



**WESTERN SYDNEY**  
UNIVERSITY



# **Bachelor of Education (Early Childhood)**

EARLY CHILDHOOD BASED PLACEMENTS - PROFESSIONAL EXPERIENCE HANDBOOK

# WELCOME

## CENTRE DIRECTORS, NOMINATED SUPERVISORS AND SUPERVISING TEACHERS

Thank you for participating in Western Sydney University's Professional Experience Program. Professional Experience is an integral part of the early childhood teacher education program at Western Sydney University. It provides Pre-service Teachers with authentic opportunities to put theory into practice in a supportive and encouraging environment.

Supervising Teachers play a key role in the development of Pre-service Teachers by introducing them to the early childhood community of practice and supporting their growth as professionals in the workplace.

University Advisors also contribute to this community of practice as they meet regularly with Pre-service Teachers and help them to link theory to practice.

To make this the best possible experience for all, it is important that close contact is maintained among the Supervising Teacher, the University Advisor, Pre-service Teacher, and Professional Experience Academic Coordinator. We look forward to being in regular contact with you.

## PRE-SERVICE TEACHERS

Welcome to professional experience in the early childhood teacher education program. Pre-service Teachers are encouraged to have a clear understanding of their responsibilities before undertaking any placement and to consider their role in the partnership among the University, the Supervising Teacher, the University Advisor, and the setting.

The Pre-service Teacher contributes to the partnership by bringing with them new knowledge that they can share and in so doing they add to the community of practice existing within the setting.

We look forward to supporting you throughout professional experience, leading to an important and rewarding career working with young children.

## OVERVIEW

Professional Experience is a critical aspect of initial teacher education. It is where theory and practice are integrated and inter-related. This critical component sees the School of Education and our partner organisation's working collaboratively to ensure Pre-service Teachers can develop the knowledge and skills to demonstrate achievement of the Australian Professional Standards for Teachers at Graduate level.

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### AUSTRALIAN PROFESSIONAL STANDARDS FOR TEACHERS

#### Professional Knowledge

**Standard 1:** Know their students and how they learn

**Standard 2:** Know the content and how to teach it

#### Professional Practice

**Standard 3:** Plan for and implement effective teaching and learning.

**Standard 4:** Create and maintain supportive and safe learning environments.

**Standard 5:** Assess and provide feedback and report on student learning

#### Professional Engagement

**Standard 6:** Engage in professional learning.

**Standard 7:** Engage professionally with colleagues, parents/carers, and the community

For detailed information about the standards, please visit the following website: <https://www.aitsl.edu.au/standards>

## CONTACT DETAILS PARTNERSHIPS & ENGAGEMENT TEAM

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**Professional Experience General Enquires**

Email: [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)

**Pre-service Teacher General Enquiries**

Email: [Enquirieseducation@westernsydney.edu.au](mailto:Enquirieseducation@westernsydney.edu.au)

## PROFESSIONAL EXPERIENCE SUBJECTS

Pre-service Teachers engage in ongoing professional practice throughout their degree.

Professional Experience is undertaken in a variety of prior-to-school settings (e.g., long day care, early learning centre, pre-school, council-based, or private).

Placements are sequential to allow teacher education students to apply, in the setting, the theoretical and pedagogical knowledge they learn throughout their degree

# 1| ROLES and RESPONSIBILITIES

## CENTRE DIRECTOR

The Centre Director and/or Nominated Supervisor who coordinates Professional Experience is integral to the success of the Professional Experience placement. The person in this role usually ensures the implementation of the placement, manages the process, and consults with the Supervising Teacher to monitor progress.

### Responsibilities include:

- Liaison with the Professional Experience Team and communicating placements offered by their setting.
- Ensure Supervising Teachers are aware of the appropriate information for their Pre-service Teacher. We prefer to email information to a setting address rather than directly to individual Supervising Teachers if possible.
- allocation of Pre-service Teachers to appropriate Supervising Teachers.
- Informing Pre-service Teachers when, where and who to report to on their first day of professional experience.
- Coordinate orientation and induction of Pre-service Teachers to the setting. This should include but is not limited to the following areas: arrival and departure times, dress code, parking arrangements, centre policies and procedures, meeting attendance, duty of care, Work Health & Safety, and professional conduct.
- Ensuring Pre-service Teachers are receiving appropriate support and Supervision from their Supervising Teacher.
- Maintain communication with the University Advisor and keep them up to date with any placement changes. Please note, if you do not receive contact from the University Advisor early in the practicum advise the Professional Experience Team as soon as possible.
- Notify the University Advisor or the WSU Professional Experience Team immediately if there are concerns with Pre-service Teacher competence and/or professional conduct.
- Attend Requiring Additional Support and Student at Risk meetings if required & submit all relevant documentation to the WSU Professional Experience Team.
- Monitor Pre-service Teacher attendance to ensure all days required for the Professional Experience are completed.
- Encourage Supervising Teachers to word process Pre-service Teacher's final reports so they are professionally presented.
- Ensure Pre-service Teachers receive the signed original copies (where applicable) of their Professional Experience Report and Attendance Register after they have completed the attendance requirements for the Professional Experience.
- Ensure pay claim forms are accurate and submitted in a timely manner at the conclusion of the placement.

### Where possible, the Centre Director/ Nominated Supervisor should:

- Attend Requiring Additional Support and Student At Risk meetings if required and ensure all relevant documentation is submitted to the WSU Professional Experience Team.
- Monitor Pre-service Teacher attendance to ensure all days and hours required for the Professional Experience are completed.
- Ensure Pre-service Teachers receive the signed original copies of their Professional Experience Report and Timesheet after they have completed the attendance requirements for the Professional Experience.
- Ensure the Supervising Teacher receives the pay claim form – all teachers who Supervising a Pre- service Teacher are entitled to claim payment.
- Supervising Teachers are responsible for submitting pay claim forms to the University. These forms are NOT to be given to Pre-service Teachers for delivery. Pay claim forms must be submitted online. For any questions email [EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au).

## SUPERVISING TEACHER

The Supervising Teacher has the overall responsibility for the supervision and assessment of the Pre-service Teacher.

### Orientation

Orientation days provide Pre-service Teachers the opportunity to familiarise themselves with the setting and room environment.

Supervising Teachers are asked to discuss the following with the Pre-service Teacher:

- The overall aims and purposes of the placement, including the Pre-service Teacher's goals.
- Communication methods and appropriate meeting times between Supervising Teacher and Pre- service Teacher.
- Specific requirements of the placement
- Children who may be appropriate as focus children during the placement.
- Setting and room details that are relevant for successful teaching.
- Routines, expectations, and responsibilities associated with Pre-service Teachers' roles need to be clear.
- Any staff/student teacher policy or induction documents appropriate for a Pre-service Teacher, including WH&S; and location of resources and requirements/processes for using resource.

## Responsibilities of the Supervising Teacher include:

- Modelling quality teaching and learning practice.
- Familiarisation with specific professional experience requirements from the professional experience handbook.
- Being aware of the relevant professional experience report and the Graduate Teacher Standards that are to be the focus of the professional experience placement.
- Consulting with the University Advisor concerning the expected learning outcomes of the specific professional experience placement as well as effective ways of supporting the Pre-service Teacher.
- Understanding that the Pre-service Teacher does not assume duty of care of children and that, consequently, overall supervision responsibility is always exercised by the Supervising Teacher.
- Completing all necessary documentation, including attendance register, feedback documents, progress report (if required), and the final professional experience report. The report is then to be discussed with the Pre-service Teacher who also is required to sign the document before it is submitted to the Professional Experience Team.

## Maximising Pre-service Teacher success and minimising likelihood of Failure in Professional Experience

Learning to be a teacher is a complex, personal and, at times, difficult matter that involves transformation from "student of teaching" to "teacher of students" (Ganser, 2002).

The Pre-service Teacher identifies professional learning goals related to the subject outcomes and teaching standards which they will work to achieve during placement. The Supervising Teacher provides feedback on these goals and suggestions to help improve the planning of experiences that also support the achievement of goals.

During placement Pre-service Teachers are expected to try out (with unfamiliar children, and environment) their own beliefs about learning and teaching, and the knowledge and pedagogy they have learnt at university. As they try out their beliefs and developing knowledge and pedagogies, they may make some mistakes. This situation is to be expected. It is through the observation of teachers and experiences; trialling their ideas and pedagogies; reflecting on the success or otherwise of these 'trials;' and, re-trailing, based on their reflections and feedback from Supervising Teachers, that Pre-service Teachers develop their own professional pedagogical knowledge and practice and become beginning teachers.

Initially, Supervising Teachers can take the following steps to maximise Pre-service Teacher success and minimise the possibility of failure:

- Prepare the children positively for the arrival of the Pre-service Teacher.
- Get to know the Pre-service Teacher as well as possible – how they approach a challenge, how they react to constructive criticism, how they react to change.
- Consider the Pre-service Teacher's background and previous experiences.

- Have regular meetings with the Pre-service Teacher and encourage them to share any difficulties they may be experiencing.
- Encourage the Pre-service Teacher to have informal contact with other members of staff.
- Try to deal with any difficulties early and at a low level before they become serious; do not presume that the problem will be resolved without direction.
- Use active listening skills.
- Follow University guidelines carefully with a Pre-service Teacher whose progress is "causing concern."

## The Supervision Cycle

Professional Experience is a learning experience for Pre-service Teachers and thus to learn and improve they need feedback on both their success and failures. It is important that Pre-service Teachers are supported and provided with feedback on all aspects of early childhood education and care, including planning and programming appropriate experiences, understanding various early childhood philosophies, and building healthy relationships.

## Before the planned experience

The Pre-service Teacher observes and, with the help of the Supervising Teacher, assesses the child's development, funds of knowledge, interests and dispositions and identifies how to scaffold ongoing learning. The Pre-service Teacher then presents written plans to the Supervising Teacher and discusses with her/him the learning intention, the experience, resources, strategies to be used and, management, safety issues etc.

**Important Note:** Pre-service Teachers are **not to be** considered as part of the staffing compliance of the service and as such must never be left alone in charge of children during the professional experience placement. As they must not assume the legal responsibilities of being in loco parentis.

## Implementation of Experiences

The Pre-service Teacher implements the planned experience, which is observed and monitored by the Supervising Teacher who **records observations and feedback** in the Pre-service Teacher's Feedback Book or on the provided feedback sheets.

## After the Experience

The Supervising Teacher and the Pre-service Teacher discuss the experience and plan for future developments, which either emphasise a new learning intention or continue to practice the present intention in subsequent experiences. It is important for Pre-service Teachers to receive written and verbal feedback. Written feedback allows for later reflection and review of experiences, whilst discussion allows for clarity and further questions.



## Preparing for Community of Practice Circles

Along with regular verbal and written feedback, the Supervising Teacher completes the **Supervising Teacher Feedback sheet** (available in the Feedback Book) and discusses this with the Pre-service Teacher prior to each Community of Practice Circle (CPC). These feedback sheets inform the University Advisor of progress against general professional experience requirements, specific outcomes, and professional goals, and inform the Pre-service Teacher of areas to focus on during placement.

Participation in CPCs is included in the Pre-service Teacher's professional experience day. Where the CPC is in person and not on ZOOM reasonable time taken for travel is also included in the Pre-service Teacher's Day.

## Preparing for the advisor visit

The Supervising Teacher's Advisor's Visit Feedback form further appraises the University Advisor of the Pre-service Teacher's overall progress in the placement. The Advisor may wish to have an informal discussion with staff at the setting about the Pre-service Teacher's contributions.

