ECE6340 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 the mentor as requested.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION	
Documents should be word processed, where possible, or written neatly and legibly.	
Clearances	• Working with children check • Nationally Co-ordinated Criminal History Check Please contact clearanceseducation@ecu.edu.au for any questions on these.
Cover Page	• The students name • Course Title e.g. *Graduate Diploma in Early Childhood Teaching* • Unit Code *ECE6340* • Dates of Professional Experience • Name of early learning setting • Director / Early Childhood Teacher / Mentor details • Infant Room Leader details • Name of assigned room(s) (*If applicable*) • University Supervisor details
Contextual Information	• ECE6340 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 discussion with the setting Director (D)

Observations and Planning Documents	• Signed parent/setting consent forms - these are required for your focus child but are optional for other children if the setting requests them
	• Observations, planning, and documentation of experiences implemented in the room throughout the 20 days.
	• Details of case study child including:
	    o Contextual information of focus child (template on CANVAS)
	    o Individual child's routine (Care routines for focus child: template on CANVAS)
	    o Observations (anecdotal records/checklists/jottings)
	    o Learning stories
	    o Individual child plans
	    o Developmental summary (see template on CANVAS)
	    o Overall evaluation (see CANVAS)

Resource File	• It is recommended that the student begin to accumulate resources / evidence for future use – this is not for assessment

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