

PROFESSIONAL FORMATION PLANNER

Some of our members found it useful to plan each section before adding details to the webfolio – use these prompts to plan each section – put some key words and phrases into the notes box and then think about the evidence you have to support your dialogue. Spending a few minutes now planning your entries will help when compiling your webfolio.

Sections	Notes	What evidence can I upload for this section? Suggestions ...
My Teaching Biography	<p>Where are you now in your career and how did you get there? Tell us a story that will set the context for the rest of your narrative and evidence.</p> <ul style="list-style-type: none"> • • • <p>Describe briefly your current role</p> <ul style="list-style-type: none"> • • <p>What do you teach?</p> <ul style="list-style-type: none"> • 	

<p>Subject Currency</p>	<p>How do you ensure currency in your specialism?</p> <ul style="list-style-type: none"> • • <p>How you have maintained currency so far?</p> <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Skill specific certificates/ qualifications • Evidence of attending courses/updates • Team meeting minutes • Something from a CPD session
<p>Teaching and Learning</p>	<p>Tell us how you keep up to date with your Teaching & Learning Skills. If your Institution has appropriate facilities, how are you keeping up to date with computer-based resources?</p> <ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • Lesson Observation • A sound lesson plan and/or scheme of work • Learner feedback extracts • Peer observation report • A resource you have developed
<p>Self Evaluation</p>	<p>Evaluate your practice as a teacher; analyse your strengths and also your areas for development.</p> <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • Appraisal • Professional Development Plan • SWOT Analysis

	<ul style="list-style-type: none"> • 	
Development Planning	<p>In the light of your Self Evaluation section, tell us how you plan to meet your professional development needs. You will need to provide a plan which highlights the points in the right hand column</p> <ul style="list-style-type: none"> • • • 	<ul style="list-style-type: none"> • Information about/link to a course you wish to take • Who you will need to contact • What support you will need, eg time, funding, permission, etc • The timescale of this development
Reflective Practice	<p>Reflect on your practice, and then tell us about how the development you have done (above) and will do in the future, will impact on your practice and your learners</p> <ul style="list-style-type: none"> • • • 	<p>Detail of reflection on:</p> <ul style="list-style-type: none"> • CPD • Peer/manager dialogue and discussion • Observations of teaching and learning