

VICTORIAN TAFE TRAINERS' 200 HOURS OF SUPERVISED PRACTICUM – EVIDENCE GUIDE

Schedule 4 of the *Victorian TAFE Teaching Staff Agreement 2018* specifies that an Australian Qualification Framework (AQF) level 5 teaching qualification must contain the following components to be considered eligible to be considered in employment grade applications:

- Studies in adult learning methodology
- Studies in teaching in a Vocational Education environment
- Studies in Applied Research (linked to the Boyer framework of scholarship), and
- **200 hours of supervised practicum.**

To complete the Plenty Training 200 hours of supervised practicum RPL assessment workbook, you will need to be able to provide the following evidence.

IMPORTANT: Please be aware that the supervisor, qualified teacher, or trainer who has observed and evaluated you **MUST** hold one of the following:

- TAE50111 or TAE50116 Diploma of Vocational Education and Training,
- TAE50211 or TAE50216 Diploma of Training Design and Development, OR
- a higher qualification in education.

If you are in doubt, ask your supervisor/teacher/trainer for the name of the qualification he/she holds and contact your Course Advisor to assist you.

Read this document carefully. If you are able to provide the required evidence listed below, please send an email to eligibility@plenty.edu.au stating:

I, [your name], can provide all of the required evidence listed in the Plenty Training VICTORIAN TAFE TRAINERS' 200 HOURS OF SUPERVISED PRACTICUM – EVIDENCE GUIDE in support of the associated RPL assessment workbook.

	Requirement	Evidence examples
200 hours of supervised practicum	At least 50 hours of your teaching practice must be observed and evaluated by a qualified teacher or trainer .	Provide at least <u>one</u> of the following evidence items substantiating your provision of the 50+ hours that were supervised: <ul style="list-style-type: none"> • Online link to video recording – specify: <ul style="list-style-type: none"> ➢ Records of delivery hours, dates, location, and course • Formal training delivery reports • Training log • RTO's student management system report
		Formal supervisor reports or performance appraisal reports detailing at least 50 hours of total supervision
	Provide evidence that you have observed at least 50 hours of the teaching practice of at least two other trainers / teachers.	Attach your supervisor reports or performance appraisal reports detailing

	Requirement	Evidence examples
		the 50 hours of supervision you undertook on a colleague.
	Provide evidence of participating in 50 hours of activities such as attendance at teacher meetings, development of course materials, student interviews, industry liaison and consultation with external authorities and enterprises.	Provide at least one of the following evidence items: <ul style="list-style-type: none"> • Minutes of meetings (showing attendance and duration of meeting/s) • Records of attending development courses • Reports from Supervisor confirming participation in student meetings and timelines • Records of participating in networking activities • Emails or records confirming time spent developing resources and teaching materials
	Provide evidence of your participation in a further 50 hours of other teaching related activities that may involve further directly supervised teaching practice or further teaching observations or participation in other professional teaching activities	Provide at least one of the following evidence items: <ul style="list-style-type: none"> • Records of delivery hours, dates, location, and course indicating either supervised delivery or observation of delivery • Formal training delivery reports • Training logs • RTO's student management system report • Reports from Supervisor confirming participation in specific meetings or activities and timelines
	Your teaching practice must include delivery in classroom-based instruction, off-campus, workplace and on-line.	You will need to provide at least one of the following evidence items for each of the delivery methods: classroom based, off campus, workplace and online: <ul style="list-style-type: none"> • Records of delivery hours, dates, location, and course indicating either supervised delivery or observation of delivery • Formal training delivery reports • Training logs • RTO's student management system report • Reports from Supervisor confirming participation in specific meetings or activities and timelines