

ECE6240 GUIDELINES 2026 - PLANNING

All required clearances, planning formats and documentation must be organised and available to the Centre Director, Room Leader and/or Unit Coordinator/University Supervisor as requested. These documents will be submitted to the University and feedback provided. It is expected that feedback is visibly applied as it will form the basis for the final grade.

PROFESSIONAL EXPERIENCE DOCUMENTATION Documents should be word processed, where possible, or written neatly and legibly.	
Clearances	<ul style="list-style-type: none"> Working with children check Nationally Co-ordinated Criminal History Check Mandatory Training Possible- vaccinations Please contact clearanceseducation@ecu.edu.au for any questions on these.
Cover Page	<ul style="list-style-type: none"> The students name Course Title e.g. <i>Graduate Certificate S74 (Early Childhood Studies)</i> Unit Code <i>ECE6240</i> Dates of Professional Experience Part A & B Name of early learning setting Director / Pedagogical Leader / Unit Coordinator details Room Leader details Name of assigned room University Supervisor name and email address
Contextual Information	<ul style="list-style-type: none"> ECE6240 Guidelines for Professional Experience Hours of service operation and staff shifts Staff member first names and roles A list of the children (initials) and ages (in months) in your room AEDC data and analysis General details of the service and local area – ownership of the setting, demographic information of the area, children's familial backgrounds Drawn map of the environment including indoor and outdoor learning areas, sleep rooms, nappy change, etc.. Emergency procedures Quality Improvement focus Centre Philosophy (annotated) Note parental involvement
Observations and Planning Documents <i>These are cyclical, responsive to both child intentions and teacher growth</i> <i>ECU is looking for the demonstration of authentic pedagogy</i>	<ul style="list-style-type: none"> Signed Centre consent form Observations, planning and critical reflection documents throughout the 15 days <p>Observations</p> <ul style="list-style-type: none"> Anecdotal records Checklists (by domain and age) Jottings Learning stories Running records Analysis of observations Developmental summary and Care routines <p>Planning</p> <ul style="list-style-type: none"> Learning Experience plans Weekly plan (final 5 days) Any Individual Plans as required