## Report Completion

**The completion of any progress reports (where applicable) and the final report is the responsibility of the Supervising Teacher.**

A progress report (where applicable) and the Final Report will be emailed directly to the Centre for the attention of the Director/Nominated Supervisor. The report can then be passed on to the Supervising Teacher. The Final Report should be completed in the last few days of the professional experience.

The Pre-service Teacher must be given the opportunity to read and discuss any report with the Supervising Teacher. There should be no surprises for the Pre-service Teacher in what is written. When completing the report, reference should be made to the individual unit's requirements.

The Final Report is based on a summation of the written feedback that has been previously discussed and given to the Pre-service Teacher. The Final Report is based on the **AITSL Teaching Standards at a Graduate Level**; a reference guide is provided in the appendix to support your decision making.

## Supervising Teacher Payments

Under the Industrial Award it is the responsibility of the Supervising Teacher to:

- Guide Pre-service Teachers in preparation of experiences.
- Observe experiences given by Pre-service Teachers.
- Discuss with Pre-service Teachers the experiences Pre-service Teachers implement.
- Make written reports on observed experiences, interactions, and relationships – complete Feedback pages; and make a final end-of-professional experience report on each Pre-service Teacher.
- All teachers who Supervising a Pre-service Teacher are entitled to claim payment. Supervising Teachers should lodge their Teacher Pay Claim form online and Tax Declaration via email to: EduPEX@westernsydney.edu.au
- Send all payment documentation at the same time, as delayed receipt of tax declarations may result in the declaration not being processed and therefore a higher rate of tax being applied.
- Payments will not be processed until the end of the professional experience placement. Payments can take from 4-6 weeks to reach your bank account.
- If supervision is shared during the professional experience, please indicate on the pay form the number of days of supervision and the name of the job-sharing teacher to ensure accurate payments.

## UNIVERSITY ADVISOR

The University Advisor represents Western Sydney University and will consult with Centre Directors, Supervising Teachers, and Pre-service Teachers.

### Responsibilities of the University Advisors include:

- Providing quality educational and professional leadership in helping to foster positive relationships between the University and Centre staff.
- Contributing to the teacher education student's professional learning during the professional experience.
- Modelling effective interpersonal and communication skills.
- Collaborating with Supervising Teachers and other centre-based staff to ensure that effective and coordinated support, guidance and developmental opportunities are provided to Pre-service Teachers.
- Enhancing the professional learning of Pre-service Teachers through discussions and feedback.
- Supporting Pre-service Teachers through challenging or difficult situations that may occur.
- Providing support to Supervising Teachers and Pre-service Teachers in cases where a Pre-service Teacher is 'at risk.'
- Communicating with the Professional Experience Team any concerns about Pre-service Teachers or placements.

## PRE-SERVICE TEACHERS

The attitude and commitment of the Pre-service Teacher will play a key role in the success of the placement.

Pre-service Teachers are expected to:

- Be fully immersed in the routines and experiences of the room.
- Prepare and organise teaching resources/materials.
- Participate in the routine pack away and cleaning involved in work with children.
- Observe teaching practices and children's learning dispositions, interests, skills, and funds of knowledge.
- Plan safe learning environments and support children's health and wellbeing.

### Prior to the commencement of placement, Pre-service Teachers will:

- Complete all mandatory/special requirements for placement.
- Complete a profile sheet and present this to their placement setting and University Advisor before placement starts as a way of introducing themselves to the setting and Advisor.
- Understand the professional experience placement requirements, including planning and teaching expectations and load.
- Be informed about the importance of professionalism, including punctuality, dress code, preparation, communication and maintaining confidentiality.
- Attend any pre-placement induction as required by the setting/organisation.

### During the placement, Pre-service Teachers will:

- Present themselves and work in a professional and ethical manner.
- Work towards meeting the learning outcomes of the unit.
- Keep all work up to date and maintain evidence of progress towards achievement of outcomes at each CPC.
- Familiarise themselves with the local community including staff, children, families and the education and care environment.
- Discuss with the Supervising Teacher overall aims and purposes of the placement, personal goals, teaching schedules, and programs.
- Establish clear communication channels with their Supervising Teacher and University Advisor.
- Attend for the full day, including any before or after-hours meetings/staff development where appropriate.
- Meet regularly with the Supervising Teacher, negotiate planning and teaching requirements, and submit all necessary documentation in the required timeframe.
- Be involved in all the Supervising Teacher's additional duties.
- Adapt to the specific routines, policies, workplace health and safety, ethical constructs, and ethos of the setting.
- Consult with the Supervising Teacher, Centre Director, or University Advisor if they are experiencing issues of any kind.

- Notify the Professional Experience Team **immediately** if for any reason they wish to withdraw from the placement.
- In the event of absence, notify the setting, the Professional Experience Team, University Advisor and Subject Coordinator, write 'absent' on the timesheet, provide documentation as to the reason for the absence, and negotiate to make up all days that are missed during the placement (make up days should occur within 7 days of the placement finish date and any missed days must be made up with full days or half days – not additional hours in a day).
- Discuss the final professional experience report with Supervising Teacher and sign the report.

### After the placement, Pre-service Teachers will:

- Ensure all borrowed resources are returned to the setting.
- Ensure all required documentation is submitted to the Professional Experience Team (including Final Report and Attendance Register).
- Make and deliver a visual and oral presentation at ECTPA and provide the professional portfolio for assessment.
- Provide accurately completed final report, attendance register, and feedback book.

### Planning Reminders and Additional Expectations

It is expected that all Pre-service Teachers will participate fully in the life of the setting during their professional experience placement. This includes participating in professional activities, such as staff meetings, planning meetings or professional development, as required by the Centre Director or Supervising Teacher.

When not teaching, Pre-service Teachers must be observing or assisting their Supervising Teacher both within the room and during other activities/duties.

### Pre-service Teachers are:

- Not permitted to implement any planned experiences unless they are approved by their Supervising Teacher.
- Required to submit planned experiences prior to teaching.
- Required to complete all duties and activities, within reason, that their Supervising Teacher is expected to complete, including, for example attending excursions.
- Expected to attend Staff Meetings as requested.
- To effectively transition children between indoor and outdoor environments.
- Are expected to maintain a **Portfolio** which should be brought daily to placement and to CPCs, and made available at any time to the Centre Director, Supervising Teacher, or University Advisor upon request. Refer to subject notes regarding a list of the necessary information to be stored in the Working Portfolio.

# 2 | GENERAL INFORMATION

## SPECIAL REQUIREMENTS

Before Pre-service Teachers commence professional experience placements, they must complete the following as required by the Department of Education:

- **ASCIA Anaphylaxis Course (online component)**
- **Working with Children Check clearance (Service NSW)**
- **WWCC verified by the NSW Department of Education (DoE)**
- **Child Protection Awareness Training (DoE)**
- **Anti-Racism Policy (DoE)**
- **Aboriginal Cultural Education (DoE)**
- **Code of Ethics and Conduct Training (DoE)**

Pre-service Teachers are not required to complete a First Aid Certificate before attending Professional Experience.

## CONFLICT OF INTEREST

In relation to professional experience, a Conflict of Interest is any situation where a prior relationship between the setting and Pre-service Teacher exists, and this could cause or be perceived as a cause for favouritism to occur. For this reason, Pre-service Teachers are not permitted to undertake professional experience at a setting where they work, have relatives enrolled or employed (siblings, parents, children) or have other close relationships with the setting. We trust individual Pre-service Teachers to identify to us any settings with which they may have a conflict of interest.

**Please notify the Professional Experience Team if you believe there is a Conflict of Interest with a Pre-service Teacher allocated to your setting.**

## ATTENDANCE AND ABSENCES

Pre-service Teachers must attend all allocated Professional Experience days and be present for the entire day. There may be a variety of shifts to experience at the setting and it is expected that the Pre-service Teacher will attend their allocated shift at least 15 minutes prior to the start of the shift and be available for meetings after hours if required. Pre-service Teachers will need to negotiate their shifts with either the Centre Director and/or their Supervising Teacher, but it is expected that they will experience a range of shifts including, early, late, and middle shifts.

Pre-service Teachers must complete their timesheet/Attendance Register daily, recording both arrival and departure times and have this verified daily by their Supervising teacher or another staff member.

The Supervising Teacher is required to verify that the Pre-service Teacher has completed the required number of days at the end of the placement.

The Centre Director should advise the Pre-service Teacher of the process for signing the centre visitor's book. If a Pre-service Teacher is **unable to attend** professional experience for any reason the following process is to be followed:

- Contact University Advisor and Subject Coordinator (by 8.00am on the day of the first day of the absence if unexpected)
- Contact Supervising Teacher (by 8.00am on the day of the first day of the absence if unexpected)
- Obtain supporting documentation.
- Provide supporting documentation to University Advisor
- Complete the online absence form following last day of leave - <https://forms.office.com/r/HM1zjqUmxN>
- Submit supporting documentation together with Timesheet and Report (via vUWS) at the end of placement and at ECTPA Day.

If there is a change of placement dates at the request of the setting or for any other reason, the Pre-service Teacher must email the date changes to the Professional Experience Team ([EduPEX@westernsydney.edu.au](mailto:EduPEX@westernsydney.edu.au)) and make notes on the Timesheet accordingly.

All absences must be made up **within 7 calendar days of the completion of the practicum**, unless negotiated otherwise with the University. Any missed days/part day absences must be made up with full days or half days – not additional hours in a day.

**Absences of more than three (3) days must be negotiated with the Professional Experience Academic Program Advisor.**

Pre-service Teachers may be removed from their professional experience placement for absences greater than three (3) days. If you believe that a Pre-service Teacher is having an excessive number of absences, and this is causing disruption to your setting, please contact the University Advisor.

## NAME BADGES

All Pre-service Teachers are required to purchase and wear a Western Sydney University name badge whilst on professional experience placement. The name badge is issued through the university's approved process via (COS) and states the Pre-service Teacher's name and their Pre-service Teacher status. Pre-service Teachers can view the name badge ordering information [here](#).

## DRESS CODE

Pre-service Teachers are required to be appropriately dressed, befitting a professional career. Individual settings may have requirements with which the teacher education student must comply, for example, covered-in shoes, broad brimmed hats, covered tattoos, or removal of some piercings. Pre-service Teachers must honour the requirements of the dress code of the setting at which they are completing placement.

## EXCURSIONS / FIELD TRIPS

At times, during professional experience, Pre-service Teachers are invited to attend excursions or field trips. The School of Education endorses Pre-service Teacher attendance at, and participation in, such activities. These activities are integral to the professional role of the teacher. However, to ensure the safety of children and Pre-service Teachers, participation is strictly subject to the following:

1. Pre-service Teachers are required to advise the Professional Experience Team that they will be participating in an excursion prior to their participation. They must provide the Professional Experience Team with details of the location, dates and times of the excursion, and the name and contact details of the Supervising teacher at the location.
2. Pre-service Teachers are always supervised by a qualified teacher when dealing with children.
3. Pre-service Teachers are not permitted to drive children in their own, or anyone else's motor vehicle.

If a setting is attending an excursion and it is not appropriate for a Pre-service Teacher to attend, the following arrangements should be made:

- The Pre-service Teacher spends this day in another room; or
- The setting and Pre-service Teacher negotiate a suitable make-up day.

## INHERENT REQUIREMENTS

The study and practice of teaching requires respect for diversity, knowledge of theories, legislation, policies and procedures, effective communication, interpersonal skills, critical thinking, problem solving skills and stamina, to work effectively with children/young people, their families, and communities.

