas are you focusing on developing and how do you plan to do this? What are your objectives and how will you measure success? Please incorporate relevant standards as applicable. For those of you undertaking your placement in higher education then your action plan should focus around the Advance HE (HEA) standards and how you have met them and what you need to do to further your development in relation to them. If those standards are not applicable then please use any standards that apply to your industry or the Professional Standards for Further Education Teachers and Work-Based Learning Practitioners in Wales. You may wish to break down your action plan to discuss each standard in turn, that choice is yours, there is no one set format.*