

ECE6240 GUIDELINES 2025 - ASSESSMENT

This professional experience is assessed on a PASS/FAIL basis. ECE6240 is a designated unit. This professional experience unit is deemed to be a fundamental course requirement and may only be attempted once unless otherwise determined by the Progression Panel. Failure to pass this units may result in exclusion from the course. University Supervisors (US) will assume the role of monitoring the progress of students, determining the outcome for the professional experience, and completing the *Final Evaluation Form and Overall Results Form.* Students will be evaluated against the 7 areas of the Australian Quality Standard (NQS).

Mentors, typically the room leaders, will provide support, guidance, and feedback throughout the professional experience. This will include discussions with the University Supervisor on the two visits, to assist them completing the *Interim Report and Final Evaluation Form*. University Supervisors (US) and the relevant centre staff will collaborate to ensure that input from all stakeholders is valued and considered in the decision-making process.

The host Centre has the discretion to terminate the student's placement prior to completion of the placement. ECU may also withdraw a student from placement in certain circumstances. Early termination or withdrawal from the professional experience may result in a Fail grade for the Professional Experience.

It is an ACECQA requirement that the student complete one open and one closing shift.

ROLES IN THE ASSESSMENT PROCESS			
University Supervisors	 Liaise with mentor on, or about, day 5 and day 10, to monitor the progress of the student In collaboration with Centre staff, complete the <i>Interim Report (day 5), Final Evaluation Form and Overall Results Form (day 10)</i> via SONIA and forward any concerns to the Unit Coordinator (Wendy Harmon – w.harmon@ecu.edu.au) Monitor progress and attendance throughout the 10 days DURING VISITS ON, or about, DAY 5 AND DAY 10: Review all documentation in Professional Experience File (including attendance) Observe student's practice Provide written and verbal feedback to student On the first visit, ensure student has received feedback on <i>Mentor checklist and confirm student has access to the Interim Report and sign to acknowledge receipt of this on SONIA</i> 		
Mentor	 Mentor student, providing support and guidance Provide written and verbal feedback Meet with student to discuss progress against assessment criteria By the end of day 4: Complete the <i>Mentor checklist</i> to provide the student with written feedback Discuss progress with US during both visits, to facilitate completion of the <i>Interim Report, Overall Results and Final Evaluation Form</i> 		



ASSESSMENT TIMELINE			
Mid-Point Day 5	Mentor US Visit Interim report due	Observe student in the setting, in particular: • Relationships with children, staff, and parents • Interaction with children • Adherence to health and safety policies Observe implementation and discuss evaluation of a planned experience. Mentor completes the Mentor checklist to provide written feedback to student (by the end of day 4) US reviews Professional Experience file: • Clearances, Contextual information, attendance • Observations, planning and assessment information • Resource File US will visit, review Mentor checklist, and liaise with mentor, to discuss progress with the student to complete the Interim Report. If there are concerns, US must highlight the Interim Report and contact the UC (Wendy Harmon- w.harmon@ecu.edu.au)	
End Point Day 10	US Visit Final Evaluation Form due	 US reviews Professional Experience file: Contextual information and attendance (one open and close) Observations, planning and assessment information Resource File US will observe implementation of a planned experience and in collaboration with centre staff, determines the final grade for the professional experience. US completes the <i>Final Evaluation Form and Overall Results Form</i> on the final day of the professional experience (day 10) via SONIA. The Final Evaluation Form and Overall Results Form will be released to students at 3pm, on the Wednesday after their professional experience concludes.	