To support potential and current students' decision making a series of inherent requirement statements has been developed. These statements specify the requirements of the postgraduate teacher education programs for student admission and progression, with aspects associated with the study and the professional practice of teaching.

Pre-service Teachers are expected to demonstrate they meet the Inherent Requirements. For further information on Inherent Requirements please visit: [https://www.westernsydney.edu.au/ir/inherent\\_requirements/inherent\\_requirements\\_for\\_teaching\\_courses\\_postgraduate](https://www.westernsydney.edu.au/ir/inherent_requirements/inherent_requirements_for_teaching_courses_postgraduate)

## PLACEMENT RESONABLE ADJUSTMENT PLAN (PRAP)

Occasionally, the University is legally bound to put into effect a support plan known as a Placement Reasonable Adjustment Plans (PRAP). These plans are individually prepared for Pre-service Teachers who require certain adjustments when undertaking a professional experience placement. Pre-service Teachers must still be able to fulfil the university's inherent requirements within the placement.

Prior to placement, Pre-service Teachers with a PRAP

are encouraged to meet with the Professional Experience Subject Coordinator to discuss any restrictions on their ability to perform.

certain tasks, and any necessary, reasonable adjustments to maximise their participation and success during the placement. The setting will be notified prior to the commencement of placement if a Pre-service Teacher requires adjustments because of an active PRAP.

Once a PRAP has been approved, it is a legal document whose guidelines and adjustments must be actioned by the University, the Pre-service Teacher and the setting hosting the professional experience placement.

## WORKPLACE HEALTH AND SAFETY

Early childhood settings can be high risk environments, so thoughtful and careful planning is required to ensure that the work environment is safe, and that educators, families and visitors are protected. **Responsibility for workplace health and safety is shared by employers and employees:**

- Employers must provide and maintain a safe work environment and have effective policies and procedures in place to manage health and safety risks.
- Employees must ensure their own health and safety, and that of colleagues, families, and all other visitors to the workplace. They must always know and follow all health and safety policies and procedures.

The School of Education at **Western Sydney University** trains large numbers of students to become accredited teachers. Many students also have recent industry experience. Work Health and Safety forms part of curriculum covered in Professional Experience and other units in the program.

Whilst in early childhood settings, all Bachelor of Education students use equipment with due regard to Work Health and Safety requirements determined by the setting in line with NSW legislative requirements.

It is a Pre-service Teacher's responsibility to observe appropriate Workplace Health and Safety. All Workplace Health and Safety concerns are to be reported to your Supervising Teacher and/or Centre Director. Pre-service Teachers should familiarise themselves with the setting's policies surrounding workplace health and safety.



## Accidents

Pre-service Teachers who sustain injuries during their Professional Experience placement should immediately seek medical care and follow the reporting procedures within their placement setting or school.

Once the injury is reported the pre-service teachers need to contact the University Advisor or the Professional Experience Office for instructions on submitting an accident report to WSU Insurance.

## PREGNANCY AND PROFESSIONAL EXPERIENCE

Undertaking a Professional Experience placement whilst pregnant has potential risks. These should be carefully considered before proceeding with Professional Experience. Please read the appropriate policy on vUWS if you are considering undertaking professional experience whilst pregnant. You may be required to provide a medical clearance letter verifying your suitability to complete placement at that time.

**Please Note:** Dates will not be changed due to pregnancy i.e., if your baby is due during the normal placement dates you will not be able to complete professional experience in that semester.

## PRE-SERVICE TEACHER: GENERAL EXPECTATIONS

**While on placement, all Pre-service Teachers are expected to adhere to the following requirements:**

- Participate fully within the life of the setting to embrace the range of experiences and best practice it has to offer and be open to and appreciative of the professional expertise of different staff.
- Always demonstrate professional behaviour, including the use of good manners and common courtesies. A lack of professionalism may place a Pre-service Teacher 'at risk.' Unprofessional behaviour may include inappropriate use of social media, lack of punctuality, use of inappropriate language, appearance and presentation, breaching confidentiality and inappropriate / excessive use of mobile phones. If there is a problem, this should be openly addressed by the Supervising Teacher initially. Any further action should be worked through using correct channels.
- Prepare thoroughly for all aspects of professional responsibilities, such as preparation time for observation, planning and setting up of resources, cleaning duties, dressing children, feeding Children, comforting children at rest time, and assisting with toileting and changing nappies.
- Time should not be taken from interactions with children or teaching time to prepare plans/ materials, or to write up observations / reflections.

- Present planning documentation to the Supervising Teacher a minimum of 24hrs prior to implementation of the experience. Supervising Teachers will need to sight this documentation with sufficient time to provide feedback and for the Pre-service Teacher to implement the feedback where necessary. Supervising Teachers should initial or sign each plan they sight. Should documents not be presented well in advance, the Supervising Teacher, at their discretion, may not permit the Pre-service Teacher to implement the experience.

## PRE-SERVICE TEACHER: IMPORTANT CONSIDERATIONS

Professional experience, like the teaching profession, requires a commitment of time. Pre-service Teachers will be expected to be at the placement full time for several weeks; they need to fully commit to professional experience and treat it like a job.

- If work/childcare issues impact on attending placement full-time, the Pre-service Teacher may need to consider deferring until the next semester. This advice prioritises everybody's well-being. It is difficult to attend professional experience for 40 hours a week and try to also work another 30 hours. It is also stressful when caregivers may be required to leave placement at 3pm to collect children from another setting or school before 3:30pm.
- Pre-service Teachers need to see themselves as a teacher but at the same time respect the knowledge of more experienced peers.
- Travel time considered reasonable for professional experience placement may be up to 90 minutes from home.
- Like the teaching profession, professional experience will require preparation time before and after working hours, for example writing up observations, planning, researching to understand teaching and learning content, and organising resources. Pre-service Teachers should be prepared to make many changes to planned experiences, teaching strategies and management strategies repeatedly.

The Supervising Teacher will provide the Pre-service Teacher with feedback on planning and teaching. It is important to be willing to respectfully accept advice and be able to reflect and make change to teaching practices in line with this advice.

## INFECTION PREVENTION

### Practicing good hygiene

As per standard procedure, it is important that Pre-Service Teachers follow centre- based health and hygiene practices as directed.

#### **These simple steps can help to protect yourself and the community:**

- Wash hands on arrival at the centre, prior to eating, when leaving the room and entering a different area (e.g., Staffroom), before leaving the centre and on entering your home.
- Make sure to clean your hands thoroughly for at least 20 seconds with soap and water, washing between fingers, under the nails and the tops of hands.
- It is suggested that you take a minimum 70% alcohol-based hand-sanitiser to use in situations where soap and water are not readily available.
- Wear a face mask both indoors and outdoors if advised to do so by the setting.
- When coughing or sneezing, cover your nose and mouth with a tissue or a flexed elbow. Please dispose of any used tissues appropriately and immediately.
- Avoid close contact with others. If you are working with young children, it will be difficult to fully comply with social distancing requirements, however, please think about the contact with adults in this work environment – e.g., no handshaking, maintaining 1.5m distancing.

### Stay at home if you are feeling unwell.

- Do not attend placement if you have a cough or cold, conjunctivitis or vomiting or diarrhea.
- Do not attend placement if you are exhibiting any symptoms that may be associated with COVID-19, no matter how mild the symptoms may be.
- Seek medical advice before returning to the centre.
- If there is a COVID-19 case or other infectious conditions in the Centre, please follow all advice/directives provided by the centre and NSW Health

# 3 | PROGRESS and ASSESSMENT

## PRE-SERVICE TEACHERS ACHIEVING SATISFACTORY PROGRESS

When Pre-service Teachers are making satisfactory progress, the Supervising Teacher should:

- follow the roles and responsibilities of key personnel.
- provide daily written and oral feedback as detailed in the subject requirements and Handbook.
- identify progress towards meeting the professional experience outcomes and the Australian Professional Standards for Teachers at Graduate level.

In most cases Pre-service Teachers will make satisfactory progress towards meeting the professional experience outcomes. In cases where Pre-service Teachers are not making satisfactory progress the procedures for Pre-service Teachers whose progress is "causing concern" should be followed.

## PRE-SERVICE TEACHERS WHOSE PROGRESS IS CAUSING CONCERN

### Pre-service Teacher Requiring Additional Support or At Risk of Failing Process

The 'At Risk' Process is structured to offer support to pre-service teachers encountering difficulties in meeting the requirements of their professional experience. Further information about the process, including the necessary forms, can be found [here](#).

Pre-service Teachers may experience difficulties in meeting the requirements of the professional experience for a variety of reasons. These include issues related to:

- **Professionalism** – attendance, punctuality, preparation of plans and resources; teaching skills including poor communication processes; behaviour management; ability to accept and/or act upon advice and instruction; appropriate verbal or physical interactions with children or young people, families, and staff; teamwork and all other aspects of professional standards and professional ethics.
- **Personal attributes** – initiative, reflective practice, empathy, warmth, enthusiasm, commitment, attitudes and behaviour towards children and staff, and
- **Subject and teaching requirements** and standards as documented in subject requirements and assessments for the relevant program and level of program.
- The Supervising Teacher, University Advisor, or Centre Director can identify a Pre-service Teacher as 'causing concern.'

**Early identification of any concerns ensures that the Pre-service Teacher receives appropriate support. This identification should be made within the first 10 days to allow time for Pre-service Teachers to act on advice.**

It is essential that Supervising Teachers identify concerns in the written feedback they provide. Should several concerns be identified and/or the Pre-service Teacher does not respond to feedback the Pre-service Teacher **must** be identified as **"Requiring Additional Support"** and the procedures followed.

### Pre-service Teachers Requiring Additional Support

Pre-service Teachers who are not making satisfactory progress must be identified as Requiring Additional Support. (Available in the Forms section of this document).

The document will need to identify: the areas of concern, recommended goals / actions for the Pre-service Teacher to show significant improvement in these areas; the support that is to be provided by the Supervising Teacher, and the date to review achievement of the assigned goals (usually in 3 – 5 days' time).

### Outcomes of the Requiring Additional Support (RAS) process

Pre-service Teachers who have made satisfactory progress and exhibit a satisfactory standard of performance at this point may be so designated on the relevant form.

If satisfactory progress has not been made, continue to the At-Risk process.

### Pre-service Teachers 'At Risk of Failing' in the Professional Experience

Pre-service Teachers must be notified that they are **"At Risk of Failing the Professional Experience"** when they:

- have already been identified as REQUIRING ADDITIONAL SUPPORT and have not achieved set goals/ **not made satisfactory progress**, or
- have met the set goals during REQUIRING ADDITIONAL SUPPORT but **new** concerns have arisen, or
- in circumstances when concerns are only evident in the **final 10 days** of the Pre-service Teacher's placement

### The Pre-service Teacher may not 'defer' or 'withdraw without penalty' once they have been notified "At Risk."

The expectation is that the Pre-service Teacher will continue at the placement until the period of the "At Risk" process is complete or terminated by the host setting or professional experience academic coordinator.

Pre-service Teachers who do not participate in the process will be deemed to have failed to meet requirements by the end of the period of professional experience (other than in cases of documented serious illness or misadventure). Pre-service Teachers are expected to attend EVERY DAY following identification of "At Risk of Failing the Professional Experience."

The exception to this is if a setting deems that the Pre-service Teacher cannot make the required improvements in the remaining allocated time.

Additional placements will not be provided during the period of enrolment in the professional experience unless the initial placement is deemed "professionally unsuitable" for reasons not related to the Pre-service Teacher's performance.

