

# ORIENTATION CHECKLIST

## During your first year

<b>Term 1 - Getting off to a good start</b>	
<input type="checkbox"/>	Schedule a meeting with the Librarian, Learning Support and Heads of Department.
<input type="checkbox"/>	Schedule a meeting with your Information and Communications Technology (ICT) coordinator to give you access to school programs, OneSchool access/overview, and learn how to access emails from home.
<input type="checkbox"/>	Discuss interim probation report at three months with your supervisor.
<input type="checkbox"/>	Discuss the process for progressing to APST Proficient Status or full QCT registration <a href="https://www.qct.edu.au/registration/transition-to-full-registration">https://www.qct.edu.au/registration/transition-to-full-registration</a> .
<input type="checkbox"/>	Develop an individual learning plan with your supervisor and mentor
<input type="checkbox"/>	Seek informal reviews and feedback.
<input type="checkbox"/>	Clarify additional duties/committee involvement.
<input type="checkbox"/>	Join/create networks (for example, beginning teacher network).
<input type="checkbox"/>	Where possible, observe lessons of other teachers, particularly in your year level or subject area.
<input type="checkbox"/>	Take the time to look at other classrooms and observe layouts and visual displays that you may want to emulate in your own classroom.
<input type="checkbox"/>	Participate in curriculum design, planning, assessment and reporting.
<input type="checkbox"/>	Keep up to date and be aware of your obligations and requirements, including reviewing the department's Policy and Procedures Register.
<input type="checkbox"/>	Confirm successful completion of the interim probation report
<input type="checkbox"/>	Working with a colleague or mentor, learn how to input data for your report cards in OneSchool.
<input type="checkbox"/>	Contact your regional Teacher Learning Centre (TLC) or Centre for Learning and Wellbeing (CLaW) for information, resources and support specifically designed for beginning and early career teachers.

<b>Term 2 - Build on your knowledge and skills</b>	
<input type="checkbox"/>	Organise times throughout the term to meet with your supervisor and mentor and use this opportunity to discuss your individual learning plan
<input type="checkbox"/>	Discuss the Queensland College of Teachers (QCT) Provisional to full registration and the evidence needed to support your application.
<input type="checkbox"/>	Where possible, participate in OneSchool web conferences to gain a greater understanding of the functionality (especially for report cards) and/or meet with your OneSchool administration.
<input type="checkbox"/>	Join/create networks (for example, BETA). <a href="http://www.beta.asn.au/">http://www.beta.asn.au/</a>
<input type="checkbox"/>	Continue to observe lessons of other teachers, particularly in your year level or subject area.
<input type="checkbox"/>	Make time to meet with your supervisor to discuss your final probation report.
<input type="checkbox"/>	Continue to participate in curriculum design, planning, assessment and reporting.



# ORIENTATION CHECKLIST

## Term 3 - Continue to grow and learn

- Continue to organise times throughout the term to meet with your mentor.
- Meet with your supervisor to discuss your ongoing learning plan
- Join/create networks (for example, BETA). <http://www.beta.asn.au/>
- Continue to observe lessons and view classrooms of other teachers, particularly in your year level or subject area.
- Continue to participate in curriculum design, planning, assessment and reporting.
- Participate in relevant online web conferences through OneChannel.
- For teachers with provisional registration, confirm successful completion of the department's probation requirements.

## Term 4 - Reflect on the year

- Continue to organise times throughout the semester to meet with your mentor.
- Learn more about [transitioning to full registration](#)
- Meet with your supervisor regarding your learning plan. Identify goals and professional opportunities for the year ahead as part of the Annual Performance Review process.
- Reflect on your achievements and challenges through the year.
- Consider possible career opportunities within your school for the year ahead.

