



Graduate Certificate in Early Childhood Education

EDP704: Birth - 2 years

A Guide to Expectations

This EDP704 Birth – 2 years placement is relevant to the following two courses:

- Graduate Certificate in Early Childhood Education (E5M); and
- Bachelor of Education (Primary) and Graduate Certificate in Early Childhood Education (E5Y)

This placement is designed to enable pre-service teachers/graduates to become familiar with the childcare and education context. This placement involves active observation and participation and increased engagement in teaching and learning activities in a birth to 2 years setting. It is conducted over two consecutive weeks (10 days). Throughout the placement, pre-service teachers/graduates are required to maintain a professional planning file which must include planning; policy documents; resources for teaching and learning; and reflections on their own teaching and learning.

What to do in the first five days

- Review the Professional Experience 1 report with your Supervising Educator.
- Undertake *active observation* of teaching strategies, lesson planning, and the children within the classroom or learning space.
- In consultation with your Supervising Educator, develop and reflect on a class data profile to inform your observations and support lesson planning.
- Plan, implement and evaluate at least one learning activity for an individual child, and/or a small group of children.
- Take responsibility for delivering instructions to the whole group on at least one occasion.
- Under the Supervising Educator's guidance, review and implement the centre's positive behaviour support strategies.
- Plan several whole class lessons in consultation with your Supervising Educator for implementation during days 6-10 of the placement (at least one lesson per day). You should plan for these lessons to be 20-30 minutes long.

What to do during days 6-10

Continue as for days 1-5, plus:

- Plan, implement and evaluate a whole class lesson in consultation with your Supervising Educator.
- Evaluate your own teaching and reflect on areas for further learning.
- Undertake focused discussions addressing the Supervising Educator's approach and plan to meet the diverse needs of children.
- Undertake focused discussions on and/or engage in opportunities relating to; the provision of feedback for children, formative and summative assessment and considering children's learning needs.

Supervising Educator: Complete the Final Report at the end of the 10 days.

Please note:

- Throughout this placement, pre-service teachers/graduates should engage fully in the life of the centre, participating in staff meetings and professional learning opportunities, as well as joining in extracurricular activities as appropriate.
- Pre-service teachers/graduates must ensure confidentiality regarding information about the centre, its children, families, and personnel.
- It is expected that both oral and written feedback is provided by the Supervising Educator, in a way that is agreed upon by the Supervising Educator and pre-service teacher/graduate.
- The Supervising Educator maintains a duty of care for the class at all times and should not leave the pre-service teacher/graduate unattended in the classroom for any period of time.
- Pre-service teachers/graduates are encouraged to adopt the instructional model and approach to planning supported by the Supervising Educator and the centre. The University does not require the use of a specific template for planning or reflection.
- There is some flexibility around the timing of these expectations, depending upon the pre-service teacher's capacity to undertake increased responsibility in the classroom and the needs of the Supervising Educator and pre-service teacher/graduate at that time. Ideally, pre-service teachers/graduates will have an opportunity to carry out each of the tasks listed above at a mutually convenient time within the placement.

Documentation

Throughout this placement, pre-service teachers/graduates are expected to maintain a comprehensive observation file and a reflection journal in a format that best meets their individual needs. These documents should provide a foundation for routine discussion with the Supervising Educator and assessment of the pre-service teacher/graduate. In addition, pre-service teachers/graduates are expected to maintain a resource file including centre policies and learning resources. Pre-service teachers/graduates are not required to submit lesson planning to the University. Files and documentation may be viewed if/when practicum visits are conducted by the University mentor, noting that University mentors only conduct centre visits during when requested to do so by the Supervising Educator or pre-service teacher/graduate.

Cautionary Advice Notice

If at any point during placement the Supervising Educator, university mentor and/or pre-service teacher/graduate have concerns that one or more of the standards in the assessment report would not be met by the end of the placement, it is vital that the Cautionary Advice Notice (CAN) be completed in collaboration with the above parties, and returned to the Coordinator, Professional Experience as soon as possible. Doing so will ensure that appropriate support is provided by the School of Education staff for both the pre-service teacher/graduate and Supervising Educator. The CAN form is also included in the initial documentation that is emailed to the centre. For more details and to download the CAN form, see: http://www.utas.edu.au/_data/assets/pdf_file/0010/985510/Cautionary-Advice-Notification.pdf

Assessment

Pre-service teachers/graduate will be assessed against focus areas of the Australian Professional Standards for Teachers. The descriptors in the final report are reflective of the desired levels of achievement for this placement; we do not expect a pre-service teacher/graduate to perform at the 'Graduate Level' at this stage of their program. The Final Report is included in the documentation pack that is emailed to the centre prior to the commencement of the placement. This report must be completed in full, with signatures, achievement indicated for all descriptors, and the number of days on placement confirmed. Written feedback from the Supervising Educator and reflective comments from

the pre-service teacher/graduate in the report is valuable. Please complete the report on the final day of the placement or as soon as possible after the placement is completed. The pre-service teacher/graduate takes responsibility to upload the interim and final report to the Education Professional Experience MyLO site (our learning management system). The Supervising Educator, centre, and pre-service teacher/graduate should keep a copy of the reports for their own records.

Course Structure

For more information on the Graduate Certificate in Early Childhood Education (E5M) study pathways, see:

<https://www.utas.edu.au/courses/cale/courses/e5m-graduate-certificate-in-early-childhood-education>

For more information on the Bachelor of Education (Primary) and Graduate Certificate in Early Childhood Education (E5Y) study pathways, see:

<https://www.utas.edu.au/courses/cale/courses/e5y-bachelor-of-education-primary-and-graduate-certificate-in-early-childhood-education>

Support and Contacts

The Professional Experience Mentor is an experienced educator who liaises between the University, the Education setting and the pre-service teacher/graduate. Whereas the Professional Experience Office is responsible for the administrative and logistical aspects of the placement, the Professional Experience Mentor is the first point of contact for supporting the pre-service teacher/graduate and Supervising Educator through the placement experience and assessment. Subject to the timing of placement arrangements being confirmed, the Professional Experience Mentor is generally allocated 2 weeks prior to the placement commencing and will contact the pre-service teacher/graduate and Supervising Educator via email prior to the commencement date to introduce themselves.

See 'Roles and Responsibilities' here: <https://www.utas.edu.au/education/professional-experience/support-for-supervisors>

For further contact information, see the website here:

<https://www.utas.edu.au/education/professional-experience/contact-us>