Only in documented exceptional circumstances and at the discretion of the Director Academic Program – Professional Experience, may a Pre-service Teacher be permitted to undertake up to 5 or a reasonable number of extra professional experience block days if it is considered by the University Advisor and the professional experience subject coordinator that the Pre-service Teacher can be expected to achieve a satisfactory professional experience result in this time.

If concerns arise during the last 10 days of placement but before the final 3 days, Pre-service Teachers may be placed "At Risk of Failing Professional Experience" without first going through the Requiring Additional Support process. New, 'routine' concerns cannot be raised in the last 3 days of professional experience.

### **Outcome of the 'At Risk' Process - Allocation of a Grade**

At the completion of the full period of the professional experience, a result must be recommended for the professional experience. Pre-service Teachers who have made satisfactory progress and exhibit a satisfactory standard of performance at this point may be so designated on the relevant final report form.

Pre-service Teachers who have failed to meet requirements at this point must be designated on the relevant final report form as UNSATISFACTORY. This result must be supported by the "At Risk" documentation. The University Advisor and Supervising Teacher will consult closely regarding the final grade. In the event of agreement not being reached, the final decision is the responsibility of the University.

## **EXCLUSION FROM PLACEMENT**

In some instances, the Centre Director or the University may terminate a professional experience placement. In such cases a Pre-service Teacher is required to leave the setting and cease the professional experience placement. This situation can occur even if the Pre-service Teacher has not been identified as 'At Risk' under the normal provisions for professional experience. A Pre-service Teacher may have their placement terminated for any of the following reasons:

### **Inability to cooperate with staff and work effectively in the environment.**

- Demonstrates attitudes and actions averse to the profession of teaching.
- Ongoing unprofessional behaviour.
- Absence from professional experience placement without satisfactory explanation or approval, or continual explained absences which hinder the learning of the children.
- Significant deficiencies in their knowledge and understanding of their subject disciplines, relevant curriculum frameworks and/or planning for learning.
- Significant deficiencies in communication skills.
- Breaches of departmental/ system/ school or university regulations or the law.

Pre-service Teachers who have been excluded from a setting will receive an UNSATISFACTORY grade for the subject. If a Pre-service Teacher demonstrates serious deficiencies or misbehaviour in one or more of the above, they may be liable for further action under the University's Misconduct policy.

Under some circumstances where a professional experience placement has been terminated, a Pre-service Teacher may be precluded from pursuing opportunities for further professional experience.

This may also apply when a Pre-service Teacher has failed a professional experience more than once (Please refer to the Practicum Fail guidelines and policy).

The School of Education reserves the right not to place a Pre-service Teacher in a school or other professional experience setting in any instance where the performance, personal conduct or professional conduct of the Pre-service Teacher does not meet the required standard, regardless of whether the Pre-service Teacher is enrolled in a professional experience unit.

Centre Directors and setting staff are accountable to parents, children, and organisational bodies to provide quality learning opportunities and outcomes and need to be confident that any Pre-service Teacher placed in their setting can support and maintain a quality teaching and learning environment.



## FINAL REPORT

Pre-service Teachers are assessed against the Graduate level of the Australian Professional Standards for Teachers. The descriptors contained in these Standards form the basis for evaluation in the Professional Experience Report. As our professional experience subjects are sequential and have a different area of focus, each professional experience report will have different descriptors that the Pre-service Teachers are expected to achieve. The final professional experience subject assesses all descriptors of the Australian Professional Standards for Teachers.

To help guide your assessment of a Pre-service Teacher's demonstration of the descriptors, see the Evidence Guide from the Professional Experience Framework document (in the appendix of this Handbook). It indicates the range of evidence you can use when making your assessment of each descriptor.

**No Pre-service Teacher should receive an Unsatisfactory grade without being placed "At Risk," following the procedures detailed in the "Requiring Additional Support" processes in the Appendices at the end of this document.**

## ECTPA (Early Childhood Teaching Performance Assessment)

Pre-service Teachers will have the opportunity via an ECTPA presentation to demonstrate their skills, knowledge, and positive pedagogical practices developed during their professional experience learning journey. Pre-service teachers will draw on a range of evidence to support their understanding.

The ECTPA presentation has been aligned with descriptors from the Australian Professional Standards for Teachers and the Subject Learning Outcomes.

**There are five main components to the ECTPA:**

### 1: Professional Experience Report

This is the final Professional Experience Report completed by the Supervising Teacher. The Pre-service Teacher must achieve an overall Satisfactory grade on this Report to have the opportunity to pass the unit.

### 2: Timesheet / Attendance Register

The Attendance Register should be an unblemished and accurately signed document indicating all arrival and departure times, as well as any absence days. The required number of professional experience days must be completed.

### Report and Timesheet Submission

Pre-service Teachers are responsible for submitting their Report and Timesheet to the University. PSTs must their Timesheet and Report into 1 PDF document, and name and save the PDF file according to the Naming Convention on vUWS.

### 3: Oral and Digital Presentation

In the presentation, the Pre-service Teacher demonstrates fulfilment of the Graduate Teacher Standards and Subject Learning Outcomes by providing a variety of supporting documentation, including annotated evidence.

The Pre-service Teacher evaluates their impact on children's learning and reflects on their professional goals and future development as a teacher.

### 4: Professional Portfolios

This document will provide evidence of appropriate planning, reflective practice, prosocial guidance strategies and relationship building through artefacts, evaluations, reflections, and feedback, in line with early childhood curriculum frameworks.

### 5: Feedback Book

This document provides evidence of attendance at CPCs, formative Supervising Teacher feedback, Advisor's feedback, and ECTPA assessment standards and feedback sheet.

### The Supervising Teacher's role in the ECTPA

Supervising Teachers will have an indirect role during professional experience in supporting their Pre-service Teacher to undertake ECTPA.

Although the ECTPA is marked at the university, Supervising Teachers can support Pre-service Teachers in the process by:

- Familiarising themselves with the task requirements for ECTPA.
- Understanding the relationship of the final professional experience report to the ECTPA as complementing a Pre-service Teacher's demonstration of their teaching performance and achievement of Graduate Teaching Standards.
- Assisting the Pre-service Teacher to incorporate the components of the ECTPA into the timeframe of the professional experience placement.
- Providing feedback and assessment reports to the university Professional Experience Team.

It is not expected that Supervising Teachers will have additional workload in supporting a Pre-service Teacher to complete any elements of the ECTPA.

Discussions on teaching, planning, children's needs, and the provision of feedback are all normal expectations of a professional experience placement.

The ultimate responsibility for successfully completing the ECTPA lies with the Pre-service Teacher.

The following pages contain an overview of the professional experience units in this Early Childhood degree and subject specific requirements for each Early Childhood professional experience units

### TEAC2023 Engaging in Early Childhood Education

- Immersion placement prior to Birth-3 years professional experience
- 20-day placement
- experience with children Birth-5 years
- introduction to work in early childhood contexts – focus on health and safety.
- Practice in taking observations, analysis of learning, development, and dispositions.

### TEAC3050 Professional Practice Birth-2 years

- Second professional experience
- 30-day placement
- experience with children under 3 years
- Focus on developing relationships with staff, children, and families.
- -Acknowledgement of the diversity of the community
- -Developing skills in observation and analysis of children's learning
- Introduction to planning and implementing learning experiences in real situations.

### Professional Practice 3-5 years

- Final professional experience Must demonstrate the impact of their teaching.
- 30 -day placement with 3-5year olds
- Builds on skills developed in previous professional experience.
- Explores the design of integrated curriculum and children's in-depth investigation and critical thinking.
- Utilises the project approach to support and implement sequences of learning.
- Develops professional confidence as a team leader with responsibility for the learning environment.

**The Bachelor of Education** is an initial teacher education qualification which qualifies graduates as 4-year trained teachers. Professional Experience subjects support the Pre-service Teacher's growing understanding of children's learning and development as well as their own developing teaching skills. Professional Experience is completed in all but the first year of the program.

Early Childhood Pre-service Teachers graduate with a qualification that allows them to work with children in Birth – 5 years settings. Pre-service Teachers will demonstrate their attainment of the Australian Professional Standards for Teachers at completion of their program.

More information on the Australian Professional Standards for Teachers (APST) can be found on the New South Wales Education Standards Authority website.

### Providing evidence of the Standards

Assessment of professional experience should be both rigorous and consistent. The evidence guides related to the APST, Graduate Teacher level and the standards for Proficient Teacher in Early Childhood settings, included in the Appendix, have been designed to support Supervising Teachers in early childhood settings as they make their assessment of the Pre-service Teacher.

Supervising Teachers are pivotal in assessing and supporting Pre- service Teachers during professional experience. The evidence guides help to clarify the meaning and significance of each Graduate Teacher standard descriptor. They should also support rigour and consistency of assessment across settings by providing Supervising Teachers with specific examples of what practice at this level should look like.

### Professional Experience Pattern Engaging in Early Childhood Education

Placement should include spending time with children across all age groups within the service.

Orientation, observation, and immersion:

20 days x 7.5 hours each day includes half hour lunch break.

### Professional Practice Birth – 3 years:

Orientation days

5 days X 6 hours plus half hour lunch break.

Teaching days with children under 2 years:

10 days x 7.5 hours each day plus half hour lunch break

Teaching days with children 2 – 3 years of age:

15 days x 7.5 hours each day plus half hour lunch break

### Professional Practice 3 – 5 years:

Orientation and observation:

5 days x 6 hours each day plus half hour lunch break

Teaching days

25 days x 7.5 hours each day plus half hour lunch break

The Professional Practice subjects hold at least two Community of Practice Circles (CPCs) and an In-Uni Day.

# TEAC2023 Engaging in Early Childhood Education

## OVERVIEW

TEAC2023 Engaging in Early Childhood Education is the first Professional Experience placement for Pre-service Teachers completing the Bachelor of Education (Early Childhood) or Bachelor of Arts (Pathway to Teaching Early Childhood/Primary). The placement component of this subject introduces Pre-service Teachers to work in early childhood contexts while the coursework prompts students to reflect on the nature of early childhood teaching, their role as teachers in teaching and learning, the frameworks that guide practice and contemporary issues related to teaching young children.

After successful completion of subject TEAC2023 Engaging in Early Childhood Education, Pre-service Teachers will have achieved the following Subject Learning Outcomes:

1. Describe the relationships between elements of the National Quality Framework.
2. Articulate the implications of positioning children as active social agents for teaching and learning.
3. Interact with children in ways that support children's sense of identity and wellbeing, build relationships, and extend learning.
4. Apply understanding of health, safety, and nutrition practices in work with children
5. Assess and document children's interests, development, dispositions, and learning using a range of techniques consistent with the outcomes of the Early Years Learning Framework.
6. Design learning experiences that promote engagement and reflect children's interests, development, and funds of knowledge.
7. Demonstrate initiative, responsibility, professional communication skills and ethical practice, as an educator.

## Attendance Requirements

Pre-service Teachers will complete a 20-day field placement in an early childhood setting during the semester.

This is a flexible placement, in that Pre-service Teachers can negotiate with their allocated setting regarding their attendance pattern. Some Pre-service Teachers may choose to commit to one to 2 days per week for the placements while others may elect to complete the placement in a block toward the end of semester.

Whichever attendance pattern is decided Pre-service Teachers are required to spend 20 full days (7.5 hours each day, including a 30min lunch break) in the setting and submit signed timesheets to demonstrate this.

While we encourage Pre-service Teachers to spend full days, if needed, for health or caregiving reasons these visits can be completed in a more flexible way (half day attendance). Pre-service teachers requiring these flexible arrangements must have a Placement reasonable Adjustment Plan or a Carers Certificate

It should be remembered by Pre-service Teachers that they cannot gain a good understanding of the setting and its operation or, of their focus child, by attending for anything less than 3.5 hours at a time.

