



# ECHP323

## Professional Experience 3

S1 Day 2017

*Department of Educational Studies*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	3
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	8
<a href="#"><u>Delivery and Resources</u></a>	10
<a href="#"><u>Unit Schedule</u></a>	11
<a href="#"><u>Learning and Teaching Activities</u></a>	14
<a href="#"><u>Policies and Procedures</u></a>	15
<a href="#"><u>Graduate Capabilities</u></a>	16
<a href="#"><u>Changes since First Published</u></a>	21

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit convenor

Joy Hill

[joycelyn.hill@mq.edu.au](mailto:joycelyn.hill@mq.edu.au)

Contact via iLearn dialogue

X5B, L2, Room 206

Please email via iLearn dialogue to make appointments for consultation

Tutor

Michelle Wilson

[michelle.wilson@mq.edu.au](mailto:michelle.wilson@mq.edu.au)

Contact via iLearn dialogue

TBA

Please email via iLearn dialogue to make appointments for consultation

Fay Hadley

[fay.hadley@mq.edu.au](mailto:fay.hadley@mq.edu.au)

Credit points

3

Prerequisites

ECH231 and ECHP222 and admission to BED(ECE)(0-12)

Corequisites

ECH335

Co-badged status

Unit description

This unit provides students with their first professional experience placement in the school setting. It enables students to gain an understanding of the school curriculum and their role as a teacher in observing and planning in this setting from an early childhood perspective. The unit identifies the importance of transitions between primary schools, early childhood settings and secondary schools. Students explore appropriate ways to guide children's behaviour in the school setting and to explore their philosophy of learning and teaching.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Identify the role of the Board of Studies, Teaching and Educational Standards NSW (NSW BOSTES) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) in relation to curriculum.

Identify the importance of links and transition processes between schools and prior to school services.

Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.

Show knowledge of the range of policies pertaining to specific employer groups in school settings

Observe and assess children in context.

Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).

Demonstrate their role as a reflective practitioner.

Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.

Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## General Assessment Information

This information is to be read in conjunction with the Professional Experience Handbook 2017 and the ECHP323 Professional Experience Expectations.

Detailed information for each individual assessment can be found on the ECHP323 iLearn site under *Assessment*.

All assessments must be submitted and Professional Experience completed satisfactorily in order to be considered for a passing grade in this unit.

It is expected that students will select literature appropriate to the primary school context and age of children.

### **Department of Educational Studies (EC) Assessment Presentation & Submission Guidelines**

**Please follow these guidelines when you submit each assignment:**

- Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and 1.5 spacing.
- All assessments must be submitted through turnitin in .doc or .pdf format for submission.

- Faculty assignment cover sheets are NOT required for this unit.

### **Draft Submissions & Turnitin Originality Reports**

- Students may use Turnitin's Originality Report as a learning tool to improve their academic writing. This option is available in this unit for Assessment 1 only.
- Students are strongly encouraged to upload a draft copy of the first assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.
- The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior to their final submission on the due date.
- Generally, one Originality Report is generated every 24 hours up to the due date.
- Originality Reports will not be available for assessments 2 and 3.

### **When preparing your assignments, it is essential that you note the following:**

- Students are responsible for checking that the assessment has been submitted through TURNITIN successfully by the due date and time.
- Students are responsible for the content that is submitted for the assessment and will be marked on what has been received.
- Students retain a copy of all assignments before submission, and retain the copy until your final grade for the unit has been received.
- Marks will be deducted if you submit your assessment late (refer to the 'late assessments' section below for more details).
- Late submissions due to last minute technical difficulties will incur a lateness penalty.
- No assessment will be accepted after the date that the assessment has been returned to other students.
- If an assessment is considered to be below passing standard, another staff member on the unit will provide a second opinion. No failed assessment may be re-submitted.
- There are changes to requirements for becoming a teacher in the primary school setting. From 2016 students will be required to complete a literacy and numeracy test prior to completing the final placement. Further information can be found: <http://www.nswteacher.s.nsw.edu.au/future-returning-teachers/become-a-teacher/literacy-and-numeracy-tests/>  
In response to this, in this unit students are expected to demonstrate a professional standard of English expression in all assessable work which includes correct spelling, punctuation and grammar. Students who fail to meet this criterion will receive a failing grade overall for the particular assessment. Students who are concerned about their literacy skills are strongly urged to seek support via the library <http://www.mq.edu.au/o>

