

ECE6260 GUIDELINES: PLANNING

Graduate Certificate

Graduate Certificate Teachers (GCT) are required to maintain documentation pertaining to forward planning (Topic Development), day-to-day planning of learning experiences (Daily Work Pad/Weekly Overview) and the mapping of children's progress (assessment and evaluation). All planning should be based on the Learning Outcomes specified in the *Early Years Learning Framework for Australia* (EYLF) and the State / National Curriculums where appropriate.

DOCUMENTATION	REQUIREMENTS	DUE
Professional Experience File	<ul style="list-style-type: none"> Working with Children Check Card (WWCC) DoE - Nationally Coordinated Criminal History Check (NCCHC) Mandatory Reporter Training (MRT) An informative cover page. The ECE6260 Professional Experience Information and Guidelines Contextual Analysis/Summary of the context Forward Planning Documents or similar (as well as forward planning for JP where appropriate). Formats may vary. Current documentation being used by the GCT in own classroom/school is acceptable provided all necessary information is included. Integrated / other learning areas Forward Planning Documents if applicable to context. Weekly Plan or similar – an overview of all the learning experiences and organisation of the indoor and outdoor environments Final copies of all planning (daily work plans/weekly/term overviews) Copies of associated resources for learning experiences if applicable. Assessment and evaluation of children's progress in the achievement of specific learning outcomes. Records demonstrate all aspects of the planning, teaching, and assessment cycle (Kept in an electronic and/or hardcopy file) Daily reflection notes (on learning experience plan/daily work plan/overviews whichever is relevant) Copies of all feedback from the Mentor Teacher, University Supervisor etc. 	<p>Available at school for reviewing by the Mentor Teacher, University Supervisor, School Practice Coordinator, and Principal</p> <p>Contextual Analysis due Week 2</p> <p>Forward planning documents due no later than Friday of Week 3 for implementation Week 4</p>
Daily Work Pad / Weekly Overview	Should provide an overview of the learning experiences, resources, and where appropriate,	Full document must be ready before the

	<p>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>	commencement of each teaching day
Monitoring Children's Progress (Records)	<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"> • Gather evidence of growth and progress in the achievement of outcomes (monitor progress). • Identify opportunities for new levels of learning (enhance learning). • Recognise difficulties faced by individuals and respond to these appropriately (make judgments about future teaching and learning). • Allow for reflection on own practice (self-evaluation). • Demonstrate accountability to parents, children, Principal/Centre Director, Mentor Teacher, and University Supervisor (report achievements). 	<p>Assessments should be available in the Professional Experience file whenever they are completed and evidence of the individual differentiation from this should be seen in planning documentation wherever it is most purposeful. This may be in forward or weekly or daily planning or a combination of these.</p>

* GCT = Graduate Certificate Teacher (the ECU student)