



## TEMPORARY TEACHING REPORT (CONTRACT / TRT) FORM (VL048) GUIDELINES

### 1. RATIONALE

The VL048 replaces the Contract Teaching Report (ED048) and is designed to:

- provide feedback to the employee regarding their teaching performance.
- afford the opportunity for the employee to reflect and comment on their teaching experience.
- serve as a tool to support performance management processes.
- provide a succinct record of temporary teaching employment.

The VL048 provides information regarding a teacher's teaching performance and teaching practice against the Australian Professional Standards for teachers.

### 2. POINTS FOR CONSIDERATION WHEN COMPLETING THE VL048

- Generally it would be considered reasonable for a VL048 to be completed for teachers at the conclusion of a teaching contract (ie from 20 days up to and including two year); or after working as a TRT in a school / preschool for 20 days (not necessarily consecutive) or more during a calendar year. Further information can be provided in the form of a referee statement if desired.
- The VL048 has provision for concise reporting of information under 3 headings (approx 150 words within each section) and comments should be carefully considered to present accurate, pertinent and useful information that best describes the teacher's knowledge, skills and abilities. There is also provision for the teacher to comment on his / her teaching experience.
- NB If this report has been produced as a result of issues of concern regarding an Employable Teacher's performance, please lodge a request in [edHR](#).

### 3. SUBJECT CODES (listed alphabetically)

AB	Aboriginal studies	FR	French	PG	Politics
AC	Accounting	FV	Media studies	PH	Photography
AG	Agriculture	GG	Geography	PR00	Primary
AN	Aboriginal education	GK	Modern greek	PSOP	Pre-school
AS	Ancient studies	GL	Geology, earth and environmental Science	PW	Psychology
AT	Art	GM	German	PZ	Philosophy
AV	Australian indigenous languages	HA	Health education	SD	Scientific studies
BL	Biology	HE	Home economics	SL	Special education (school / preschool based)
BP0B	Birth to preschool	HI	History	SP	Spanish
BS	Business studies	HU	History, australian	SS	Society and culture
CG	Counselling	HZ	History, modern	SV	Humanities and social science
CH	Chemistry	ID	Education of children / students with intellectual disabilities	SY	Special school
CI	Chinese	IF	Digital technologies	SZ	Special education (special class)
CT	Construction technologies (materials)	IN	Indonesian	TL	English as an additional language or eialect (EALD)
CX	Computer aided design / manufacture	IQ	Information processing and publishing	TO	Working with children / students with hearing impairments
CY	Community studies	IT	Italian	TP	Technologies
CZ	Child studies	JA	Japanese	TU	Tourism
DA	Dance	JP00	Junior primary	TX	English as an additional language or dialect (EALD)
DC	Design and technologies - communication products	LG	Legal studies	TZ	Intensive primary english language program / secondary NAP
DE	Design	LI	Teacher librarian	VE	Vocational education and training
DR	Drama	MA	Mathematics (general maths)	VI	Education of children / students who are vision impaired
DT	Design and technologies (material products)	MI	Instrumental music	VT	Vietnamese
EC	Economics	MM09	Middle schooling	WS	Women's studies
EG	English	MU	Music	YX	Mathematical methods
EL	English literary studies	MX	Essential mathematics	YZ	Specialist mathematics
EN	Essential english	MY	Education of children / students with multiple disabilities	ZD	The arts
ET	Design technologies - Systems and control products	NT	Nutrition	ZL	Other language
EY	Environmental education	OE	Outdoor education	ZV	Other technologies
FH	Food and hospitality	PC	Physics		
		PE	Health and physical education		