Description: Early Childhood Professional

<table>
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<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>ONC</td>
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Academic Group: FOEDU
Academic Org: FOE004
HECS Band: 1
ASCED Code: 070101

STAFFING
Examiner: Dianne Small
Moderator: Kari Winer

RATIONALE

Early childhood educators commencing employment and undertaking administration at the beginning of their careers require knowledge of personal and professional characteristics, skills and responsibilities which are associated with effective educational practice. Since the range of early childhood employing bodies and associated industrial settings is broad, beginning educators would be advantaged by knowledge of employment processes relating to a variety of early childhood services and by possession of skills in meeting differing requirements for commencing employment. Awareness of current issues and trends in the early childhood field would also enable early childhood professionals to make informed choices in adapting to changing policy environments, undertaking advocacy for young children and families and developing teamwork and leadership skills.

SYNOPSIS

This course will introduce beginning early childhood educators to employment and management issues which will be expanded in a subsequent administration course and will offer professional development designed to assist with individual career commencement. It will incorporate practical skills for early childhood educators seeking employment, working with other staff and the community, responding to policy change and maintaining procedures which reflect current legal and ethical requirements. Current issues and trends in the early childhood field will be related to policy directions and the role of the early childhood professional in research, leadership and advocacy.
OBJECTIVES

On successful completion of this course students will be able

- to: Identify requirements of a range of early childhood employers and accrediting bodies; outline major legal responsibilities of early childhood educators; prepare reports, proposals, policy and procedures documents for early childhood service administration; relate current issues in early childhood education to policy change; analyse current legislative and regulatory changes and the impact on early childhood services; identify strategies for meeting management, interviews, advocacy, and teamwork.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Early childhood employment opportunities and the varying requirements of employers, teacher registration bodies and other accreditation processes</td>
<td>10.00</td>
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<tr>
<td>2. Employment law, industrial representation and staff teamwork processes in varied early childhood service types</td>
<td>20.00</td>
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<tr>
<td>3. Family law, tort of negligence, financial law, compliance with regulation and other legal issues in early childhood services</td>
<td>20.00</td>
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<td>4. Family and community consultation, interview and meeting procedures, writing of reports and proposals</td>
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<tr>
<td>5. Impact of legislative and regulatory change and other current issues in early childhood education and care on policy and procedures formation</td>
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<tr>
<td>6. Advocacy and leadership roles for early childhood professionals, including application of research and reflective practices</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<td>Lectures</td>
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<td>Private Study</td>
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<td>Tutorial</td>
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**ASSESSMENT DETAILS**

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
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<td></td>
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**NOTES:**

1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
2. Further details about the due dates are detailed in the assessment section of the Course Specifications.

**OTHER REQUIREMENTS**

1. When there is more than one marker for a single item of assessment, the distribution patterns and means for the different markers will be compared and marks adjusted if necessary.
2. Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
3. Summative assessment items will be given a numerical score.
4. Course Grades will be calculated by aggregating the weighted result or numerical score for each summative assessment item.
5. All assessment items must be submitted and passed overall.
6. If assignments are submitted after the due date without an approved extension of time, University penalties will apply.