

ECE6340 GUIDELINES 2026 - PLANNING

All required clearances, planning formats and documentation of learning should be organised clearly in a Professional Experience file that is available to the University Supervisor, the Director or Early Childhood Teacher and the mentor, as requested.

PROFESSIONAL EXPERIENCE FILE and 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 Reporter Training (MRT) – evidence of completion Please contact clearanceseducation@ecu.edu.au for any questions on these.
Cover Page	<ul style="list-style-type: none"> The Pre-service teachers name Course Title and unit code. <i>ECE6340 Graduate Diploma in Early Childhood Teaching</i> Dates of Professional Experience Name of early learning setting Director / Early Childhood Teacher / Mentor details Name of assigned room University Supervisor details
Contextual Information	<ul style="list-style-type: none"> ECE6340 Guidelines for Professional Experience Hours of setting operation, staff shifts and various roles A list of the children (first names only) and their ages (your room only) Background details of the setting and local area – ownership of the setting, demographic information of the area Drawn map of the organisation of the setting environment including indoor and outdoor learning area, sleep rooms, nappy change, etc Emergency procedures Entry and departure procedures / routines of the room Note of parental involvement and contact with staff and the setting Notes taken regarding the leadership and management requirements of the setting from discussion with the setting Director (D)
Observations and Planning Documents	<ul style="list-style-type: none"> Signed parent/setting consent form – this is required for your focus child but are optional for other children if the setting requests them Observations, planning, and documentation of experiences implemented in the room throughout the 20 days Details of case study child including: <ul style="list-style-type: none"> Contextual information of focus child (template on CANVAS) Individual child's routine (Care routines for focus child: template on CANVAS) Observations (anecdotal records/checklists/jottings) Learning stories Individual experience plans Program Plan Developmental summary (see template on CANVAS) Overall evaluation (see CANVAS)
Resources	<ul style="list-style-type: none"> It is recommended that the Pre-service teacher begins to accumulate resources / evidence for future use. This is not for assessment but should be included in the file.

Please ensure this file is kept up to date and is available whenever required. Having documents on a computer at home is not an acceptable response when the file is requested by the relevant stakeholders.