## Expectations

### Pre-service Teachers will:

- Attend the service for 20 x 7.5-hour placement days. Students must complete a total of 20 days at the service.
- Negotiate directly with the service's suitable dates and times to attend.
- Display professional conduct, and dress appropriately.
- Act ethically, respecting stakeholders' privacy and confidentiality.
- Be punctual and notify the service as early as possible if they are going to be absent or late.
- Negotiate with the Centre Director in relation to obtaining informed consent to observe focus children.
- Be present, interact respectfully and intentionally. This means turning off mobile phone for personal calls during work hours.
- Actively engage in the routines/activities of the service supporting the staff in their work and in so doing, gain a better understanding of the work of professionals in this field.
- Discuss their work with relevant staff member.
- Be an active participant and not just a passive observer/ engrossed in completing university assignments.

## Tasks

### Pre-Service Teachers will:

- Undertake a situational analysis to help them understand the setting, the families, and the community.
- Take observations of 2 children – one younger child and one older child- to help develop their observation skills and skills in analysing children's learning and development.
- Be involved in routines, play experiences, and involve themselves in spontaneous learning and teaching experiences with children.
- During this placement pre-service teachers are expected to plan a limited number of experiences (1 to 2 at most)
- Be involved in usual health and hygiene practices with children.
- Contribute to set up, pack away and cleaning routines.

# TEAC3050 Professional Practice Birth – 3 years

## OVERVIEW

The subject is a core subject for the Bachelor of Education (Early Education) and contributes to the meeting of professional experience requirements for early childhood teaching. This subject has a strong focus on supporting children's health and wellbeing through the building of relationships with children, staff, and children's families.

Pre-service Teachers can document and assess children's learning and to apply knowledge of curriculum and pedagogy to plan innovative and engaging learning experiences that respond to children's family and community experiences and funds of knowledge.

After successful completion of subject TEAC3050 Professional Practice Birth – 3 years, Pre-service Teachers will have achieved the following Subject Learning Outcomes:

1. Apply professional and ethical practice, including appropriate communication skills, to working with other educators.
2. Reflect on personal learning and practice, feedback from field-based and university-based supervising teachers and the Australian Professional Standards for Teachers to establish professional goals that will improve practice.
3. Provide culturally responsive curriculum and pedagogies to ensure continuity of care for children.
4. Analyse children's play, learning, relationships, and dispositions to identify children's capabilities and emerging understandings to enhance connections between home, community, and education contexts.
5. Evaluate play-based experiences that have been designed and implemented, and that extend children's capabilities, interests, and funds of knowledge.
6. Apply the Belonging, Being and Becoming: The Early Years Learning Framework for Australia (V2.0) principles, practices and learning outcomes in documentation, assessment, and planning.
7. Interact with children in ways that support children's sense of identity and wellbeing, build relationships, guide behaviour, and extend learning.
8. Implement practices that promote children's health, safety and wellbeing in environments that reflect legal requirements and current recommendations in the areas of health and safety.

## TEACHING REQUIREMENTS

This is the 2<sup>nd</sup> placement for Pre-service Teachers. In their first placement they will have learned about observation and what is expected in working in an early childhood setting.

In this placement they are honing their observation skills, learning about planning, and implementing experiences in the real world. This is quite different to the safe environment at university and can be daunting for some Pre-service Teachers. Guidance and support from the Supervising Teacher support their growing ability and confidence.

A checklist of week-by-week requirements is available in the student's Feedback Book. This will assist both the Supervising Teacher and the Pre-service Teacher to keep on track.

During the placement, the requirements gradually build as the Pre-service Teacher's confidence builds. Initially Pre-service Teachers work with an individual focus child but by the end of the placement they should be confident and able to work with small groups of children to read stories and participate in a range of experiences.

### Tasks

During the orientation and observation days there are several tasks that Pre-service Teachers are required to complete. These tasks support the Pre-service Teacher in understanding the setting, managing the routines, and becoming familiar with how children learn.

**Task 1:** Gather information for situational analysis

**Task 2:** Gain consent for observations of children

**Task 3:** Begin observations and assessment

**Task 4:** Focus on building relationships. Pre-service Teachers are required to:

- use the experience plan format/proforma provided in the appendix of this document (a blank format is provided on vUWS).
- work with small and large groups of children, rather than isolating their focus child.
- assist with routines and other activities.

### Contents of Professional Experience folder

At ECTPA, Pre-service Teachers submit a folder with a cover sheet including the details of the professional experience placement, setting, dates, and Supervising Teacher's name. The folder must also contain the following information to effectively demonstrate the Standards and Subject learning outcomes:

1. Evidence of professional and reflective practice (Subject Learning Outcomes [SLO] 1 & 2/ Standard 6.3)
2. Evidence of culturally responsive curriculum and continuity of care (SLOs 3 & 4/ Standards 3.7 & 7.3)
3. Evidence of play-based experiences and learning centres that reflect the Early Years Learning Framework Principles and Practice (SLOs 5 & 6/ Standard 5.1)
4. Evidence of interactions that support relationships and positive behaviour, positive identity, health, and wellbeing (SLOs 7 & 8 / Standards 4.3, 7.1 & 7.2)



# TEAC4009 Professional Practice 3 – 5 years

## OVERVIEW

This subject is the final professional experience subject in the Bachelor of Education (Early Childhood), comprising of a 30-day placement with children aged 3-5 years. There is a strong focus on pedagogical leadership, initiating and sustaining collaborative partnerships with staff, children and families, and implementation of integrated curriculum through effective programming and planning.

The subject facilitates in-depth investigation and critical thinking, preparing students to connect to children's social worlds and provide innovative, inclusive, and meaningful learning environments. This subject requires students to apply the principles, practices, and outcomes of *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

After successful completion of subject TEAC74009 Professional Practice 3 – 5 years, Pre-service Teachers will have achieved the following Subject Learning Outcomes:

1. Apply reflective practice through the establishment and ongoing evaluation of professional goals, and planning and programming documentation.
2. Evaluate children's play, learning, dispositions, and relationships, using theories of early childhood development and learning, and use this information to inform planning and practice.
3. Apply curriculum approaches and pedagogies that are contextually responsive and promote children's investigation, problem solving, critical thinking and the development of deep knowledge.
4. Plan for resources that encourage children to use a range of media and technologies to investigate their ideas and values and represent their thinking.
5. Implement innovative teaching and learning cycles, providing experiences and project opportunities that extend on children's strengths and interests.
6. Apply pedagogical leadership, social and administrative skills relative to the professional experience setting.
7. Apply the principles, practices and learning outcomes of The Early Years Learning Framework, drawing on content knowledge in the areas of science and technology, mathematics, human society, physical education health and wellbeing, creative arts, and literacy to engage in interactions with children that extend their learning.

## TEACHING REQUIREMENTS

Pre-service teachers completing the 3-5years placement are completing their final placement. During the placement, these Pre-service Teachers are expected to demonstrate their capability as a teacher and leader in the room. While some will come to this role very quickly others will take time to settle in and adjust to the leadership role. Supervising teacher feedback and support is needed to support this growth.

Pre-service Teachers are expected to plan and implement at least 2 experiences per day from week 2 of the placement as well as taking responsibility for documenting the program in the last 2 weeks of the placement they are also expected to manage routines and take group times as well as planning how the environment will be set up and the resources to be provided.

A checklist is available in the Feedback booklet to guide the Pre-service Teacher week by week. The Pre-service teacher is also expected to maintain ongoing observations of each of their 3-4 focus children throughout the placement.

**It is expected that Pre-Service Teachers will participate fully in the activities of the room, develop relationships and work to achieve professional goals.**

## Expectations

In this placement, there is a stronger emphasis on the Pre-service Teacher's ability to:

- Manage transitions and routines at various times of the day.
- manage/monitor the learning environment and support children's prosocial learning behaviours.
- Participate in all the usual areas of responsibility of an early childhood teacher.
- Participate in activities that would be required of the early childhood teacher, for example writing reflective journals, and programming, Taking large and small group times.

## Tasks

During the orientation and observation days there are several tasks that Pre-service Teachers are required to complete. These tasks support the Pre-service Teacher in understanding the setting, managing the routines, and becoming familiar with how children learn.

**Task 1:** Gather information for situational analysis

**Task 2:** Gain consent for observations of children

**Task 3:** Begin observations and assessment

**Task 4:** Focus on building relationships

## Assessment task requirements – Case Study

Following placement Pre-service Teachers are required to complete an Early Childhood Teacher Performance Assessment (ECTPA) to demonstrate that they have made an impact as a teacher and that they are meeting the Australian Professional Standards for Teachers.

### The ECTPA, has 2 components:

**Component 1** Case Study. During placement Pre-service Teachers will gather evidence about the learning, development, interests, and dispositions of a group of children. They will build a case study using the documentation they gather about these focus children's ongoing learning and development to provide evidence of their impact as a teacher.

**Component 2** Presentation. Pre-service Teachers also develop a presentation based on their focus children and present this at ECTPA to effectively demonstrate their achievement of the Professional Standards and Subject Learning Outcomes (SLOs).

Preparation involves:

1. Establishing and evaluating professional learning goals, reflecting on own practice (SLO 1/ Standard 6 & 7)
2. Establishing and extending collaborative, professional, and ethical relationships with staff, children, and families (SLOs 6/ Standard 4)
3. Observing, documenting, interpreting, and evaluating the learning of a group of children (SLOs 2 & 3/ Standards 1, 2, 3 & 5)
4. Planning interest-based learning experiences and providing a range of resources that facilitate the learning of the focus children and other children in the room, (SLOs 3, 4, 5 & 6/ Standards 1, 2 & 3)

5. Using appropriate content knowledge in the areas of science, technology, mathematics, human society, physical education, health and wellbeing, creative arts, and literacy to develop sequences of learning experiences (SLO 5 & 7 / Standards 1, 2 & 3)
6. Planning and evaluating the program and learning environment for the final 2 weeks of placement (SLO 4, 5 & 7/ Standards 2, 3, 4 & 5)
7. Being involved in the day-to-day practices of the setting. (ULO 1-7/ Standard 6)

## Experiences and planning the Learning Environment

Pre-service Teachers completing Professional Practice 3-5 years are required to increase their teaching and leadership responsibility throughout the placement.

Planning requirements must also reflect this larger teaching load, and Pre-service Teachers will move from individual experience plans to using a planning format for the whole room.

Pre-service Teachers are required to:

- Use the experience plan format/proforma provided on vUWS) for the first 2-3 weeks of the placement.
- Move to a planning format where the experiences for the whole room will be documented in consultation with other staff in the room and which will also highlight the pre-service teacher's own planned experiences. This should begin to occur during **Week 4**. A Pre-service Teacher may be asked to continue using experience plans if they have not successfully demonstrated an understanding of the links between planning and teaching.
- Plan and implement **at least 2 planned experiences** per day, one of which may be part of a project that demonstrates a sequence of learning (a minimum of 6 linked individual experiences). Pre-service Teachers are expected to take an integrated curriculum approach to planning and therefore to incorporate key learning areas into their plans.
- Demonstrate their capacity as a pedagogical leader/room leader, by taking large and small group experiences and managing routines.
- Demonstrate their pedagogical leadership by evaluating & modifying the learning environment, including space and resources, to support children's engagement and extension of learning.
- Submit plans to the Supervising Teacher at least half a day in advance of planned implementation.

