

## ED3590 Statement of Completion Report & Attendance Record

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 to support Preservice Teachers' subject progression.

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

<b>Preservice Teacher:</b>		
<b>JCU Partnership Centre:</b>		<b>Room:</b>
<b>SBTE Name:</b>		

Confirm the Preservice Teacher has completed the following activities:	
Preservice Teacher's required tasks	Completed
Engaged in Centre Induction provided by the Site Coordinator	
Provided the Introduction to Professional Experience template - Form 1	
Collected Parent/Carer Permission forms – Form 2	
Collected information for their Quality Improvement Plan (QPI)	
Collected Documentation for Learning Story 1	
Implemented 1 <sup>st</sup> Teacher-directed experience	
Collected Documentation for Learning Story 2	
Implemented 2 <sup>nd</sup> Teacher-directed experience	
Collected Documentation for Learning Story 3	
Implemented 3 <sup>rd</sup> Teacher-directed experience	
Engaged in suggested Professional Dialogue with SBTE	
Completed 50 hours of Professional Experience (10 days) over 5 weeks during the study period	

Comment regarding the Professional Conduct of the Preservice Teacher:

As Preservice Teachers, you must participate fully in the 50 hours Placement (10 days) at the Centre to which you are assigned. You are required to document your attendance, which your Site-Based Teacher Educator will verify. The **10 days are spread evenly across 5 weeks to align with weekly coursework**. Therefore, ten rows have been provided. In any given week, Preservice Teachers are to participate for a **minimum of 5 hours** of contact time per day and, with additional preparation and reflection time, up to **6 hours per day**.\*

Please complete the weekly attendance record and have your Site-Based Teacher Educator sign it after each **session**. The Site Coordinator at the Centre should be asked to sign in the space provided upon completion of the 10 days.

\*Placement in the ECE Centre, Preservice Teachers are to **participate** in the Educational **Planned program and practice** (Quality Area 1) for 0-2-year-olds. PST to shadow the Teacher for a minimum of 5 hours of Educational program and practice 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 time **does not include lunch or tea breaks, but it does include periods** when children are sleeping.

Days	Date Attended	Start time	Finish time	Length of contact time attended
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
			TOTAL	
SBTE Signature:				