



Specific Requirements for Professional Experience
EDEC376: Learning from Birth to 5 Years
PrEx 15 days

During this placement, you will put into practice the learning from the modules and unit in order to plan, enact and reflect on strategies for guiding children's learning and development. While building and sustaining partnerships with families and educators during placement, you will reflect on the contribution of theories of learning and development to your practice. During placement, you will apply knowledge of learning and development to develop a child profile and share knowledge with educators and the child's family, contributing to the quality of the home learning environment.

NOTE THE STRUCTURE OF THIS PLACEMENT

- 5 days of professional experience Birth to under 2 years. – Report Stage A
- 5 days of professional experience with 2 to 3 years - Report Stage B
- 5 days of professional experience with 3–5-year-olds. (to satisfy the ACECQA mandated requirement of 10 days in total with children aged from birth to 35 months). – Report Stage C

TEXTBOOK:

The following textbook is prescribed for all placements in the course. MacNaughton, G., & Williams, G. (2008). *Techniques for Teaching Young Children. Choices for Theory and Practice* (3rd ed.). Pearson Education Australia.

Professional Experience Timetable	Tasks
<p>Prior to beginning your professional experience</p>	<p>Task 1: Ensure you have read the various readings and topic notes for the module.</p> <p>Task 2: Ensure that you have consent forms printed and ready for completion on the first day. Download these from the EC Community site.</p> <p>Task 3: Read the Early Childhood Australia (ECA) Code of Ethics and ensure that you have a clear understanding of how you are expected to conduct yourself whilst on placement. No photographs will be taken of children, and a pseudonym will be used at all times on your documentation and copies of children’s artwork.</p> <p>Task 4: Prepare your introductory poster of yourself. Ensure you include a recent, appropriate, professional photo and ask your supervising teacher where it could be displayed in the centre.</p> <p>Task 5: Prepare your Personal Professional Experience Folder. You will need to ensure you take this to every day of placement and be prepared to show your supervising teacher or a Professional Experience Liaison Officer (PELO) who may visit you while on placement. Also see the Early Childhood PrEx Handbook for more information about your folder.</p>
	<p>This folder will be used as supporting evidence in your discussions with your supervising teacher and a PELO for your final report.</p> <p><i>If for any reason you need to show evidence of your placement, you may be required to submit your Personal Professional Experience Folder to your Unit or Course Coordinator.</i></p>
<p>5 days with birth to 2 year olds</p>	

Day 1	<p>Check your supervising teacher has received an email from the Office of Professional Learning (OPL). This email contains links and attachments required for reporting and supervising you.</p> <p>Complete a setting situational analysis as per the Early Childhood PrEx Handbook.</p> <p>In consultation with your supervising teacher, select a focus child and ask them to introduce you to their parents. Ask their parents for permission to observe their child during your placement. Explain that you will be writing a <i>developmental profile</i> of their child and ensure they provide permission for you to use their child's information. Ensure they complete and return to you the consent form prior to observing their child.</p> <p>Ensure you download a copy of the developmental profile template and are aware of the information you will need.</p> <p>Once you have a signed consent form, begin writing observations of your focus child. Use the templates provided in the EC Community site.</p>
Day 2	<p>Continue to gather observations and information about your focus child for the rest of the placement. You will need a minimum of six (6) observations (or varying types) to write your developmental profile. By taking more, you will be able to choose the ones you can base the developmental profile on.</p> <p>Collect at least three (3) examples of how the service shares information with families. This may be in the form of a physical newsletter, a social media page, email, hand-outs etc. Add these to your Personal Professional Experience Folder.</p> <p>Discuss with your workplace supervisor how the service shares information with families and access copies of any relevant policies on communication with families.</p> <p>Speak to the family of your focus child. Gather and document information from the family to inform your developmental profile.</p>
Day 3	<p>Note down any activities, experiences, songs, books, or other resources that you find helpful throughout the placement and add these to your Personal Professional Experience Folder.</p>

	<p>Speak to the educators of the child for your case study. Gather and document information from them to inform your developmental profile.</p> <p>Based on your observations and your developmental profile of your focus child, plan an activity for them that you can implement over the next two days. Write them on the Planning Template (see EC Community site).</p> <p>Ask for feedback from your supervising teacher about the plans and add the feedback as reflection in your Personal Professional Experience Folder.</p> <p>Make any required changes to your plans. You may need to write a second draft.</p> <p>Speak to the parents of the child for your case study. Gather and document information from them to inform your developmental profile.</p>
Day 4	<p>Conduct the activity you have planned. Write observations of your focus child and how they engage with the activity. Reflect on the activity and make any changes that are needed to extend the child or improve the planned activity. Document all the changes and why you are making the changes in your Personal Professional Experience Folder.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your Personal Professional Experience Folder.</p> <p>Add to your Personal Professional Experience Folder examples of practice from your placement. Consider what the service implements in relation to Aboriginal and Torres Strait Islander culture, sustainability, and social and emotional learning.</p> <p>Does the service have specific policies or procedures that relate to these topics? Ask if you can have a copy of these and add them to your Personal Professional Experience Folder.</p>
Day 5	<p>Continue to implement your plan for your focus child. Write notes and observations (using the template) of the planned activity.</p> <p>At the end of the day, reflect on the activity and make changes to what was planned. Ensure you record all changes in your Personal Professional Experience Folder.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your Personal Professional Experience Folder.</p>

