ECE6240 GUIDELINES 2025 - 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 Centre Director or Early Childhood Teacher and/or the mentor as requested.

PROFESSIONAL EXPERIENCE FILE and DOCUMENTATION Documents should be word processed, where possible, or written neatly and legibly.	
Clearances	• Working with children check • Nationally Co-ordinated Criminal History Check Please contact clearanceseducation@ecu.edu.au for any questions on these.
Cover Page	• The students name • Course Title e.g. *Graduate Certificate S74* (*Early Childhood Studies*) • Unit Code *ECE6240* • Dates of Professional Experience • Name of early learning setting • Director / Early Childhood Teacher / Mentor details • Infant Room Leader details (*if different to above*) • Name of assigned room(s) (*If applicable*) • University Supervisor details
Contextual Information	• ECE6240 Guidelines for Professional Experience • Hours of setting operation and staff shifts • Staff member names and 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, children's familial backgrounds • 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 discussions with the setting Director (D)

Observations and Planning Documents	• **Signed parent/setting consent form** - these are **required for your focus child** but are required for other children if the setting requests them
	• **Observations, planning and documentation** of experiences implemented in the room throughout the 10 days
	• **Details of focus child** including:
	    o Contextual information of focus child (template on Canvas)
	    o Focus child's routine (Care routines template on Canvas)
	    o Anecdotal records
	    o Checklists
	    o Jottings
	    o Learning stories
	    o Individual child plans

Resource File	• It is recommended that the student begin to accumulate resources / evidence for future use – this is not assessed but provides you with future support materials

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