

## ED1439 Professional Experience Statement of Completion & Attendance Report

To support the assessment processes and JCU's commitment to academic integrity, we ask that all Reports be returned **ONLY** by Site Coordinators. The Digital Report must be submitted to the Student Placement Team via email at [placements@jcu.edu.au](mailto:placements@jcu.edu.au).

**The Report is due within 5 days of Placement completion, allowing the  
Preservice Teacher to register a result for the subject before 14<sup>th</sup> December**

Please cc PST in the email so they may retain a copy of the Report for their Portfolio.

	Name	Signature	Date
Preservice Teacher			
Student ID			
SBTE			
QCT Current Registration		Centre	
Task			
Engaged in Centre Induction	Completed		
Obtained Parent/carer permission to conduct documentation of the focus child's learning and Development	Completed		
Discussed and gathered Centre information for Situational Analysis task	Completed		
Gathered information for Documentation 1- Sense of Identity (Narrative) and shared analysis to discuss how it can inform future planning	Completed		
Gathered information for Documentation 2 – Connectedness (A different type of Narrative) and shared analysis to discuss how it can inform future planning	Completed		
Gathered information for Documentation 3 – Wellbeing (Checklist) and shared analysis to discuss how it can inform future planning	Completed		
Gathered information for Documentation 4 – Active Learning (Samples) and shared analysis to discuss how it can inform future planning	Completed		
Gathered information for Documentation 5 – Communicating (Language Transcript) and shared analysis to discuss how it can inform future planning	Completed		
Provide the Centre with a copy of each type of documentation for the child's portfolio	Completed		
Engaged in suggested Professional Dialogue	Completed		

Co-planned a learning experience based on Documentation 5	
Gather and record evidence to complete a transition statement	
Enacted the co-planned experience	
<p>Completed 10 days of Professional Experience– min 5 hours contact time per day, maximum 6 hours</p> <p>Preservice Teachers are to participate in the <b>Educational Planned program and practice</b> (Quality Area 1) for 3-5-year- olds, with <b>intentional teaching</b> (1.2.1) through the assessment and planning cycle (1.3.1). PST to shadow the SBTE for a minimum of 5 hours of contact time per day and a maximum of 6 hours of contact time, including planning and reflection time with your Site-Based Teacher Educator. Contact</p>	
Participated in all room activities in a professional manner. This can include implementing learning experiences co-planned with the Site-Based Teacher Educator, based on documenting a focus child’s learning and development, and engaging with children to support their learning and development.	
<p><i>Overall, comments to support PST develop the professional practices of observing and documenting children’s learning and how they interpret the information they collect.</i></p>	