

Element 1: Induction	Yes	No
1. Can you provide evidence that your induction program has been effective?		
2. Can you provide examples of the Induction Materials used at your school (eg Induction Kit, Intranet Site etc)?		
Element 2: Multiple Sources of Feedback	Yes	No
3. Can you provide evidence that the use of multiple sources of feedback has been effective?		
4. Can you provide examples of the materials used at your school for providing teachers with multiple sources of feedback (eg questionnaires, feedback reports to individual teachers)?		
Element 3: Development Plans	Yes	No
5. Can you provide evidence that the Development Plans used at your school are effective?		
6. Can you provide examples of the materials used at your school for teacher development planning (eg Teacher Development Plans, Guidelines for Completing Development Plans)?		
Element 4: Professional Development (PD)	Yes	No
7. Can you provide evidence that Professional Development is meeting teachers' needs and school priorities?		
8. Can you provide evidence that Professional Development has led to improved student learning opportunities?		
9. Can you provide evidence that Professional Development is consistent with the principles of effective professional learning?		
10. Can you provide examples of the Professional Development materials used at your school to support professional learning for teachers (eg Professional Development Policy and Guidelines, Professional Development Records)?		
Element 5: Performance & Development Culture	Yes	No
11. Can you provide evidence that teachers feel supported to take calculated risks and try new things?		
12. Can you provide evidence that teachers believe that a climate of professional accountability has been established in the school?		
13. Can you provide examples of the materials used in your school to understand your teachers' belief in a Performance and Development Culture (eg School Organisational Health Survey, Performance and Development Teacher Questionnaire)?		

Documentation and Evidence Questionnaire

April 2005

Introduction

In preparation for external verification, you will need to collect documentation and evidence to demonstrate specific aspects of performance and development practice within your school.

The questionnaire items are grouped into the five key elements:

1. Induction for Teachers New to the School
2. Use of Multiple Sources of Feedback
3. Customised Individual Development Plans
4. Quality Professional Development
5. Belief by Teachers in a Performance and Development Culture.

For each element you will be asked whether you are able to refer to the documents that you will use as evidence of your performance and development practice, and whether you have evidence that your practice is effective.