[n\\_campus/library/research/researching\\_your\\_assignment/#Study%20and%20Writing%20Skills](https://students.mq.edu.au/support/learning_skills) and also assistance with study and writing skills: [http://students.mq.edu.au/support/learning\\_skills](http://students.mq.edu.au/support/learning_skills)

### Assignment extensions and late penalties

Applications for extensions must be made via AskMQ at <https://ask.mq.edu.au> as a "Disruption to Studies" request before the submission date. Students who experience a disruption to their studies through ill-health or misadventure are able to apply for this request. *Extensions can only be granted if they meet the Disruption to Studies policy and are submitted via ask.mq.edu.au.* This will ensure consistency in the consideration of such requests is maintained.

In general, there should be no need for extensions except through illness or misadventure that would be categorised as unavoidable disruption according to the University definition of same, and currently available at:

<https://students.mq.edu.au/study/my-study-program/special-consideration/disruption-to-studies>

**Late submissions without extension will receive a penalty of 5% reduction of the total possible mark for each day late (including weekends and public holidays).** You are reminded that submitting even just 1 day late could be the difference between passing and failing a unit. Late penalties are applied by unit convenors or their delegates after tasks are assessed.

No assessable work will be accepted after the return/release of marked work on the same topic. If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.

Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

Note that:

- Students **MUST** speak with the unit coordinator **prior to submitting their request through <https://ask.mq.edu.au>**
- Extensions will only be granted in receipt of the completed form submitted through ask.mq.edu.au plus supporting documentation.
- Emails are not appropriate means of extension requests.
- It is essential that you plan ahead and organise your study time effectively. Poor time management is not grounds for an extension.
- In the case of computer malfunction, a draft of your assignment may be requested. Please ensure that you print out a draft regularly, so that it is available for submission on request.
- Extensions are usually not granted on the due date.

### **IEC Professional Experience Unit Placement Expectations**

- Students are required to complete 20 days of Professional Experience at a school on a specified grade.
- To be eligible to commence the block placement component of this unit, students:
  - Must have submitted all written assessment tasks and/or associated unit component requirements prior to the commencement of the block;
  - Must meet the attendance requirements for the unit.
- Students must be able to present evidence of the following prior to semester census date (26 March 2017 further information see: <http://www.mq.edu.au/study/postgraduate-study/fees-and-costs/census-dates>) in order to receive a placement for Professional Experience. Students may need to withdraw from this unit if this has not been obtained in time:
  - A Working with Children Check or State/ Territory equivalent
  - Anaphylaxis certificate for training (practical and on line training)
  - Child Protection certificate from online training.
- Students are expected to negotiate with the supervising teacher to complete five (5) observation days at times that do not impact on attendance at tutorials for this or other units. Students who are completing a unit offered by another department are expected to inform and negotiate with that unit convener about their professional experience block dates and to discuss how that unit's requirements can be met. For some situations, it may mean that you are enrolled externally for that unit so that your attendance for tutorials for that unit is not impacted.
- Feedback from Tertiary Supervisors and/or Supervising Teachers is of a general nature. It is incumbent on the student to check the requirements of assessments against the marking criteria and unit outcomes prior to submission.
- **In order to meet the Professional Experience expectations of this unit, students must:**
  - attain a 'Satisfactory' grade for their Professional Experience Practical Work in their Evaluation Report
  - attain a 'Satisfactory' grade for their Professional Experience Folder in their Evaluation Report

### **Withdrawing from this UG Unit**

If you are considering withdrawing from this unit, please seek academic advice by emailing [iec@mq.edu.au](mailto:iec@mq.edu.au) to obtain an appointment with an academic adviser before withdrawing. This unit

may be a co-requisite or prerequisite for units in the following semesters and may impact on your progression through the degree.

### **Family and Children's Records at IEC**

Some assessment tasks require students to submit records about families and about children and their learning. It is expected that the records submitted are original, authentic, adhere to the ethical practices of the [Early Childhood Australia Code of Ethics \(2006\)](#) and is the work of the student. Issues with the authenticity of such records will be investigated for possible forgery (see *Academic Honesty Policy* [http://www.mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html) for further information). Please note that submitted records can only be used once for assessment purposes.