## Pedagogical Leadership requirements

Pre-service Teachers also enrolled in the subject TEAC4004 Leadership, Research and Practice where they are required to complete a professional task during their placement. This task requires them to undertake an action research project where they investigate their own teaching. It would be helpful for Supervising Teachers to support the Pre-service Teacher to identify an area of practice that can be improved.

The following pages contain:

- Graduate Teacher Standards Evidence Guide to Support Professional Experience
- Sample planning format.

# GRADUATE TEACHER STANDARDS EVIDENCE GUIDE TO SUPPORT PROFESSIONAL EXPERIENCE

Supervising Teachers are pivotal in assessing and supporting Pre-service Teachers during professional experience. Initial teacher education providers place trust in them to fulfil these dual roles. This evidence guide for the Graduate Teacher Standards is designed to help build the capacity of Supervising Teachers to make professional judgements by clarifying the meaning and significance of each Graduate Teacher Standard descriptor. It is a practical guide that develops from the conceptual to the operational with indicators of practice.

It should also support the rigour and consistency of assessment by providing Supervising teachers with specific examples of what teacher practice at this level should look like. It is designed to be inclusive of practice across the Kindergarten to Year 12 years of schooling.

Yet there is no Graduate Teacher Evidence Guide for Early Childhood settings therefore Supervising teachers will need to consider what would be an equivalent in the early childhood context.

The evidence guide differentiates between what a teacher education student should be able to demonstrate during an early professional experience placement and the final placement, at which time all the relevant standard descriptors should be demonstrated.

The intention is that the University should provide ready access to the evidence guide for Supervising Teachers and Pre-service Teachers. When selecting evidence of achievement of the standards, Supervising Teachers should be aware that evidence should verify a Pre-service Teacher's achievement of each of the standard descriptors.

|          | <b>Graduate Teacher Standard descriptor</b>                                                                                                                  | <b>Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                | <b>Practices that demonstrate achievement of the standard by the final professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Know students and how they learn</b>                                                                                                                      | <b>The teacher education student ...</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1.     | Demonstrate knowledge and understanding of physical, social, and intellectual development and characteristics of students and how these may affect learning. | <ul style="list-style-type: none"> <li>Seeks knowledge of students' specific physical, social, and intellectual learning needs in an appropriate manner</li> <li>Identifies achievable learning goals for children</li> <li>Demonstrates a developing awareness of differences in students' learning styles and needs.</li> <li>Responds to differences in students' learning styles and needs through approaches to lesson planning and teaching</li> </ul> | <ul style="list-style-type: none"> <li>Identifies children's specific physical, social, and intellectual learning needs</li> <li>Communicates and interacts in ways appropriate to children's development stages.</li> <li>Makes modifications to delivery depending on students' physical, social, and intellectual development.</li> <li>Considers and makes modifications to the learning environment depending on physical, social, and intellectual development.</li> <li>Uses a variety of resources to account for the learning style and needs of students.</li> <li>Plans differentiated work for children (modified and extension)</li> </ul> |
| 1.2.     | Demonstrate knowledge and understanding of research into how students learn and the implications for teaching.                                               | <ul style="list-style-type: none"> <li>Identifies current research into how students learn and the implications for teaching</li> </ul>                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Applies knowledge of current research to inform teaching strategies.</li> <li>Applies knowledge of research on how students' skills, interests, and prior achievements affect learning</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |

|       | <b>Graduate Teacher Standard descriptor</b>                                                                                                                                                               | <b>Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Practices that demonstrate achievement of the standard by the final professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 1.3.1 | Demonstrate knowledge of teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious, and socioeconomic backgrounds.             | <ul style="list-style-type: none"> <li>Shows an awareness of the need to differentiate teaching strategies based on student diversity.</li> <li>Is aware that settings have programs and policies relating to inclusivity.</li> <li>Begins to incorporate global issues into lessons and subject planning.</li> <li>Displays cultural sensitivity</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Uses effective questioning or other techniques to engage children from diverse backgrounds.</li> <li>Plans for and respects the diversity of all children within the classroom.</li> <li>Uses culturally sensitive resources, language, and strategies in teaching practice.</li> <li>Presents controversial issues in a sensitive manner.</li> <li>Encourages children to express and explore their values and attitudes in a sensitive manner</li> </ul>                                                                                                                               |
| 1.4.1 | Demonstrate broad knowledge and understanding of the impact of culture, cultural identity, and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds. | <ul style="list-style-type: none"> <li>Acknowledges and is respectful of diversity in students of Aboriginal and Torres Strait Islander backgrounds</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Selects strategies to provide for relevant experiences appropriate to children from Aboriginal and Torres Strait Islander backgrounds, aiming for engagement and significance.</li> <li>Integrates culturally sensitive resources, language, and strategies in teaching practice</li> </ul>                                                                                                                                                                                                                                                                                              |
| 1.5.1 | Demonstrate knowledge and understanding of strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.                                    | <ul style="list-style-type: none"> <li>Is aware of the need to differentiate teaching to meet the different learning needs of all students.</li> <li>Develops lessons that meet the different needs of all students</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Develops teaching and learning programs and/or lesson plans with a variety of teaching and learning activities and resources that link to syllabus outcomes/objectives, and which meet the specific learning needs of students across the full range of abilities.</li> <li>Develops teaching and learning programs and/or lesson plans with differentiated tasks to meet the learning needs of individual children and groups of children.</li> <li>Develops teaching activities resulting from collaborative planning or consultation with specialist student support staff</li> </ul> |
| 1.6.1 | Demonstrate broad knowledge and understanding of legislative requirements and teaching strategies that support participation and learning of students with disability.                                    | <ul style="list-style-type: none"> <li>Is aware of and discusses disability legislative requirements.</li> <li>Discusses how the learning needs of students with different disabilities could be met.</li> <li>Seeks advice and support from appropriate personnel to develop lessons that support the learning of students with different disabilities.</li> <li>Complies with disability legislative requirements.</li> <li>Encourages a respectful and collegial classroom environment where all students are valued and provided with equitable access to learning opportunities</li> </ul> | <ul style="list-style-type: none"> <li>Seeks advice and support from appropriate personnel in developing and implementing effective teaching/learning strategies that aim to meet students' diverse learning needs.</li> <li>Develops a sequence of learning experiences that support the learning of all children with a disability.</li> <li>Complies with disability legislative requirements.</li> <li>Encourages a respectful and collegial classroom environment where all children are valued and provided with equitable access to learning opportunities</li> </ul>                                                    |



|           | <b>Graduate Teacher Standard descriptor</b>                                                                                                   | <b>Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:</b>                                                                                                                                                                         | <b>Practices that demonstrate achievement of the standard by the final professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                         |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b>  | <b>Know the content and how to teach it</b>                                                                                                   | <b>The teacher education student ...</b>                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.1.<br>1 | Demonstrate knowledge and understanding of the concepts, substance and structure of the content and teaching strategies of the teaching area. | <ul style="list-style-type: none"> <li>Clearly articulates and accurately explains the content of the lesson.</li> <li>Accurately answers content-related questions from students.</li> <li>Explores teaching and learning strategies that link to syllabus outcomes/objectives that are suitable for the learning context</li> </ul> | <ul style="list-style-type: none"> <li>Prepares teaching and learning programs and/or experiences with a variety of teaching and learning strategies (e.g., differentiated curriculum, collaborative learning, ICT, higher order thinking) that link to syllabus outcomes/objectives.</li> <li>Demonstrates appropriate knowledge of the central concepts of subject(s) through lesson planning, explanation and linking of content and outcomes to syllabus documents</li> </ul> |
| 2.2.<br>1 | Organise content into an effective learning and teaching sequence.                                                                            | <ul style="list-style-type: none"> <li>Plans individual lessons clearly and logically.</li> <li>Demonstrates a developing ability to deliver content within a coherent, well-sequenced teaching and learning program</li> </ul>                                                                                                       | <ul style="list-style-type: none"> <li>Develops and delivers logical lesson sequences that reflect curriculum requirements and are constructed to develop understanding of content.</li> <li>Selects teaching strategies to provide for relevant and engaging learning experiences appropriate to a range of students</li> </ul>                                                                                                                                                  |
| 2.3.<br>1 | Use curriculum, assessment and reporting knowledge to design learning sequences and lesson plans.                                             | <ul style="list-style-type: none"> <li>Uses the school program as a basis for designing effective lesson plans and assessment of learning.</li> <li>Accesses information about curriculum documents and other resources and designs learning sequences and lesson plans accordingly</li> </ul>                                        | <ul style="list-style-type: none"> <li>Designs assessments which show clear links to the teaching and learning program and reporting cycle</li> <li>Develops assessment activities, criteria and marking rubrics that illustrate how assessment relates to curriculum and learning outcomes</li> </ul>                                                                                                                                                                            |
| 2.4.<br>1 | Demonstrate broad knowledge of, understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures, and languages.    | <ul style="list-style-type: none"> <li>Acknowledges, and is respectful of, Aboriginal and Torres Strait Islander students and their heritage, demonstrating this in approaches to teaching, learning and student interactions</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>Chooses content and learning activities that demonstrate a broad knowledge, understanding and respect for Aboriginal and Torres Strait Islander histories, cultures, and languages</li> </ul>                                                                                                                                                                                                                                              |

| Graduate Teacher Standard descriptor                                                                               | Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:                                                                                                                                                                                                                                                                                                                       | Practices that demonstrate achievement of the standard by the final professional experience placement may include:                                                                                                                                                                                                                                                                                                                                                     |
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| 2.5.1 Know and understand literacy and numeracy teaching strategies and their application in teaching areas.       | <ul style="list-style-type: none"> <li>• Uses professional dialogue about lesson content and structure that show the teacher education student's knowledge, understanding and/or teaching strategies to support students' literacy achievement.</li> <li>• Uses professional dialogue about lesson content and structure that show the teacher education student's knowledge, understanding and/or teaching strategies to support students' numeracy achievement.</li> </ul> | <ul style="list-style-type: none"> <li>• Develops lesson plans, observation notes and discussion about lesson content and structure that show the teacher education student's knowledge, understanding and/or teaching strategies to support students' literacy and/or numeracy achievement.</li> <li>• Works collaboratively, when given the opportunity, with support teachers, such as EAL/D teachers, to meet students' literacy and/or numeracy needs.</li> </ul> |
| 2.6.1 Implement teaching strategies for using ICT to expand curriculum learning opportunities for students.        | <ul style="list-style-type: none"> <li>• Develops teaching and learning programs and/or lesson plans which show the integration of ICT into activities to make content more meaningful.</li> <li>• Can incorporate ICT resources into lessons to enhance students' learning.</li> </ul>                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Develops teaching and learning lesson plans/programs that link to syllabus outcomes/objectives considering available resources, with a broader variety of ICT teaching and learning activities (e.g., Project- based learning, web-based research, Web 2.0 tools, subject/KLA/ stage appropriate software)</li> </ul>                                                                                                         |
| <b>3 Plan for and implement effective teaching and learning.</b>                                                   | <b>The teacher education student ...</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.1.1 Set learning goals that provide achievable challenges for students of varying abilities and characteristics. | <ul style="list-style-type: none"> <li>• Identifies clear and appropriate learning goals with respect to syllabus documentation and specific learning needs.</li> <li>• Reflects on and seeks feedback from their Supervising teacher on the effectiveness of learning goals in providing achievable challenges for students.</li> </ul>                                                                                                                                     | <ul style="list-style-type: none"> <li>• Prepares/plans appropriate learning goals with respect to syllabus documentation and specific learning needs and/or varying abilities.</li> <li>• Differentiates curriculum in lesson plans</li> <li>• Knows when students have or have not attained a learning goal.</li> </ul>                                                                                                                                              |

