PROFESSIONAL LEARNING RECORD

How to use this resource: Use this Professional Learning template to plan and record the professional learning activities (PD, conversations, observations etc.) that will assist you in achieving your professional growth goals.

Goal setting: When setting goals for your professional growth, consider school priorities, your role, areas to improve practice, as well as your career goals, and professional interests.
Your goals should be 'SMART'.

Supporting resources: Use the PD Planner to select professional learning that meets your goals. ATA members can document completed professional learning activities in their CPD diary online.

Specific ◯
Measurable ◯
Achievable ◯
Relevant ◯
Timeframe ◯

School, Team or Individual	SMART Goal	Professional Learning Activity	ATAPS Reference	Feedback / Reflections	Date / Location
Individual	To improve how I give feedback to students.	eTAPS Module 3: How to give feedback to students	Standard 1.1, 2.2 & 5.1	I learned that feedback is useful when it describes what students need to achieve, their progress, and what they need to do next, to improve. This term I plan to implement what I learned and provide students with useful feedback and monitor how effective these strategies are.	21 Jan 2025

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