### **Confidentiality**

Students must respect the need for sensitivity and confidentiality and ensure that privacy obligations are met. There should be nothing in assessment submissions that identifies school.

**Use only the first name for children, parents and staff.** Do not record details that enable identification of the site, and of the adults or children.

### **Department of Educational Studies (EC) Academic Honesty Guidelines:**

All assignments should cite and provide full bibliographical details of all material that you have used to inform or support your ideas. At the Institute of Early Childhood, students are required to use the American Psychological Association (APA) referencing procedures. Full details about how to cite and reference correctly can be found in **Perrin (2015)** and in the Department of Educational Studies (EC) **Academic Honesty Handbook**.

#### *Required text*

Perrin, R. (2015). *Pocket guide to APA style* (5th ed.). Wadsworth: Cengage Learning.

### **Grades**

Grades will be awarded at the completion of the unit according to the following criteria.

#### **HD**      *High Distinction 85-100%*

Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the discipline.

#### **D**          *Distinction 75-84%*

Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the discipline and the audience.

#### **Cr**          *Credit 65-74%*

Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the discipline.

**P** *Pass 50-64%*

Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the field of study; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the discipline. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes.

**F** *Fail 0-49%*

Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the discipline.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Transition to school</u></a>	20%	No	Week 3, 16/3/17
<a href="#"><u>Professional Experience Folder</u></a>	0%	No	Week 6 or Oncampus
<a href="#"><u>Guiding children's behaviour</u></a>	40%	No	Week 7, 13/4/17
<a href="#"><u>Professional Experience</u></a>	40%	No	Week 13, 8/6/2017

### Transition to school

Due: **Week 3, 16/3/17**

Weighting: **20%**

This assessment will enable students to develop an understanding of transition to school processes and strategies from the primary school perspective.

On successful completion you will be able to:

- Identify the importance of links and transition processes between schools and prior to school services.
- Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.



- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## Professional Experience Folder

Due: **Week 6 or Oncampus**

Weighting: **0%**

This task is designed to ensure that students have an understanding of the processes involved in documenting children's learning.

This task will be completed in assigned classes. Students will be required to come to class with their digital folder set up and appropriate content to date available.

This assessment will be graded SATISFACTORY or UNSATISFACTORY.

On successful completion you will be able to:

- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).

## Guiding children's behaviour

Due: **Week 7, 13/4/17**

Weighting: **40%**

The purpose of this assessment is to articulate appropriate strategies to guide children's behaviour and the theories which underpin these strategies.

On successful completion you will be able to:

- Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.
- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## Professional Experience

Due: **Week 13, 8/6/2017**

Weighting: **40%**

This assessment has two components:

### **Part A Recording children's learning**

This assessment develops student's understanding of the importance of the AITSL Graduate Teacher Standards in relation to their role in recording children's learning.

Extensions will not be granted for this assessment unless students have supporting documentation for absence from placement for 5 or more days.

### **Part B Professional Experience Evaluation document**

This document is graded as satisfactory or unsatisfactory and determines the outcome of the placement and therefore the unit.

On successful completion you will be able to:

- Identify the role of the Board of Studies, Teaching and Educational Standards NSW (NSW BOSTES) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) in relation to curriculum.
- Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.
- Show knowledge of the range of policies pertaining to specific employer groups in school settings
- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).
- Demonstrate their role as a reflective practitioner.
- Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.
- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## **Delivery and Resources**

**It is the responsibility of individual students to be aware of pre and co requisites throughout their program. If you are considering withdrawing from this unit please seek academic advice as this may impact on your progression throughout the degree.**

***Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult the Unit Coordinator.***

***Students having difficulty at an time throughout the semester for example, with unit content, assessment queries or placement concerns are urged to contact the Unit Coordinator EARLY to discuss issues.***

This unit will introduce the student teacher to the school curriculum and the importance of the relationships across schools and early childhood settings. This unit will also provide opportunities to explore appropriate ways to guide children's behaviour and to refine and articulate a

philosophy of professional practice.

Like all Reflective Practice units, this unit incorporates theory and practice by combining university-based study with professional experience in a school setting (K-6). It reflects an understanding that teaching is a complex undertaking, not a simple, straightforward series of skills to be learnt by copying another teacher. The unit is based on a belief that student teachers develop professionally through opportunities to make decisions and to act upon these decisions. The student teacher's decision making will be informed by thoughtful analysis of relevant factors, careful consideration of possible outcomes and implications of actions, and on-going reflection about personal practice.

