

EVIDENCE AND VERIFICATION OF PROFESSIONAL DEVELOPMENT

Professional Development	Evidence to collect	Possible activities
Programs, courses and conferences attended off-site/online	Certificates issued by provider, receipts, evaluations of provider activities, other evidence as appropriate	Conferences, workshops, seminars, activities such as profession-wide working party participation or stakeholder representation
Programs, courses and conferences in the school setting		School-based PD workshops/pupil free days, professional learning team activities, action research projects, mentoring and peer coaching
Professional Teaching Association PD events		Contributing to Association journal, newsletter, presenting workshops, attending seminars and other appropriate activities
Tertiary study associated with a particular teaching field	Enrolment and assessment documents, certificates of completion or transcript of results	Postgraduate study, courses to change teaching specialisation, tertiary study in fields of interest, VET and industry recognised qualifications
Structured networking with teachers from other schools	Validation by a school leader or employer, a diary entry with a brief description of the professional activity and its contribution to teacher knowledge and practice, certificate or documentation provided by a school or workplace	Mentoring, team teaching, cross marking, collaborative programming, discipline/stage of school specific activities
School visits and exchanges		Meetings that have a direct connection to changes and deliberate impact on teacher practice and pedagogy
Faculty or staff meetings involving discussions of teaching and learning		
Online courses	Certificates issued by provider, receipts, evaluations of provider activities, other evidence as appropriate	Courses that are offered by employers or sourced from outside providers; courses that bring about a change in teacher practice and pedagogy, courses that are discipline/stage of schooling specific, courses that are geared towards ICT competencies of teachers
Professional reading	Written reflections on the professional reading, validation by a school leader or employer	Education publications: teaching association journals, national publications, discussion papers, newsletters Current research: research publications,

		web-based publications Opinion pieces and public commentary
Mentoring another teacher (Not applicable for provisionally registered teachers)	Written observations or reflections, professional learning plans, validation by a school leader or employer, mentee or other evidence as appropriate	Mentoring a provisionally registered teacher, a pre-service teacher, a teacher on employer probation
Being mentored by another teacher		Observation lessons, collaborative planning, cross marking, team teaching, reflective feedback and targeted professional learning goals

Verification

Type	Purpose	Note
Certificates	To verify the participation of a teacher in an event that covers more than 1 day.	A certificate can be issued for an event that involves participant attendance over a number of days, taking into account the cumulative hours the participant attended the event.
Email verification	To verify attendance in a workshop for up to one day.	Workshop length varies according to its purpose, focus and intended outcomes. For example, a workshop of two-hour duration can be verified by an email from the presenter that covers the aims and objectives.
Chronicle verification	Verification, by an independent person, in the teacher's chronicle, to demonstrate involvement with a professional development activity or mentoring arrangement	The teacher will need to retain a copy of the relevant page of their chronicle with verification verification.
Minutes of meetings	Minutes of meetings can verify any professional development undertaken by a group or whole staff. The minutes need to clearly indicate the activity, the main	An example may be a member of a faculty or teaching team presenting to colleagues. A record of the presentation is minuted and identifies the impact of the

	points covered, the intended actions/outcomes, the time spent on the activity, etc	presentation. Teachers are responsible for making the links with the Professional Standards and reflecting on a change in their practice.
Contribution to journals and publications	To demonstrate that an individual undertook research & professional reading that resulted in the publication	The article and reading for professional renewal reflection sheet.
Letters	Letters acknowledging participation in, or contribution to, the professional development activity. Any such letter should acknowledge outcomes, aims and reference the Standards. The “language” of the Standards can be used in such correspondence.	Letters can be provided to either participants or presenters acknowledging their participation in, or contribution to, achieving the outcomes of the activity.
Evaluations	Professional development providers usually seek an evaluation of their event in order to improve the delivery and intended outcomes for future sessions	Teachers should retain a copy of the evaluation as this can count as a reflection and verification of having considered the impact of the presentation on their teaching practice.
Mentoring verification template	All mentoring meetings can be recorded on the suggested template.	Teachers need to clearly indicate the Standards the mentoring meeting addressed. It may be the case that more than one Standard is covered in the meeting
Professional reading template	Teachers are able to record any professional reading they undertake as part of their lesson preparation and/or research	Readings must be referenced against the Standards and a reflection provided using the guide questions to professional reading for renewal.