


# **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**.

<b>Preparation items:</b> (All must be completed. Please consult your LT and/or PAT if you have any questions.)	
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.	