***This unit does not directly teach curriculum content (<http://www.boardofstudies.nsw.edu.au/k-6/>). Students are expected to use syllabuses (<http://syllabus.bos.nsw.edu.au>) for KLAs in line with their school placement.***

***It is expected that students have a working knowledge of KLAs for Kindergarten to Year 6 from completion of prior units and from personal study.***

### Classes

The timetable for classes can be found on the University web site at:  
<https://timetables.mq.edu.au/2017/>

- 1 hour lectures will be available online
- 1 hour tutorials will be held weekly for internal students. This Tutorial is timetabled for Thursday.
- Students are expected to listen to the online lecture prior to coming to class. For external students it is expected that students listen weekly online.
- External students are to attend on campus day, Saturday 29th April from 9am – 5pm.
- In order to be eligible for a passing grade, students must meet the following attendance requirements:
  - Internal students must attend at least 80% of all tutorials
  - External students must attend all of the compulsory on-campus session on Saturday 29th April.

## Unit Schedule

Week beginning	Topic/ Lecturer	Readings

<p>Week 1</p> <p>Feb 27</p>	<p>Setting the context (K. De Gioia)</p> <ul style="list-style-type: none"> <li>• Role of NSW Board of Studies in Curriculum</li> <li>• Policies and legislation which impact on teachers</li> <li>• Professional Standards Framework</li> <li>• Support documents, resources, personnel and referral agencies which interact with schools</li> <li>• Australian Curriculum, Assessment and Reporting Authority (ACARA)</li> </ul>	<p><b>Familiarise yourself with the following websites.</b></p> <p><i>NSW Syllabus for the Australian Curriculum</i> <a href="http://syllabus.bos.nsw.edu.au/">http://syllabus.bos.nsw.edu.au/</a></p> <p><i>Australian Institute for Teaching and School Leadership</i> <a href="http://www.aitsl.edu.au/">http://www.aitsl.edu.au/</a></p> <p>Groundwater-Smith et al (2015), Chapter 1</p>
<p>Week 2</p> <p>March 6</p>	<p>Linking early childhood services and schools (K. De Gioia)</p> <ul style="list-style-type: none"> <li>• The NSW context</li> <li>• Professional dialogue</li> </ul>	<p>Reading 1: Murray (2014)</p> <p>Reading 2: Early Childhood Australia, &amp; Australian Curriculum Assessment and Reporting Authority (2013)</p> <p>Groundwater-Smith et al (2015) Cht 2</p>
<p>Week 3</p> <p>March 13</p>	<p>Guiding children's behaviour (K. De Gioia)</p> <ul style="list-style-type: none"> <li>• Theories of discipline, links to practice</li> <li>• Personal beliefs about children and behaviour</li> <li>• Gaining rapport</li> <li>• Safety in school</li> <li>• Key policies, documents, resources, personnel and referral agencies</li> </ul> <p><b>ASSESSMENT 1 DUE - 20%</b></p>	<p>Groundwater-Smith et al (2015), Chapter 4</p> <p>Lyons, Ford &amp; Slee (2014) Chapter 1</p>
<p>Week 4</p> <p>March 20</p>	<p>Guiding behaviour and engaging (K. De Gioia)</p> <ul style="list-style-type: none"> <li>• Positive student behaviour and promotion of positive relationships within the classroom</li> <li>• Intervention to manage disruptive student behaviour</li> <li>• Students with special needs within the school setting including strategies to facilitate success</li> <li>• Discipline/ crisis/ emergency response for disruptive student behaviour</li> <li>• Working in partnership with others: parents/ counsellors/ other teachers</li> </ul> <p>(Census date: 26 March)</p>	<p>Reading 3: Thompson &amp; Carpenter (2014)</p> <p>Lyons, Ford &amp; Arthur-Kelly (2011) Chapter 3 &amp; 7</p>
<p>Week 5</p> <p>March 27</p>	<p>Guiding behaviour and engaging students (Guest lecturer)</p> <ul style="list-style-type: none"> <li>• Strategies from the field</li> <li>• The Learning Environment</li> </ul>	<p>Reading 4: Porter (2007)</p> <p>Groundwater-Smith et al (2015), Chapter 5</p>

