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>30690</td>
<td>1, 2004</td>
<td>ONC</td>
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Academic group: FOEDU
Academic org: FOE004
Student contribution band: 1
ASCED code: 070101

STAFFING
Examiner: Shirley O’Neill
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>
<td>20.00</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>
<td>15.00</td>
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<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:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

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>
<td>45.00</td>
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<tr>
<td>Lectures</td>
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<tr>
<td>Private Study</td>
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<td>Tutorial</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>INDIVIDUAL FOLIO</td>
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<tr>
<td>INDIVIDUAL PROJECT</td>
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<td>60.00</td>
<td>30 Apr 2004</td>
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IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
   (b) To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assignment.

3 Penalties for late submission of required work:
   (a) If students submit assignments after the due date without prior approval then a penalty of 5% of the total marks available for the assignment will apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
   (a) To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily completing all summative assessment items (the examination and assignments).

5 Method used to combine assessment results to attain final grade:
   (a) The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
   (e) There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   (d) There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

1 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) If requested, students will be required to provide a copy of assignments submitted for assessment purposes. Such copies should be despatched to USQ within 24 hours of receipt of a request being made. (c) The examiner may grant an extension of the due date of an assignment in extenuating circumstances.