|       | <b>Graduate Teacher Standard descriptor</b>                                                            | <b>Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Practices that demonstrate achievement of the standard by the final professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 3.2.1 | Plan lesson sequences using knowledge of student learning, content and effective teaching strategies.  | <ul style="list-style-type: none"> <li>Writes lesson plans detailing objectives/outcomes, content, pedagogy, and assessment, as well as sequencing in consultation with the Supervising teacher.</li> <li>Seeks to match learning outcomes, content, and teaching strategies to class level in consultation with the Supervising teacher.</li> <li>Reflects with their Supervising teacher on lesson planning and student learning</li> <li>Begins to assign appropriate time/weighting to achieve learning outcomes and lesson plans.</li> <li>Considers the Supervising teacher's feedback in relation to content and student management to plan future student learning</li> </ul> | <ul style="list-style-type: none"> <li>Implements lesson plans detailing objectives and outcomes, specifying content, pedagogy, and assessment, as well as sequencing in consultation with the Supervising teacher.</li> <li>Utilises the host school's scope and sequences and content overviews to plan appropriate lessons.</li> <li>Reflects with their Supervising teacher on lesson/subject delivery to enhance student learning.</li> <li>Draws upon previous lesson delivery to plan and implement relevant, engaging and significant learning experiences.</li> <li>Considers the Supervising teacher's feedback in relation to content and student management to plan future learning</li> </ul> |
| 3.3.1 | Include a range of teaching strategies.                                                                | <ul style="list-style-type: none"> <li>Plans and incorporates a range of teaching strategies.</li> <li>Includes a basic range of teaching strategies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Draws upon learnt pedagogical knowledge to adapt, improvise and inform the teaching of content and outcomes, as well as class management.</li> <li>Demonstrates the ability to plan and incorporate a range of teaching strategies.</li> <li>Includes an extended range of teaching strategies</li> </ul>                                                                                                                                                                                                                                                                                                                                                           |
| 3.4.1 | Demonstrate knowledge of a range of resources, including ICT, which engage students in their learning. | <ul style="list-style-type: none"> <li>Shows knowledge of a range of appropriate and engaging materials and resources and a capacity to incorporate these into teaching practice to enhance students' learning.</li> <li>Uses current and relevant resources in consultation with their Supervising teacher to ensure accurate content is presented in lessons.</li> <li>Selects current and relevant teaching resources to improve lesson/subject planning in consultation with the Supervising teacher</li> </ul>                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Uses a range of appropriate and engaging materials and resources and demonstrates the capacity to incorporate these into teaching practice.</li> <li>Uses a variety of technologies to engage students.</li> <li>Uses resources appropriate to student developmental levels and manages resources professionally.</li> <li>Accesses and uses curriculum support materials effectively</li> </ul>                                                                                                                                                                                                                                                                    |

|       | <b>Graduate Teacher Standard descriptor</b>                                                                           | <b>Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Practices that demonstrate achievement of the standard by the final professional experience placement may include:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 3.5.1 | Demonstrate a range of verbal and non-verbal communication strategies to support student engagement.                  | <ul style="list-style-type: none"> <li>• Uses effective oral and written communication skills, including the promotion of standard Australian English</li> <li>• Implements the use of vocabulary and metalanguage to develop conceptual understanding.</li> <li>• Employs a range of questioning techniques such as open/closed questioning.</li> <li>• Begins to acknowledge and develop student responses in an inclusive manner.</li> <li>• Develops voice effectively with respect to tone, pitch, strength, speed and confidence, for the students' level or stage.</li> <li>• Demonstrates and models non-verbal forms of communication, in consultation with the Supervising teacher</li> </ul> | <ul style="list-style-type: none"> <li>• Uses effective oral and written communication skills, including the promotion of standard Australian English</li> <li>• Effectively uses vocabulary and metalanguage to develop conceptual understanding.</li> <li>• Employs a range of questioning techniques such as open/closed questioning to elicit prior understanding.</li> <li>• Acknowledges and logically develops student responses in an inclusive manner.</li> <li>• Uses voice effectively with respect to tone, pitch, strength, speed and confidence, for the students' level or stage.</li> <li>• Demonstrates effective use of non-verbal forms of communication, such as teacher presence, pausing, circulating throughout the environment, eye contact and varying gestures, for student engagement and management</li> </ul> |
| 3.6.1 | Demonstrate broad knowledge of strategies that can be used to evaluate teaching programs to improve student learning. | <ul style="list-style-type: none"> <li>• Shows understanding and achievement of outcomes as demonstrated through appropriately linked assess Supervising data (e.g., observational data)</li> <li>• Develops a range of strategies to cater for the diverse range of learners within the class.</li> <li>• Accesses assessment criteria in consultation with the Supervising teacher</li> <li>• Reflects on lessons to inform future planning and to improve pedagogy.</li> <li>• Describes broad strategies that can be used to evaluate teaching to improve student learning</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>• Ensures assessment is an integral part of the teaching and learning cycle and that lesson planning indicates appropriate links between outcomes and assessment.</li> <li>• Employs a range of strategies to assess student achievement and participation, catering for the diverse range of learners within the class.</li> <li>• Informs students by accessing and deconstructing explicit quality criteria for assessment.</li> <li>• Reflects on lesson to inform future planning and improve pedagogy.</li> <li>• Demonstrates a broad knowledge of strategies that can be used to evaluate teaching programs to improve student learning</li> </ul>                                                                                                                                          |



| Graduate Teacher Standard descriptor                                                                         | Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Practices that demonstrate achievement of the standard by the final professional experience placement may include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| 3.7.1 Describe a broad range of strategies for involving parents/carers in the educative process.            | <ul style="list-style-type: none"> <li>Communicates effectively with parents/carers in the classroom.</li> <li>Consults with the Supervising teacher to understand school-home connections (e.g., the school homework policy)</li> <li>In consultation with the Supervising teacher, draws on established school partnerships and local resources to enhance learning significance</li> <li>Explores established structures in the school to encourage parents/carers to be involved in school or classroom activities</li> <li>Acts professionally, and with the appropriate confidentiality, when communicating with parents/carers</li> <li>Describes strategies for involving parents/carers in the educative process</li> </ul> | <ul style="list-style-type: none"> <li>Encourages parents/carers to visit the classroom and school.</li> <li>Interacts professionally and respectfully with parents/carers.</li> <li>Connects school learning to the home context.</li> <li>Draws on resources within the community to enhance lesson/subject content.</li> <li>Promotes established structures in the school to encourage parents/carers to be involved in school or classroom activities.</li> <li>Acts professionally, and with the appropriate confidentiality, when communicating with parents/carers</li> <li>Describes strategies for involving parents/carers in the educative process.</li> </ul> |
| <b>4 Create and maintain supportive and safe learning environments.</b>                                      | <b>The teacher education student ...</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Contributes to an inclusive classroom where all students are acknowledged as individuals.</li> <li>Models an enthusiastic and positive attitude towards teaching and learning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.1.1 Identify strategies to support inclusive student participation and engagement in classroom activities. | <ul style="list-style-type: none"> <li>Discusses strategies with the classroom teacher.</li> <li>Communicate value and respect for students as individuals and learners.</li> <li>Trials and reflects upon the success of strategies to support student engagement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Demonstrates effective strategies for engaging students.</li> <li>Employs classroom routines consistently to maximise student learning.</li> <li>Plans and delivers lessons that are timed and sequenced to meet the needs of the students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| 4.2.1 Demonstrate the capacity to organise classroom activities and provide clear directions.                | <ul style="list-style-type: none"> <li>Has learnt and uses students' names.</li> <li>Records observations and discusses classroom routines.</li> <li>Records observations and discusses techniques that teachers use to support student time spent on learning tasks.</li> <li>Trials and reflects upon the implementation of classroom management strategies</li> </ul>                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Delivers lessons that articulate clear directions, which have been well prepared and resourced, and are responsive to student learning goals/outcomes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Graduate Teacher Standard descriptor                                                                                                                                      | Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:                                                                                                                                                                                                                                                                  | Practices that demonstrate achievement of the standard by the final professional experience placement may include:                                                                                                                                                                                                                                                                                                                                                                                    |
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| 4.3.1 Demonstrate knowledge of practical approaches to manage challenging behaviour.                                                                                      | <ul style="list-style-type: none"> <li>• Remains calm and fair.</li> <li>• Discusses student management techniques that are appropriate and consistently applied.</li> <li>• Discusses strategies to be employed to improve classroom management and is keen to trial different approaches.</li> <li>• Understands the need to establish and work within an identifiable welfare/classroom management system</li> </ul> | <ul style="list-style-type: none"> <li>• Plans engaging learning activities that motivate and engage students.</li> <li>• Demonstrates an understanding of situations that trigger challenging behaviour.</li> <li>• Applies student management techniques that are fair, appropriate, and consistent.</li> <li>• Manages challenging behaviour quickly, fairly, and respectfully, applying judgement based on the context.</li> <li>• Demonstrate range of strategies to refocus students</li> </ul> |
| 4.4.1 Describe strategies that support students' well-being and safety working within school and/or system, curriculum, and legislative requirements.                     | <ul style="list-style-type: none"> <li>• Discusses specific requirements for ensuring student safety, including positive welfare policies, risk management, code of conduct, WHS, duty of care, child protection.</li> <li>• Trials and reflects upon practices for student well-being after discussion with the Supervising teacher</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Discusses and follows specific requirements, including planning that supports school policies for ensuring student safety, including positive welfare policies, risk management, code of conduct, WHS, duty of care, child protection.</li> <li>• Demonstrates the management of student behaviour and safety in accordance with mandatory policies</li> </ul>                                                                                               |
| 4.5.1 Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible, and ethical use of ICT in learning and teaching. | <ul style="list-style-type: none"> <li>• Discusses strategies which promote safe, responsible, and ethical use of ICT in teaching and learning (e.g., awareness of cyber bullying, harassment, appropriate use of text messaging, plagiarism, referencing conventions and copyright law)</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>• Designs lessons that include explicit teaching and learning strategies to promote safe, responsible, and ethical use of ICT in teaching and learning.</li> <li>• Produces assessment tasks that include clear guidelines to students about plagiarism, referencing conventions and copyright law.</li> <li>• Responds appropriately when there is evidence of unethical student use of ICT</li> </ul>                                                        |

