

IPP1260 TEACHING REQUIREMENTS - 2026

In order to fulfill all requirements, pre-service Teachers will give a full-time commitment to the centre throughout the Professional Experience. They will demonstrate consistent involvement in the working day of the centre by participating in general tasks and routines that occur. These may include nappy changing but will include cleaning, assisting at sleep time, meal preparation and the involvement and creation of a range of activities and curriculum experiences.

As well, they are required to keep a Professional Experience File and a portfolio for the parents. The portfolio will include the observations and learning experience plans for their focus child (under 36 months). Pre-service Teachers will demonstrate their understanding of the child through professionally presented written observations, planned experiences for individuals and groups of children and critical reflection of all planned experiences. The quality of the Professional Experience File and portfolio indicates a professional attitude as well as thoughtful and thorough organisation and preparation. The learning experiences can be used as evidence of professional development and are valuable to include in a Professional Portfolio.

Attendance Requirements: 15 sequential days, 8 hours onsite, one Centre open and one Centre closing.

During the Professional Experience, it is the Pre-service Teacher's responsibility to ensure this Attendance Record is signed regularly by centre staff.

STRUCTURE OF THE PROFESSIONAL EXPERIENCE

Three (3) Week Block Professional Experience **Fifteen (15) days total**

(aged 6 weeks and no child older than 36 months)

It is anticipated that Room Leaders and Directors will act as mentors and help Pre-service Teachers understand and support high standards in the care and education of young children.

RECOMMENDED SCHEDULE

ORIENTATION

(any time prior to professional experience commencement OR if centre is not able to provide prior access conduct this in the morning of the first day)

- Become oriented to the early learning centre and complete any induction training.
- Organise, with Director/Room Leader, a focus child for observation and planning
- Organise parent/centre consent forms for observations to be signed
- Become familiar with assigned room: the children, routines and staff.
- Enquire about the shifts for week 1, dress code, parking, lunch.
- Read the policies and procedures of the centre.
- Become familiar with the emergency procedures.
- Begin to gather Contextual Information about the centre and assemble in Professional Experience File.
- Display your introductory poster.

WEEK 1	• Assist the Room Leader and staff in all aspects of the program (including preparation and maintenance of the learning environments). • Collate contextual information about the focus child. • Begin observations- Anecdotal Records, Jottings, Checklists for focus child. • Collate Contextual Information about the early learning centre and complete the Care Routine S. • Plan, implement and evaluate 1x Learning Experience • Develop a purposeful collection of resources for your Resource File. • Maintain attendance record. • Complete Reflective Journal entry 13. • Day 4: Use information from the observations to create a Developmental Summary. • Consult with the Room Leader re: above observations and any plans for implementation in week 2. Seek feedback on any areas.
WEEK 2	• Maintain involvement in all aspects of the program (including preparation and maintenance of the learning environments). • Show the Room Leader the completed planning documents, amend if necessary. • Implement and evaluate 2x Experience Plans (for focus child and friends). Ask room leader for written feedback. • Continue observations- Anecdotal Records, Jottings, Checklists for focus child and ensure these records guide the planning. • Maintain attendance record. • Complete Reflective Journal entry 14. • Continue to collect resources and materials for Resource File. • Consult with Room Leader re: Week 3 planning and any feedback • Prepare the portfolio for the child's family.
WEEK 3	• Assist the Room Leader and staff in all aspects of the program (including preparation and maintenance of the learning environments). • Continue observations- Anecdotal Records, Jottings, Checklists for focus child. Ensure that your observations guide your plans. • Observe educators and take notes of different types of experiences, songs, rhymes, stories and behaviour guidance techniques. • Continue collating Contextual Information on the early learning centre. • Continue to collect resources and materials for Resource File. • Maintain attendance record. • Create, implement and evaluate 2 x Experience Plans. • Seek feedback from the Room Leader • Complete Reflective Journal entry 15. • Add to the Portfolio and give it to the parents on the last day • Leave all records at the centre