

ECE6240 GUIDELINES 2026 - TEACHING

It is expected that Early Childhood students will be fully integrated in the working day of the centre by participating in all tasks and routines that occur; this includes nappy changing, cleaning, assisting at sleep time, meal preparation and the full range of learning experiences. Expectations are scaffolded; from focussed observation to Learning Experience and weekly planning implementation and the final five days where they will hold responsibility for the room. Students are required to maintain and submit records that demonstrate an understanding of children, and their development, through professionally presented observations, planned experiences and critical reflections of individuals and groups of children. These documents are submitted for grading. The room leaders support high standards in the care and education of young children and provide feedback to support integration.

NOTE: The focal point of Day 1-5 observations is to document children's interests, emerging strengths and development in order to plan for child led practice in days 6-15. This will demonstrate the link between intentional teaching and intentional learning. The child's dignity and agency will be maintained.

The room must provide for children under 36 months of age to comply with ACECQA regulations.

STRUCTURE OF THE PROFESSIONAL EXPERIENCE

15 day placement

Part A – Focussed observations: context, routines, rituals, children (5 days) and planning (Learning Experiences Day 6 & 7)

Part B- use observations, critical reflection and feedback to plan (Learning Experiences and Weekly), implement plans and support team and child development (days 8-15)

Students must complete a full staff shift each day (minimum 7.5 contact hours with the children) and **one opening and one closing shift across the 15 days.**

Attendance records must be maintained and submitted to the Unit Coordinator

w.harmon@ecu.edu.au

RECOMMENDED SCHEDULE

Orientation (pre-start)	<ul style="list-style-type: none">Arrange for centre consent form to be signedComplete orientation as required by the servicePrepare an introductory poster for the door to introduce yourselfYou will be assisting in all aspects of the program including routines, setting up environments, responding to children etc... for days 1-10 and increasing to full responsibility days 11-15.Determine the shifts, the dress code, parking, child safety, technology use and any other procedural requirements prior to starting.Review the philosophy, policies and procedures of the centre; especially the emergency and child safety/active supervision proceduresGather Contextual Information to use when planningReview the *Final Evaluation Form: all Quality Areas must be achieved in order to pass the Unit (* on Canvas).
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PART A DAYS 1-5	<ul style="list-style-type: none"> • DAY 1 Get to know the children, staff and routines • Assist the room leader and other staff in all aspects of the program and learning environments • Provide the Room Leader with the *Feedback form and discuss the expectations (* on Canvas). • Complete the *Care Routine sections 1 & 2: record what happens, when and how (* on Canvas). • DAYS 2-5: Observe the children and record their development, strengths and emerging interests using *various observational techniques (anecdotal records, checklists, jottings etc.... (* on Canvas). Gather varied information across multiple children but look at one or two in more depth. • Finalise the *Contextual Information and Developmental summary forms (* on Canvas) • Ask for Room Leader feedback (collect the feedback form and discuss towards the end Day 5) • Prepare one Learning experience for both Day 6 & 7, implement and reflect
On Day 5 Context & Observation Submission	<ul style="list-style-type: none"> • Collate documents • Submit context and observations as one word document to Canvas • Feedback will be provided • Unit Coordinator and University Supervisors will look for the application of feedback at each of the submissions • Professional self-management is visible so ensure you are aware of submission dates and times and adhere to them or communicate prior to submission date/time.
Day 6 & 7 Planning	<ul style="list-style-type: none"> • Create one *Learning Experience per day implement and reflect (* on Canvas)

Prior to Part B Planning submission	<ul style="list-style-type: none"> • Submit Learning Experience/ Planning documents (one for each day from day 6-10) as one word document to Canvas. Two (day 6 & 7) will have been implemented with reflections evident.
PART B DAYS 8-10	<ul style="list-style-type: none"> • Continue to be involved in all aspects of the program, environment, and routines • Implement and evaluate one planned *learning experience, per day, based on observations and reflections. At least one learning experience will be with a small group of children (* on Canvas). • Learning Experiences may be based on planned materials that can be safely set up and left for child exploration and intentional teacher interaction. • Ask Room Leader to provide written feedback (collect the checklist and discuss towards the end Day 15) • Complete two *Learning Stories from implemented experiences (* on Canvas) • Continue to add to developmental domain checklists, jottings, anecdotes for children. • Liaise with the Centre Director to gather information about the processes of leading and managing the day-to-day requirements of the setting.

 DAYS 11-15 Planning Submission (LE & Weekly) US completes the <i>Final Evaluation Form and Overall Results Form</i> via SONIA online	<ul style="list-style-type: none">• *Plan and oversee the preparation, implementation, and evaluation of the complete learning environment for these final 5 days (* template on Canvas)• Liaise with the Centre Director to gather information about the processes of leading and managing the day-to-day requirements of the setting.• Ask Room Leader to provide written feedback (collect the checklist and discuss towards the end Day 15)
On Day 15 Final Submission (LE/Weekly plans, RL feedback and attendance)	<ul style="list-style-type: none">• Email your attendance record showing open and closing shift and 15 days with 7.5 hours with children to Unit Coordinator: w.harmon@ecu.edu.au• Submit the Learning Experiences (day 8-10) and weekly planning document (day 11-15) and Room Leader Feedback forms to Canvas

It is understood that individual differences will occur based on the setting and the programs already in place. If there are any concerns, please contact (Unit Coordinator) Wendy Harmon as soon as they arise: w.harmon@ecu.edu.au.