AITSL for TLs Challenge Checklist

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| **Challenge Element** | **Yes/No N/A** |
| **Preparation - Documents** | |
| Download and print a copy of the ***Standards from the AITSL w/site*** |  |
| Download and print a copy of the ***Ready Reckoner*** |  |
| Download and print a copy of the ***ALIA Standards for TL Practice*** |  |
| **Preparation - Folders** | |
| Create an ***AITSL Challenge*** folder on your computer desktop |  |
| Create a ***Documents*** folder in the AITSL Challenge folder and put a copy of the above 3 documents in that folder |  |
| Create and name a ***folder for each Standard*** (Standard 1 etc) |  |
| Inside each Standard folder create a ***folder for each sub standard*** (1.1, 1.2, 1.3 etc.) |  |
| **Portfolio Preparation** | |
| Decide on the ***platform*** you are gong to choose to present your portfolio of evidence against the standards (website like Weebly / Report created as a Word document or PDF, paper-based file) |  |
| If creating a ***website*** develop the framework and pages for each element of your portfolio |  |
| If you are creating ***a Word Document of PDF*** create / select a template that you will use to response to each standard. |  |
| **Evidence Collection** | |
| Collect all of your ***PD / workshop / conference Certificates*** of participation and categorise / label with a Standard using the Ready Reckoner (i.e. which standard to they provide evidence for?) |  |
| Review all ***email correspondence*** and categorise against relevant standards (i.e. which standard to they provide evidence for?) |  |
| Collect any samples of ***policies, procedures, guidelines*** that you have created, contributed to or use in your role as a TL. |  |
| Collect evidence of all ***school policies, guidelines and procedures*** that you must adhere to (Assessment and reporting, Pastoral care, excursions etc). |  |
| Identify and name ***systemic policies and procedures and guidelines*** that you must adhere to (These will be dependent on what system and sector your school is in - Gov., Catholic, Independent etc.). |  |
| Collect ***minutes of meetings, workshop outlines, flyers*** etc. that you participated in or presented. |  |
| Collect samples of ***programs, unit outlines, lesson plans, assessment rubrics, marking keys, worksheets*** that you have created / implemented |  |
| Collect evidence of ***marked student work, reflections, feedback, marked assignments and tests*** etc. |  |
| Use ***documents, screen captures of emails, websites and blogs, photographs of library spaces, displays, surveys statistics from library systems*** etc. |  |

Tick each Sub-Standard once you have collected at least 5 pieces of evidence and written your claim against that Statement.

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| Standard 1 | |
| Collect 5 pieces of evidence for 1.1 |  |
| Make statement of claims against standard 1.1 |  |
| Collect 5 pieces of evidence for 1.2 |  |
| Make statement of claims against standard 1.2 |  |
| Collect 5 pieces of evidence for 1.3 |  |
| Make statement of claims against standard 1.3 |  |
| Collect 5 pieces of evidence for 1.4 |  |
| Make statement of claims against standard 1.4 |  |
| Collect 5 pieces of evidence for 1.5 |  |
| Make statement of claims against standard 1.5 |  |
| Collect 5 pieces of evidence for 1.6 |  |
| Make statement of claims against standard 1.6 |  |

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| Standard 2 | |
| Collect 5 pieces of evidence for 2.1 |  |
| Make statement of claims against standard 2.1 |  |
| Collect 5 pieces of evidence for 2.2 |  |
| Make statement of claims against standard 2.2 |  |
| Collect 5 pieces of evidence for 2.3 |  |
| Make statement of claims against standard 2.3 |  |
| Collect 5 pieces of evidence for 2.4 |  |
| Make statement of claims against standard 2.4 |  |
| Collect 5 pieces of evidence for 2.5 |  |
| Make statement of claims against standard 2.5 |  |
| Collect 5 pieces of evidence for 2.6 |  |
| Make statement of claims against standard 2.6 |  |

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| Standard 3 | |
| Collect 5 pieces of evidence for 3.1 |  |
| Make statement of claims against standard 3.1 |  |
| Collect 5 pieces of evidence for 3.2 |  |
| Make statement of claims against standard 3.2 |  |
| Collect 5 pieces of evidence for 3.3 |  |
| Make statement of claims against standard 3.3 |  |
| Collect 5 pieces of evidence for 3.4 |  |
| Make statement of claims against standard 3.4 |  |
| Collect 5 pieces of evidence for 3.5 |  |
| Make statement of claims against standard 3.5 |  |
| Collect 5 pieces of evidence for 3.6 |  |
| Make statement of claims against standard 3.6 |  |
| Collect 5 pieces of evidence for 3.7 |  |
| Make statement of claims against standard 3.7 |  |

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| Standard 4 | |
| Collect 5 pieces of evidence for 4.1 |  |
| Make statement of claims against standard 4.1 |  |
| Collect 5 pieces of evidence for 4.2 |  |
| Make statement of claims against standard 4.2 |  |
| Collect 5 pieces of evidence for 4.3 |  |
| Make statement of claims against standard 4.3 |  |
| Collect 5 pieces of evidence for 4.4 |  |
| Make statement of claims against standard 4.4 |  |
| Collect 5 pieces of evidence for 4.5 |  |
| Make statement of claims against standard 4.5 |  |

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| Standard 5 | |
| Collect 5 pieces of evidence for 5.1 |  |
| Make statement of claims against standard 5.1 |  |
| Collect 5 pieces of evidence for 5.2 |  |
| Make statement of claims against standard 5.2 |  |
| Collect 5 pieces of evidence for 5.3 |  |
| Make statement of claims against standard 5.3 |  |
| Collect 5 pieces of evidence for 5.4 |  |
| Make statement of claims against standard 5.4 |  |
| Collect 5 pieces of evidence for 5.5 |  |
| Make statement of claims against standard 5.5 |  |

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| Standard 6 | |
| Collect 5 pieces of evidence for 6.1 |  |
| Make statement of claims against standard 6.1 |  |
| Collect 5 pieces of evidence for 6.2 |  |
| Make statement of claims against standard 6.2 |  |
| Collect 5 pieces of evidence for 6.3 |  |
| Make statement of claims against standard 6.3 |  |
| Collect 5 pieces of evidence for 6.4 |  |
| Make statement of claims against standard 6.4 |  |
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| Standard 7 | |
| Collect 5 pieces of evidence for 7.1 |  |
| Make statement of claims against standard 7.1 |  |
| Collect 5 pieces of evidence for 7.2 |  |
| Make statement of claims against standard 7.2 |  |
| Collect 5 pieces of evidence for 7.3 |  |
| Make statement of claims against standard 7.3 |  |
| Collect 5 pieces of evidence for 7.4 |  |
| Make statement of claims against standard 7.4 |  |

Add any other actions that you complete as part of this Challenge

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| **OTHER ACTIONS** |  |
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