<p>Week 6 April 3</p>	<p>Planning in the school setting (K. Highfield)</p> <ul style="list-style-type: none"> <li>• Making observations K-6 and linking to BOSTES syllabus documents</li> <li>• Linking to the Outcomes and Indicators</li> <li>• Teaching and learning strategies</li> <li>• Learning goals in lesson preparation</li> <li>• Tools for planning</li> </ul> <p><b>Professional Experience Folders Ready for Viewing and Sharing. INTERNALS</b></p>	<p>Reading 5: Killen (2013)</p> <p>Groundwater-Smith et al (2015), Chapter 8</p> <p>Lyons, Ford &amp; Slee (2014) Chapter 4</p>
<p>Week 7 April 10</p>	<p>Planning in the school setting (K. Highfield)</p> <ul style="list-style-type: none"> <li>• Lesson development and sequencing, catering for individual needs within a group</li> <li>• Teaching and learning strategies for meeting the needs of diverse learners (Indigenous, EAL/D, special education, GAT)</li> <li>• Integrated units of work</li> </ul> <p><b>ASSESSMENT 2 DUE - 40%</b></p> <p>-----</p> <p><b>Recess: 17th April – 28th April</b></p> <p><b>External on campus Saturday 29th April (Professional Experience Folders Ready for Viewing and Sharing EXTERNALS)</b></p> <p>-----</p>	<p>Groundwater-Smith et al (2015), Chapter 9</p> <p>Lyons, Ford &amp; Slee (2014) Chapter 5</p>
<p>Week 8 May 1</p>	<p>Assessing student learning (K. Highfield)</p> <ul style="list-style-type: none"> <li>• Assessment types</li> <li>• Assessing student learning</li> <li>• Providing feedback – oral and written, work samples with focus on literacy needs</li> <li>• Links between outcomes and assessment strategies</li> <li>• Reporting</li> <li>• Strategies for record keeping</li> <li>• Assessment to inform future planning</li> </ul>	<p>Reading 6: Brady &amp; Kennedy (2012)</p> <p>Groundwater-Smith et al (2015), Chapter 10 &amp; 11</p>

Week 9	Philosophy: Working with others (K. De Gioia)	Reading 7: Blaise & Nuttall (2011)
May 8	<ul style="list-style-type: none"> <li>· Strategies to assist with developing learning partnerships with families – including Aboriginal families, families from non-English Speaking backgrounds, families with children with additional needs and behavioural needs</li> <li>· Assumptions underpinning one's teaching practice</li> <li>· Strategies to assist with home/ community connections and literacy practices with families</li> <li>· Creating partnerships and an interagency approach</li> </ul>	Reading 8: De Gioia (2013)  Groundwater-Smith et al (2015), Chapter 12
Week 10	<b>Professional Experience block placement: 15th May – 2nd June</b>	
Week 11		
Week 12		
Week 13	Philosophy: Moving forward (K. De Gioia)	Groundwater-Smith et al (2015), Chapter 13
June 5	<ul style="list-style-type: none"> <li>• Changing practices, challenging philosophy</li> <li>• Keeping abreast of current research</li> </ul> <p><b>ASSESSMENT 3 DUE - 40%</b></p>	Lyons, Ford & Slee (2014) Chapter 6

## Learning and Teaching Activities

### Unit Expectations

Expectations for: Internal students: come to tutorials prepared having read the weekly readings and listened to the lecture. External students: complete weekly tasks available on line. Come to on campus prepared; having read the weekly readings and listened to the lectures. All students: - read widely and give thoughtful consideration to the ideas encountered - participate fully in tutorials discussions and activities - submit all assessments - undertake 20 days of Professional Experience (5 observation days and 15 teaching days) and fulfil all Professional Experience requirements - submit the Professional Experience Evaluation form on completion of placement.

### Professional Experience

Students will be expected to complete three weeks of Professional Experience from Monday 15th May – Friday 2nd June 2017. Prior to this, students are expected to negotiate with the cooperating teacher to complete five (5) observation days at times which do not impact on attendance at tutorials for this or other units. Students will be assessed as satisfactory or unsatisfactory against the Professional Experience Evaluation form.

