

IPP1260 PLANNING REQUIREMENTS – 2026

For each Professional Experience, Pre-service teachers are to keep learning experience plans, and observation records, 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 will arise from the observations, and can be used as evidence of professional development. They are valuable to include in a Professional Portfolio.

<u>PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION</u>	
- 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	- Working with Children Check (WWCC) - Nationally Coordinated Criminal History Check (NCCHC) - National child safety training (Geccko)
Cover Page	- Pre-service Teacher's name - Course Title e.g. <i>Bachelor of Education (Early Childhood)</i> Y42 - Unit Code <i>IPP1260</i> - Dates of Professional Experience - Name of early learning centre - Centre Director - Room Leader - Name of assigned room - University Supervisor - Unit Coordinator
Contextual Information	- 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 room you are working in - Drawn map of the centre environment including indoors and outdoors - Drawn map of the room - 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 36 months) Signed parent and centre consent forms Portfolio of the focus child to present to parents. It will include all observations and planning: • Contextual information of focus child • 1 care routine • 1 Developmental summary Multiple observations captured in the first week and then maintained • Anecdotal records • Jottings • Checklists Planning including: • 3 Experience plans • 2 Small group mat experience plan
Reflective Journal	• 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.