# Trainees' Professional Practice Preparation Checklist

It is crucial to prepare effectively for the professional practice part of your training. Please complete the actions below **before starting your training at the school/setting.**

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| Preparation items:*(All must be completed. Please consult your LT and/or PAT if you have any questions.)* | Badge Tick1 outline |
| Participate in the professional practice briefing (PP) lecture. |  |
| Engage with the PP Curriculum Handbook.  |  |
| Obtain a copy of the Professional Practice Policy (PPP). |  |
| Engage with the ITE Partnership website and the guidance / documents. |  |
| Find out contact name at school / setting from InPlace.  |  |
| Contact school / setting and your mentor to introduce yourself and send the trainee profile.  |  |
| Contact your Link Tutor and Personal and Academic Tutor to inform them of your allocation.  |  |
| Complete the compulsory safeguarding training at University (certificate available). |  |
| Start your electronic professional portfolio (EPP) / learning journey and edit the link to your trainee profile.  |  |
| Engage with the school / setting website to familiarise yourself with their ethos, values and curriculum. |  |
| Find out the arrival / travel times for the first day. |  |
| Take lunch and snacks with you. It is usually not appropriate/possible to leave school during the school day. |  |
| Dress appropriately ensuring professional appearance. |  |
| Obtain your individual DBS letter from University to show on your arrival at school. |  |
| Have your EHU photo ID with you at all times to show on arrival at school. |  |
| Familiarise yourself with the EHU ITE Code of Conduct and adhere to it at all times. |  |