| Graduate Teacher Standard descriptor                                                                                                                                                   | Practices that demonstrate the teacher education student's engagement with the standard during an early professional experience placement may include:                                                                                                                                                                  | Practices that demonstrate achievement of the standard by the final professional experience placement may include:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>1. Assess, provide feedback and report on student learning.</b>                                                                                                                     | <b>The teacher education student ...</b>                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.1.1 Demonstrate understanding of assessment strategies, including informal and formal, diagnostic, formative and summative approaches to assess student learning.                    | <ul style="list-style-type: none"> <li>• Trials and reflects upon a variety of assessment strategies after consultation with the Supervising teacher</li> <li>• Records and uses assessment information informally (e.g., observations of student learning and/or work samples) to monitor student learning.</li> </ul> | <ul style="list-style-type: none"> <li>• Designs and delivers a wide variety of formative and summative assessment activities to formally monitor student learning.</li> <li>• Analyses student work samples to recognise diagnostic information to be used and how it informs differentiation and future assessment strategies and tasks</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| 5.2.1 Demonstrate an understanding of the purpose of providing timely and appropriate feedback to students about their learning.                                                       | <ul style="list-style-type: none"> <li>• Gives constructive and purposeful feedback to students about their learning progress.</li> <li>• Provides appropriate encouragement to students.</li> </ul>                                                                                                                    | <ul style="list-style-type: none"> <li>• Builds appropriate reinforcement and feedback into lesson plans.</li> <li>• Gives timely, balanced, and targeted feedback to enhance student performance and provides direction for future learning (goalsetting)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.3.1 Demonstrate understanding of assessment moderation and its application to support consistent and comparable judgements of student learning.                                      | <ul style="list-style-type: none"> <li>• Collaborates in producing assessment plans, tasks, marking criteria and marking rubrics.</li> <li>• Develops from their Supervising teacher an understanding about school or system assessment and moderation policies.</li> </ul>                                             | <ul style="list-style-type: none"> <li>• Understands the process of moderation and the principle of ensuring consistent teacher judgement.</li> <li>• Produces assessment plans, tasks, marking criteria and marking rubrics that demonstrate the school or system policy for the moderation of assessment activities.</li> <li>• Collects student work samples showing assessment feedback that demonstrates the school or system policy for the moderation of assessment activities.</li> <li>• Bases lesson reflections on the evidence gathered through assessment tasks.</li> <li>• Explains how assessment data has been applied to their planning and teaching practice.</li> </ul> |
| 5.4.1 Demonstrate the capacity to interpret student assessment data to evaluate student learning and modify teaching practice.                                                         | <ul style="list-style-type: none"> <li>• Considers the types of evidence required to effectively evaluate student learning.</li> <li>• Reflects upon ways of modifying teaching practice because of assessment data after consultation with the Supervising teacher</li> </ul>                                          | <ul style="list-style-type: none"> <li>• Demonstrates an effective approach to collecting, organising, and storing assessment data consistent with school policies and procedures.</li> <li>• Employs a variety of methods to record evidence gathered through assessment activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| 5.5.1 Demonstrate understanding of a range of strategies for reporting to students and parents/carers and the purpose of keeping accurate and reliable records of student achievement. | <ul style="list-style-type: none"> <li>• Discusses student achievement with the Supervising teacher.</li> <li>• Is familiar with the school's reporting procedures and policies.</li> </ul>                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**Graduate  
Teacher  
Standard  
descriptor**

**Practices that  
demonstrate the teacher  
education student's  
engagement with the  
standard during an early  
professional experience  
placement may include:**

**Practices that demonstrate  
achievement of the standard by the  
final professional experience  
placement may include:**

| 6     | Engage in professional learning                                                                                                                   | The teacher education student ...                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.1.1 | Demonstrate an understanding of the role of the <i>Australian Professional Standards for Teachers</i> in identifying professional learning needs. | <p>Is familiar with the <i>Australian Professional Standards for Teachers</i> and how they frame teaching practice.</p> <ul style="list-style-type: none"> <li>Engages in self-reflection about aspects of professional knowledge, practice, and engagement.</li> <li>Identifies personal learning goals in relation to the standards</li> </ul> | <ul style="list-style-type: none"> <li>Develops a professional portfolio of evidence supporting claims against each of the <i>Australian Professional Standards for Teachers</i> at Graduate level.</li> <li>Identifies personal learning goals in relation to the standards</li> </ul>                                                                                                                                        |
| 6.2.1 | Understand the relevant and appropriate sources of professional learning for teachers.                                                            | <ul style="list-style-type: none"> <li>Seeks opportunity within the school for professional learning through discussions with staff.</li> <li>Attends professional meetings.</li> </ul>                                                                                                                                                          | <ul style="list-style-type: none"> <li>Contributes to staff and curriculum meetings where appropriate.</li> <li>Participates in professional teams.</li> </ul>                                                                                                                                                                                                                                                                 |
| 6.3.1 | Seek and apply constructive feedback from supervisors and teachers to improve teaching practices.                                                 | <ul style="list-style-type: none"> <li>Sets short-term teaching goals in discussion with their Supervising teacher.</li> <li>Receives constructive feedback in a positive and professional manner.</li> <li>Acts promptly in applying feedback to improve teaching practices.</li> </ul>                                                         | <ul style="list-style-type: none"> <li>Receives constructive feedback in a positive and professional manner and acts upon it promptly.</li> <li>Sets realistic short- and long- term goals with their Supervising teacher.</li> <li>Realistically analyses the extent to which they have achieved their learning goals.</li> <li>Engages innovatively within the limits of their responsibilities and capabilities.</li> </ul> |
| 6.4.1 | Demonstrate an understanding of the rationale for continued professional learning and the implications for improved student learning.             | <ul style="list-style-type: none"> <li>Participates in discussions about the benefits of ongoing professional learning and collegial sharing of knowledge and resources.</li> <li>Reflects on own teaching and seeks advice on ways to develop professionally and improve performance.</li> </ul>                                                | <ul style="list-style-type: none"> <li>Demonstrates a commitment to teaching and to continuous improvement of their practice.</li> <li>Recognises that teachers are agents of their own professional learning.</li> <li>Reflects on own teaching and <b>seeks advice on ways to</b> develop professionally and</li> </ul>                                                                                                      |

**Graduate  
Teacher  
Standard  
descriptor**

**Practices that  
demonstrate the teacher  
education student's  
engagement with the  
standard during an early  
professional experience  
placement may include:**

**Practices that demonstrate  
achievement of the standard  
by the final professional  
experience placement may  
include:**

| 7 Engage professionally with colleagues, parents/carers, and the community.                                                                           | The teacher education student ...                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.1.1 Understand and apply the key principles described in codes of ethics and conduct for the teaching profession.                                   | <ul style="list-style-type: none"> <li>Behaves ethically and respects the confidentiality of student and school information.</li> <li>Communicates effectively and interacts professionally with colleagues.</li> <li>Reflects on personal and professional ethical practice</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrates knowledge of the relevant codes of ethics that underpin their educational context.</li> <li>Reflects critically on personal and professional practice</li> <li>Communicates effectively and interacts professionally with colleagues.</li> </ul>                                                                                |
| 7.2.1 Understand the relevant legislative, administrative, and organisational policies and processes required for teachers according to school stage. | <ul style="list-style-type: none"> <li>Seeks out and discusses evacuation procedures and WHS, and the school and system discipline and welfare policies.</li> <li>Describes relevant legislative, administrative, and organisational policies and processes</li> </ul>                  | <ul style="list-style-type: none"> <li>Complies with relevant legislative, administrative, organisational, and professional requirements such as child protection, duty of care, etc.</li> <li>Demonstrates an understanding of evacuation procedures, WHS and the school and system discipline and welfare policies</li> </ul>                                                     |
| 7.3.1 Understand strategies for working effectively, sensitively, and confidentially with parents/carers.                                             | <ul style="list-style-type: none"> <li>Employs appropriate and respectful professional communication with school staff, visitors, parents, and carers.</li> <li>Describes strategies for working effectively with parents/carers</li> </ul>                                             | <ul style="list-style-type: none"> <li>Establishes respectful collaborative relationships using appropriate language, tone, and body language.</li> <li>Uses appropriate language, written and oral, that is sensitive to the backgrounds and needs of students, families, and parents/carers.</li> <li>Describes strategies for working effectively with parents/carers</li> </ul> |
| 7.4.1 Understand the role of external professionals and community representatives in broadening teachers' professional knowledge and practice.        | <ul style="list-style-type: none"> <li>Shows willingness to participate with school staff in a range of activities.</li> <li>Describes how external professionals and community representatives can help to enhance teachers' knowledge and practice</li> </ul>                         | <ul style="list-style-type: none"> <li>Shows willingness to participate with school staff, external professionals and community representatives in a range of activities and programs.</li> <li>Demonstrates awareness of appropriate professional organisations and how they can contribute to professional development</li> </ul>                                                 |



**Planned learning experience (Birth – 2 Years) Child's/Children's Name/s: Date:**

**What is the learning focus?**

*(Be specific about the learning and/or development and/or dispositions and/or relationships and interactions that are the focus, and link to the learning outcomes in the Early Years Learning Framework)*

**What is the experience?**

**Why am I planning this experience?**

*(Link to observations and/or family information and/or evaluation of previous experience)*

**What resources do I need?**

**What do I need to do to ensure that this experience meets health and safety requirements? When is the best time, place and grouping for this experience?**

**How will I interact with the child/children to scaffold their learning? How did it go?**

*(Include details of how the children responded, how you scaffolded learning and how the children scaffolded each other's learning)*

**What changes did I observe in the child/children?**

*(Link to the learning focus, resources, and strategies, interests, relationships, dispositions, and/or connections to family context – were they appropriate, do I have any new information now that will inform future planning?)*

**What will I do next to follow on from this experience to support the child's/children's learning/development/dispositions/relationship?** *(Discuss learning focus, strategies, experience, grouping and/or resources)*

**What have I learnt from this experience?**

*(Reflect on planning, scaffolding, health and safety, relationships, meaningful curriculum, continuity of learning etc. - link to the pedagogies and practices and the educator's role in the Early Years Learning Framework, and/or theory and literature)*

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## Experience Plan format 3-5 years

### Recommended Experience Plan Format

The following experience plan formats are recommended for use by Teacher Education Students (TES). However, TES can negotiate the use of other similar formats of their choice.

Experience Date: .....

Name of Experience: .....

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rationale for the Experience                                    | You should reference the relevance of this learning and how it is linked to a previous learning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Learning intention                                              | <p>In the learning intention- keep this clear and simple.</p> <p>You need at least 2 learning intentions perhaps one linked to dispositions or skills to be developed and one linked to key concept areas (Language and Literacy, Mathematics and Numeracy, Science, Technology, Creative Arts, Understanding of the World Around the Child (HSIE).</p> <p>What is documented in this section will be analysed. It needs to be observable. E.g. Language and Literacy – for children to build and use vocabulary about dinosaurs. Building vocabulary supports children to interact verbally with others in meaningful ways (EYLF Outcome 5 Children interact verbally and non-verbally with others for a range of purposes)</p> <p>Mathematics: for children to identify numbers 1-5. This supports children's growing mathematical understanding as they see numbers in the world around them (EYLF Outcome 4 Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching, and investigating)</p> |
| Strategies                                                      | <p>Strategies include teaching strategies, steps in the learning process and resources.</p> <p>Remember here that you have children with varying knowledge and abilities, so you need to talk about more than one strategy and if you are targeting a specific strategy at children then you need to briefly outline why.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Questions to support & guide the learning                       | Based on the process what are the questions to support the learning. Remember do not give the children the answer. Try and encourage them to investigate. For example, if you were measuring two pieces of wood. You would ask: <i>what can you notice?</i> So, the children state one is longer than the other. Then assist them in labelling this as difference in length. Rather than saying: <i>can you see the difference</i> . In this example you have given them the label. When children find the label themselves, they can apply this learning (label) to other situations. This is what Escamilla refers to as the <b>connection</b> or transferring the learning.                                                                                                                                                                                                                                                                                                                                                                                         |
| Analysis of the learning & evaluation of strategies & resources | <p>In this section the dispositions, skills or key concepts stated in the learning intention need to be analysed to identify the learning that has become evident. You will need to make a note of your observations from the experience to provide an analysis.</p> <p>Analysis of the strategies &amp; resources required. The analysis identifies and comments on the relevance of the strategies and resource to support the intended learning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Next step<br>(Implications)                                     | The next step comes from the key words /concepts stated in the analysis. Consider how the findings from the analysis can be used to extend and support the child's ongoing learning - the steps in the learning process. Your analysis should also have commented on teaching strategies & resources. How can you build on these to enhance the learning process. Are there new provocations to include.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |