

ECE6240 GUIDELINES 2025 - PLANNING

All required clearances, planning formats and documentation of learning should be organised clearly in a Professional Experience file that is available to the University Supervisor, the Centre Director or Early Childhood Teacher and/or the mentor as requested.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION	
Documents should be word processed, where possible, or written neatly and legibly.	
Clearances	<ul style="list-style-type: none"> Working with children check Nationally Co-ordinated Criminal History Check <p>Please contact clearanceseducation@ecu.edu.au for any questions on these.</p>
Cover Page	<ul style="list-style-type: none"> The students name Course Title e.g. <i>Graduate Certificate S74 (Early Childhood Studies)</i> Unit Code <i>ECE6240</i> Dates of Professional Experience Name of early learning setting Director / Early Childhood Teacher / Mentor details Infant Room Leader details (<i>if different to above</i>) Name of assigned room(s) (<i>If applicable</i>) University Supervisor details
Contextual Information	<ul style="list-style-type: none"> ECE6240 Guidelines for Professional Experience Hours of setting operation and staff shifts Staff member names and roles A list of the children (first names only) and their ages (your room only) Background details of the setting and local area – ownership of the setting, demographic information of the area, children’s familial backgrounds Drawn map of the organisation of the setting environment including indoor and outdoor learning area, sleep rooms, nappy change, etc.. Emergency procedures Entry and departure procedures / routines of the room Note of parental involvement and contact with staff and the setting Notes taken regarding the leadership and management requirements of the setting from discussions with the setting Director (D)
Observations and Planning Documents	<ul style="list-style-type: none"> Signed parent/setting consent form - these are required for your focus child but are required for other children if the setting requests them Observations, planning and documentation of experiences implemented in the room throughout the 10 days Details of case study child including: <ul style="list-style-type: none"> Contextual information of focus child (template on Canvas) Focus child’s routine (Care routines template on Canvas) Anecdotal records Checklists Jottings Learning stories Individual child plans
Resource File	<ul style="list-style-type: none"> It is recommended that the student begin to accumulate resources / evidence for future use – this is not assessed but provides you with future support materials

Please ensure the Professional Experience file is kept up to date and is available whenever required. Having documents on a computer at home is not acceptable when files are requested by the relevant stakeholders.