

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.

This placement will be 5 days with birth to 2 year olds, 5 days with 2 to 3 year olds and 5 days with 3 to 5 year olds. There will be a report at the end of each 5 days for your supervising teacher to complete.

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
Prior to beginning your professional experience	<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) <i>Code of Ethics</i> http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics Ensure that your behaviour follows the expected ethical standards as laid out in this document.</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 professional 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 folder to your Unit or Course Coordinator.</i></p>
5 days with birth to 2 year olds	
Day 1	<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 (link) 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 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>
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 Placement 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 Placement 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 Placement 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 Placement Folder.</p> <p>Add to your professional 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 Placement 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. Take photos (if allowed) to supplement the activities.</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 Placement 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 Placement Folder.</p>

	<p>On your last day with this age group, meet with your supervising teacher about your Professional Experience Report and ask about any areas of strength or improvement you may have or need to address in future professional experience placements.</p> <p>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 report to the OPL. Your grade for the unit will not be finalised until the OPL has the final report.</p> <p>Your evidence log will be useful when discussing your placement. Also, refer back to the <i>Tracking Expectations</i> page in the Early Childhood PrEx Handbook to ensure that you have completed everything required.</p> <p>The Professional Experience Report must be completed by the final day of the professional experience placement and emailed to the Office for Professional Learning oplreports@une.edu.au</p> <p>Ensure your professional 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.</p> <p>Please note that this professional folder is not submitted to UNE it is a personal professional portfolio.</p> <p>Make sure that you finish your placement by showing your appreciation to the:</p> <ul style="list-style-type: none"> • Children, • Parents, • Educators, and • Staff.
5 days with 2 to 3 year olds	
Day 6	<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. 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>
<p>Day 7</p>	<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 8</p>	<p>Note down any activities, experiences, songs, books, or other resources that you find helpful throughout the placement and add these to your Placement 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 Placement 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>
<p>Day 9</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 Placement 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 Placement Folder.</p> <p>Add to your professional 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 Placement 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. Take photos (if allowed) to supplement the activities.</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 Placement 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 Placement Folder.</p> <p>On your last day with this age group, meet with your supervising teacher about your Professional Experience Report and ask about any areas of strength or improvement you may have or need to address in future professional experience placements.</p> <p>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 report to the OPL. Your grade for the unit will not be finalised until the OPL has the final report.</p> <p>Your evidence log will be useful when discussing your placement. Also, refer back to the <i>Tracking Expectations</i> page in the EC Handbook to ensure that you have completed everything required.</p> <p>The Professional Experience Report must be completed by the final day of the professional experience placement and emailed to the Office for Professional Learning oplreports@une.edu.au</p> <p>Ensure your professional 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.</p> <p>Please note that this professional folder is not submitted to UNE it is a personal professional portfolio.</p>

	<p>Make sure that you finish your placement by showing your appreciation to the:</p> <ul style="list-style-type: none"> • Children, • Parents, • Educators, and • Staff.
5 days with 3 to 5 year olds	
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. 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>
Day 13	<p>Note down any activities, experiences, songs, books, or other resources that you find helpful throughout the placement and add these to your Placement 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 Placement 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 14	<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 Placement 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 Placement Folder.</p> <p>Add to your professional 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 Placement Folder.</p>
Day 15	<p>Continue to implement your plan for your focus child. Write notes and observations (using the template) of the planned activity. Take photos (if allowed) to supplement the activities.</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 Placement 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 Placement Folder.</p> <p>On your last day with this age group, meet with your supervising teacher about your Professional Experience Report and ask about any areas of strength or improvement you may have or need to address in future professional experience placements.</p>

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 report to the OPL. Your grade for the unit will not be finalised until the OPL has the final report.

Your evidence log 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 oplreports@une.edu.au

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