### External Students

External students are strongly advised to make use of the support services available. These include: Students are to download the lecture from the iLearn website (via Echo). Students need to set aside time weekly to work through the tasks on iLearn and listen to the lecture. It is important to also read as widely as possible. Weekly tasks: External students will be expected to

access and complete tutorial tasks listed under Learning Modules via the iLearn website.

Compulsory on-campus session: The compulsory on-campus session is scheduled for Saturday 29th April from 9.00am – 5.00pm. Students will have the opportunity to discuss the unit content and weekly tasks provided on iLearn. Students will also have the opportunity to discuss issues associated with Professional Experience.

## Requirements prior to placement notification (Working with Children check or equivalent, anaphylaxis and child protection)

Further information with regards to requirements for placement can be found in the 2017 Professional Experience Handbook. The link to this is located on the iLearn site. Approval processes for working with Children checks: All students are required to complete the appropriate approval processes for working with children before commencing any observation days in school settings. Students are responsible for ensuring they have completed the necessary documentation for their State/ Territory. Students must be able to present evidence of completion prior to semester census date in order to receive a placement. Specific school placement requirements: Prior to commencing any school based Professional Experience placements (including observation days), students must complete two training sessions and present appropriate documentation prior to semester census date, in order to be eligible for a placement:

- Child protection training: <https://www.det.nsw.edu.au/proflearn/cpat/cpat.html> (online training only)
- Anaphylaxis training: <http://etraining.allergy.org.au/mod/resource/view.php?id=97> (online training and practical training requirements)

Anaphylaxis practical sessions will be conducted through the Professional Experience Office. Students are required to keep a copy in their Professional Experience folder.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html)

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy (in effect until Dec 4th, 2017): [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of

Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

### Additional documentation for Professional Experience units

The information in this unit outline must be read in conjunction with the 2015 Professional Experience Handbook and the ECHP323 Guidelines for placement. These documents are both available on the iLearn site.

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be



imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

### **Learning outcome**

- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).

### **Assessment tasks**

- Transition to school
- Professional Experience

## **Capable of Professional and Personal Judgement and Initiative**

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

### **Learning outcomes**

- Identify the role of the Board of Studies, Teaching and Educational Standards NSW (NSW BOSTES) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) in relation to curriculum.
- Identify the importance of links and transition processes between schools and prior to school services.
- Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.
- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).
- Demonstrate their role as a reflective practitioner.
- Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.

### **Assessment tasks**

- Transition to school
- Professional Experience

## Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

### Learning outcome

- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

### Assessment task

- Professional Experience

## Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

### Learning outcomes

- Identify the role of the Board of Studies, Teaching and Educational Standards NSW (NSW BOSTES) and the Australian Curriculum, Assessment and Reporting Authority (ACARA) in relation to curriculum.
- Identify the importance of links and transition processes between schools and prior to school services.
- Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.
- Show knowledge of the range of policies pertaining to specific employer groups in school settings
- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).
- Demonstrate their role as a reflective practitioner.

- Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.
- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## **Assessment tasks**

- Transition to school
- Professional Experience Folder
- Guiding children's behaviour
- Professional Experience

## **Critical, Analytical and Integrative Thinking**

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## **Learning outcomes**

- Identify the importance of links and transition processes between schools and prior to school services.
- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).
- Demonstrate their role as a reflective practitioner.

## **Assessment tasks**

- Transition to school
- Guiding children's behaviour
- Professional Experience

## **Problem Solving and Research Capability**

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

## Learning outcomes

- Observe and assess children in context.
- Plan for children in the school setting using outcomes and indicators from the Key Learning Areas (KLAs).

## Assessment tasks

- Guiding children's behaviour
- Professional Experience

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## Learning outcomes

- Identify the importance of links and transition processes between schools and prior to school services.
- Demonstrate their role as a reflective practitioner.
- Demonstrate understanding of philosophy of working in partnership with school staff, families and different communities.
- Demonstrate a professional standard of English expression in written and oral work throughout the unit.

## Assessment tasks

- Transition to school
- Professional Experience Folder
- Guiding children's behaviour
- Professional Experience

## Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

## Learning outcome

- Identify effective strategies for guiding children's behaviour and demonstrate this in the school setting.

## Assessment tasks

- Guiding children's behaviour
- Professional Experience

## Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

## Assessment task

- Professional Experience

## Changes since First Published

Date	Description
22/02/2017	Updated Disruption to studies link.