	<p>Meet with your supervising teacher to discuss and complete your Report Stage A. Your Evidence Log will be useful here and do reflect on the implemented plans so far and discuss next week’s proposed plans with your supervising teacher.</p> <p>After this has been submitted your Supervisor Teacher will be sent Report Stage B.</p> <p>Please contact oplreports@une.edu.au, if your supervisor has yet to receive access to Report Stage A.</p>
<p><i>Move to toddler’s room (2-3 years) for 5 days</i></p>	
<p>Day 6</p>	<p>Check your supervising teacher has received an email from the Office of Professional Learning. This email contains links and attachments required for reporting and supervising you.</p> <p>Complete a setting situational analysis as per the Early Childhood PrEx Handbook .</p> <p>In consultation with your supervising teacher, select a focus child and ask them to introduce you to their parents. Ask their parents for permission to observe their child during your placement. Explain that you will be writing a <i>developmental profile</i> of their child and ensure they provide permission for you to use their child’s information. Ensure they complete and return to you the consent form prior to observing their child.</p> <p>Ensure you download a copy of the developmental profile template and are aware of the information you will need.</p> <p>Once you have a signed consent form, begin writing observations of your focus child. Use the templates provided in the EC Community site.</p>



Specific Requirements for Professional Experience
EDEC376: Learning from Birth to 5 Years
PrEx 15 days

Day 7	<p>Continue to gather observations and information about your focus child for the rest of the placement. You will need a minimum of six (6) observations (or varying types) to write your developmental profile. By taking more, you will be able to choose the ones you can base the developmental profile on.</p> <p>Collect at least three (3) examples of how the service shares information with families. This may be in the form of a physical newsletter, a social media page, email, hand-outs etc. Add these to your Personal Professional Experience Folder.</p> <p>Discuss with your workplace supervisor how the service shares information with families and access copies of any relevant policies on communication with families.</p> <p>Speak to the family of your focus child. Gather and document information from the family to inform your developmental profile.</p>
Day 8	<p>Note down any activities, experiences, songs, books, or other resources that you find helpful throughout the placement and add these to your Personal Professional Experience Folder.</p> <p>Speak to the educators of the child for your case study. Gather and document information from them to inform your developmental profile.</p> <p>Based on your observations and your developmental profile of your focus child, plan an activity for them that you can implement over the next two days. Write them on the Planning Template (see EC Community site).</p> <p>Ask for feedback from your supervising teacher about the plans and add the feedback as reflection in your Personal Professional Experience Folder.</p> <p>Make any required changes to your plans. You may need to write a second draft.</p> <p>Speak to the parents of the child for your case study. Gather and document information from them to inform your developmental profile.</p>

Day 9	<p>Conduct the activity you have planned. Write observations of your focus child and how they engage with the activity. Reflect on the activity and make any changes that are needed to extend the child or improve the planned activity. Document all the changes and why you are making the changes in your Personal Professional Experience Folder.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your Personal Professional Experience Folder.</p> <p>Add to your Personal Professional Experience Folder examples of practice from your placement. Consider what the service implements in relation to Aboriginal and Torres Strait Islander culture, sustainability, and social and emotional learning.</p> <p>Does the service have specific policies or procedures that relate to these topics? Ask if you can have a copy of these and add them to your Personal Professional Experience Folder.</p>
-------	--

Day 10	<p>Continue to implement your plan for your focus child. Write notes and observations (using the template) of the planned activity.</p> <p>At the end of the day, reflect on the activity and make changes to what was planned. Ensure you record all changes in your Personal Professional Experience Folder.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your Personal Professional Experience Folder.</p> <p>Meet with your supervising teacher to discuss and complete your Report Stage B. Your Evidence Log will be useful here and do reflect on the implemented plans so far and discuss next week's proposed plans with your supervising teacher.</p> <p>After this has been submitted your Supervisor Teacher will be sent Report Stage C (Interim Report).</p> <p>Please contact oplreports@une.edu.au, if you have yet to receive access to Report Stage B.</p>
--------	---

