

## ECE6260 GUIDELINES: PLANNING

### Graduate Certificate

Graduate Certificate Teachers (GCT) are required to maintain professionally presented documentation pertaining to planning learning experiences, including assessments showing children’s progress. All planning for the Kindergarten Professional Experience should be based on the Learning Outcomes specified in the *WA Kindergarten Curriculum Guidelines* or *Early Years Learning Framework for Australia (V2)* and, for students completing 30 days in a 6-8 years’ setting, use the curriculum appropriate to their State or Territory.

DOCUMENTATION	REQUIREMENTS	DUE
<b>Professional Experience File</b>	<ul style="list-style-type: none"> <li>• Working with Children Check Card (WWCC)</li> <li>• Department of Education Nationally Coordinated Criminal History Check (NCCHC)</li> <li>• Mandatory Reporter Training (MRT)</li> <li>• The ECE6260 Professional Experience Guidelines</li> <li>• Contextual analysis (summary of the context)</li> <li>• Planning documents:               <ul style="list-style-type: none"> <li>○ appropriate to pre-school programming for 3–5-year-olds (includes Kindergarten in WA)</li> <li>○ overview of all the learning experiences and organisation of the indoor and outdoor environments</li> <li>○ copies of associated resources for learning experiences if applicable</li> <li>○ daily work pads and accompanying weekly or forward planning appropriate to the context</li> <li>○ forward planning documents (English, Maths, and an integrated program) must be included for those students completing the 30-day 6-8 years placement. <i>(Formats may vary. Current documentation being used by the GCT in own classroom/school is acceptable provided all necessary information is included.)</i></li> </ul> </li> <li>• Records must include assessment and evaluation of children’s progress and demonstrate all aspects of the planning, teaching, and assessment cycle (electronic and/or hardcopy files are acceptable)</li> <li>• Daily reflection notes relevant to improvement toward the AITSL standards</li> <li>• Copies of all feedback from the Mentor Teacher and University Supervisor.</li> </ul>	<p>Available at school for reviewing by the Mentor Teacher, University Supervisor, School Practice Coordinator, and Principal</p> <p>Professionally presented planning documents to be available no later than:</p> <ul style="list-style-type: none"> <li>• Friday of Week 1 of the 3-5 years (Kindergarten) placement</li> <li>• Friday of Week 2 of the 6-8 years (PP-2) placement.</li> </ul>

<p><b>Daily Work Pad (DWP)</b></p>	<p>DWP to provide an overview of the learning experiences, resources, and where appropriate, the organisation of the indoor and outdoor environments. This is a working document and as such should be evaluated and modified to meet the needs of the children as required. <i>(Current formats being used by the GCT in their classroom/school are encouraged.)</i></p>	<p>DWP must be ready, and available for review upon request, before the commencement of each teaching day.</p>
<p><b>Monitoring Children's Progress</b></p>	<p>GCTs are required to monitor and document children's progress and achievement using a variety of strategies in order to:</p> <ul style="list-style-type: none"> <li>• Gather evidence of growth and progress in the achievement of outcomes (monitor progress).</li> <li>• Identify opportunities for new levels of learning (enhance learning).</li> <li>• Recognise difficulties faced by individuals and respond to these appropriately (make judgments about future teaching and learning).</li> <li>• Allow for reflection on own practice (self-evaluation).</li> <li>• Demonstrate accountability to parents, children, Principal/Centre Director, Mentor Teacher, and University Supervisor (report achievements).</li> </ul>	<p>Assessments should be available for the mentor teacher/ University Supervisor to view. This may be included as part of the Professional Experience file.</p> <p>Evidence of differentiation/ reasonable adjustments should be evident in the planning documentation wherever it is most purposeful.</p>

\* GCT = Graduate Certificate Teacher (the ECU student)