

IPP1260 PLANNING REQUIREMENTS – 2024

For each Professional Experience, Pre-service teachers are to keep learning experience plans available in a dedicated Professional Experience File. The quality of the Professional Experience File indicates a professional attitude as well as thoughtful and thorough organisation and preparation. The learning experiences can be used as evidence of professional development and are valuable to include in a Professional Portfolio.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION		
<ul style="list-style-type: none"> Documentation should be available at all times for reviewing by Room Leaders, Centre Director and University Supervisors. Professional Experience Files should demonstrate a high level of organisation and a high standard of presentation of all documents. Documents should be word processed, where possible, or written neatly and legibly. 		
Clearances	<ul style="list-style-type: none"> Working with Children Check (WWCC) Nationally Coordinated Criminal History Check (NCCHC) 	
Cover Page	<ul style="list-style-type: none"> Pre-service Teacher's name Course Title e.g. <i>Bachelor of Education (Early Childhood)</i> Unit Code <i>IPP1260</i> Dates of Professional Experience Name of early learning centre Centre Director Infant Room Leader Toddler Room Leader Name of assigned rooms University Supervisor 	
Contextual Information	<ul style="list-style-type: none"> IPP1260 Guidelines for Professional Experience Hours of centre operation and staff shifts Staff members names and roles Timetable of the daily/weekly routines and schedules A list of the children (first names) and their ages in the infant and toddler room you are working in Drawn map of the centre environment including indoors and outdoors Drawn map of the rooms you are in Emergency procedures Entry and departure procedures Note of parental involvement and contact with staff and the centre Centre Philosophy 	
Observations and Planning Documents	Focus child (up to 18 months)	Toddlers (up to 36 months)
	Signed parent/centre consent forms Portfolio of their focus child including observations and planning: <ul style="list-style-type: none"> Contextual information of focus child Anecdotal records Jottings Checklists Developmental summary Experience plan Care routine weekly schedule 	Observational records for groups of children (not individual and no parent or centre consent needed). These records are as needed to inform planning. Planning including: <ul style="list-style-type: none"> 1 Experience plan 1 Small group mat experience plan
Reflective Journal	<ul style="list-style-type: none"> 12 entries from classes Additional 3 entries; one for each week of professional experience 	
Resource File	It is recommended that Pre-service Teachers begin to accumulate resources for future use.	