Move to Preschool room (3-5 years old) for 5 days	
Day 11	<p>Check your supervising teacher has received an email from the Office of Professional Learning. This email contains links and attachments required for reporting and supervising you.</p> <p>Complete a setting situational analysis as per the Early Childhood PrEx Handbook.</p> <p>In consultation with your supervising teacher, select a focus child and ask them to introduce you to their parents. Ask their parents for permission to observe their child during your placement. Explain that you will be writing a <i>developmental profile</i> of their child and ensure they provide permission for you to use their child’s information. Ensure they complete and return to you the consent form prior to observing their child.</p> <p>Ensure you download a copy of the developmental profile template and are aware of the information you will need.</p> <p>Once you have a signed consent form, begin writing observations of your focus child. Use the templates provided in the EC Community site.</p>
Day 12	<p>Continue to and for the rest of the placement, gather observations and information about your focus child. You will need a minimum of six (6) observations (or varying types) to write your developmental profile. By taking more, you will be able to choose the ones you can base the developmental profile on.</p> <p>Collect at least three (3) examples of how the service shares information with families. This may be in the form of a physical newsletter, a social media page, email, hand-outs etc. Add these to your professional folder.</p> <p>Discuss with your workplace supervisor how the service shares information with families and access copies of any relevant policies on communication with families.</p> <p>Speak to the family of your focus child. Gather and document information from the family to inform your developmental profile.</p>

<p>Day 13</p>	<p>Note down any activities, experiences, songs, books, or other resources that you find helpful throughout the placement and add these to your <i>Personal Professional Experience Folder</i>.</p> <p>Speak to the educators of the child for your case study. Gather and document information from them to inform your developmental profile.</p> <p>Based on your observations and your developmental profile of your focus child, plan an activity for them that you can implement over the next two days. Write them on the <i>Planning Template</i> (see EC Community site).</p> <p>Ask for feedback from your supervising teacher about the plans and add the feedback as reflection in your <i>Personal Professional Experience Folder</i>.</p> <p>Make any required changes to your plans. You may need to write a second draft.</p> <p>Speak to the parents of the child for your case study. Gather and document information from them to inform your developmental profile.</p>
<p>Day 14</p>	<p>Conduct the activity you have planned. Write observations of your focus child and how they engage with the activity. Reflect on the activity and make any changes that are needed to extend the child or improve the planned activity. Document all the changes and why you are making the changes in your <i>Personal Professional Experience Folder</i>.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your <i>Personal Professional Experience Folder</i>.</p> <p>Add to your <i>Personal Professional Experience Folder</i> examples of practice from your placement. Consider what the service implements in relation to Aboriginal and Torres Strait Islander culture, sustainability, and social and emotional learning.</p> <p>Does the service have specific policies or procedures that relate to these topics? Ask if you can have a copy of these and add them to your <i>Personal Professional Experience Folder</i>.</p>

<p>Day 15</p>	<p>Continue to implement your plan for your focus child. Write notes and observations (using the template) of the planned activity.</p> <p>At the end of the day, reflect on the activity and make changes to what was planned. Ensure you record all changes in your Personal Professional Experience Folder.</p> <p>Speak to your supervising teacher about your activity and ask for feedback. Make any changes they suggest and reflect on these in your Personal Professional Experience Folder.</p> <p>Finally:</p> <ol style="list-style-type: none"> 1. Meet your supervising teacher about your Report Stage C. 2. Ensure the supervising teacher is provided with the Full Attendance Register (if required) so it can be included as part of the final Professional Experience Report and placement assessment. 3. Note: The Attendance Register should reflect on Attendance from Day 1 through to this final day. 4. Students will complete the Preservice Teacher Response section within the Final Professional Experience Report; to acknowledge the completion of the Report, this is also sent as a link in a separate email to Students myune account. 5. Please contact oplreports@une.edu.au, if you have yet to receive access to the Final Report. 6. The Professional Experience Report must be submitted within two weeks of the final day of the placement and will not be marked completed until the Attendance Sheet (if required) is submitted and the Preservice Teacher Response section is also completed.
---------------	---

Review your **Professional Experience Report** with your supervising teacher. Ensure the report includes the date and signatures of both you and your supervisor, before your supervising teacher submits the online report to the OPL. Your grade for the unit will not be finalised until the OPL has received the final report.

Your **Reflective Learning Journal** and **Personal Professional Experience Folder** will be useful when discussing your placement. Also, refer back to the *Tracking Expectations* page in the EC Handbook to ensure that you have completed everything required.

The Professional Experience Report must be completed by the final day of the professional experience placement and emailed to the Office for Professional Learning opreports@une.edu.au

Ensure your **Personal Professional Experience Folder** is up to date and well-organised, as it is a useful record of your professional experiences and development as an Early Childhood Teacher.

Please note that this Personal Professional Experience Folder is not submitted to UNE it is a personal professional portfolio.

Make sure that you finish your placement by showing your appreciation to the:

- Children,
- Parents,
- Educators, and
- Staff