ECE6240 GUIDELINES 2026 - ASSESSMENT

This professional experience is assessed on a PASS/FAIL basis. ECE6240 is a designated unit and is deemed to be a fundamental course requirement. It may only be attempted once unless otherwise determined by the Progression Panel and failure to pass this unit 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). Students must demonstrate achievement across all standards in order to pass.

Room leaders, and centre teams, will provide contextualised support, guidance, and feedback throughout the professional experience. 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 Early Childhood student will submit the Room Leader feedback forms on two occasions.

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 completes a 15 day placement and include one open and one closing shift. They are to be on centre site, with children, for at least 7.5 hours per day. The attendance record will be emailed to the Unit Coordinator at the conclusion of the final day.

ROLES IN THE ASSESSMENT PROCESS	
University Supervisors	• Liaise with the student, Centre Director and Unit Coordinator prior to commencement. • Provide direction and support to the student throughout the placement to develop practice. • Review documents, timing and professionalism of submissions and provide feedback to support student development. • Liaise with Room Leaders as needed. • Notify students if there are At Risk of Failing and forward any concerns to the Unit Coordinator (Wendy Harmon – w.harmon@ecu.edu.au) • Monitor progress and attendance throughout the 15 days • Provide written feedback to the student • Review Room Leader feedback and use it to come to the final evaluation. • Complete the *Final Evaluation Form and Overall Results Form (2 days after day 15) via SONIA)*
Room Leader	• Mentors the student, providing contextualised support and guidance • Provides written and verbal feedback throughout the placement (Room Leader Feedback form) • Discusses progress with US to facilitate completion of the *Interim Report, Overall Results and Final Evaluation Form if required*

The Final Evaluation Form and Overall Results Form will be released to students at 3pm, five working days after the completion of week 15.

A passing grade will result from i) engagement in the unit ii) achievement against Quality Areas and iii) attendance record showing 15 days (open/close and 7.5 hours with children). If any QA or element is still developing at the end of the 15 days, the student will be deemed to have failed the placement.

ASSESSMENT TIMELINE

PEX Part A Collect observations and analysis **Submission 1 Observations To Unit Co-ordinator by the end of Day 5** Day 6 & 7 Use Learning Experience Plans *UC provides Interim report if concerns	Student	Represents ECU, best practice and commits to practice improvement. Ensures they are following Centre policy/procedures and recording observations of children and centre practice, ensuring deeper focus on at least two children. Submits all University documents (as below) on time. Asks questions of UC and Room Leader. Provides Feedback Form to Room Leader and submits Room Leader feedback with observations. Applies feedback.
	Room Leader (RL)	Provides support for student engagement with routines, child needs, procedures and internal documentation (nappy change, food, toileting, sleep etc…). Completes Room Leader Feedback and discusses progress with student.
	Unit Coordinator (UC)	Unit Coordinator will review and provide feedback on • contextual information (AEDC, Maps, Philosophy, QIP focus) • observations and analysis • care routine and developmental summary for one child Unit Coordinator will review all documents and review the Room Leader *Feedback*. Liaise with the student where necessary. *If there are any concerns about risk of failing the UC will submit an *Interim Report* and provide written and verbal feedback.
Submission 2 **Wednesday Week 11** **Prior to PEX Part B** *Interim report if concerns	Student	Reviews Observation feedback (Part A) and uses observations and feedback to plan for high quality learning experiences. Student submits Learning Experiences from Part A Day 6 & 7 and Learning Experiences for Day 8,9,10.
	University Supervisor	US will review and give feedback within two days of submission for implementation in the remainder of the placement. *If there are any concerns regarding at risk of failing the UC will submit an *Interim Report* and provide written and verbal feedback.
PEX Part B Submission 3 **Submits weekly plan to US** **Submits attendance To UC**	Student	Reviews and applies feedback (from Part A & B2) to the final weekly plan. Creates weekly plan, continues to implement, engages team support, collates observations and critically reflects to improve practice. Submits weekly plan and critical reflections on the last day to the US. Emails the attendance record to the UC
	Room Leader	Provides support for engagement with routines, child needs, procedures and internal record keeping (nappy change, food, toileting, sleep etc…). Completes Room Leader Feedback and discusses progress with student and US if required.

Final Evaluation Form	University Supervisor	US reviews plans, critical reflections and applied feedback. US reviews Feedback from Room Leader and contacts the Centre if any questions and uses this information to complete the Final Evaluation Form.