



ACT
Government
Education

ACT PUBLIC PRESCHOOLS PARTICIPATION OF PRACTICUM STUDENTS

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Education Directorate

Contents

1. OVERVIEW	1
2. RATIONALE	1
3. PROCEDURES.....	1
4. RESPONSIBILITIES	1
5. CONTACT.....	2
6. MONITORING AND REVIEW	2
7. COMPLAINTS.....	2
8. RELATED POLICIES AND IMPLEMENTATION DOCUMENTS.....	3
9. REFERENCES.....	3

Glossary

Term	Definition
Regulatory authority	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the National Quality Standard .
Approved provider	Approved providers must operate approved services that meets the obligations in the National Law . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators. In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
Setting	An early childhood education and care service (centre-based) under the National Law that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
Enrolment	The term used for the administrative procedure by which a person becomes a student of an education provider.
Orientation	The act of supporting familiarity and understanding with reference to a setting, processes and people.
Placement	The process of allocating a student to a particular preschool.
Preschool age	A child is considered of preschool age if they turn 4 prior to 30 April during the year they start preschool.
Guardian	A person who is legally responsible for the care and wellbeing of a child.
Authorised person	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool.

This document relates to obligations under **Regulations 155, 156 and 166** of the [Education and Care Services National Law](#). **00048/19** is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document. Current documents are available on the [Directorate’s website](#).

	* Does not include a parent who is prohibited by a court order from having contact with the child.
Authorised nominee	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
Nominated supervisor	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.
Person in day-to-day charge	The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service. A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the National Law . The responsibilities relevant to educators under the National Law continue to apply. An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.
Educators	Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.
Educational leader	The National Law requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.
Blue Book	Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.
Centre-based service	An education and care service other than a family day care service.
Obligations to notify	Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.

Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
 - nutrition, food and beverages, and dietary requirements;
 - sun protection;
 - water safety, including safety during any water-based activities;
 - the administration of first aid; and
 - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
 - a code of conduct for staff members;
 - determining the responsible person present at the service; and
 - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

1. Overview

- 1.1. This procedure outlines strategies for the participation of practicum students (practicum students) in public preschools.
- 1.2. At all times in attendance, a practicum student is viewed as a member of the teaching staff and is expected to act accordingly. Refer to policies and procedures relating to the [ACT Public Sector Code of Conduct](#).

2. Rationale

- 2.1. It is important that all educators are aware of their responsibilities when supervising and monitoring practicum students in public preschools.

3. Procedures

- 3.1. Professional experience is a foundation requirement of the early childhood degree and provides practicum students with the opportunity to extend insight into the operation of educational facilities and develop professional pedagogy.
- 3.2. It is the responsibility of the mentoring teacher to collaborate with the practicum student to develop learning programs for the children in their care.
- 3.3. It is the responsibility of the practicum student to initially approach the school environment, inform the professional practice coordinator of their schedule across the practicum and provide permission to observe forms (if necessary).
- 3.4. The school administrative staff will require identification, including the Working with Vulnerable People Card and any other relevant identification.
- 3.5. The practicum student will complete a Student and Volunteer Record.
- 3.6. The professional practice coordinator or educational leader will provide an orientation and induction to the public preschool environment. The induction will include:
 - a tour of the school;
 - introduction to key administrative personnel;
 - a tour of the preschool environment;
 - signing in and out each day;
 - an introduction to the preschool philosophy and qip;
 - an introduction to policies and procedures;
 - familiarisation with the code of conduct, employment requirements, expectations, hours of attendance etc;
 - information regarding notification of absences;
 - familiarisation with the group of children;
 - identification of children with medical conditions; and
 - supervision requirements.

- 3.7. The practicum student will inform the mentoring teacher of the requirements of the practicum placement and any associated unit of work which need to be completed during the placement.
- 3.8. It is essential that the mentoring teacher supervise and mentor the practicum student as an emerging educator. This includes reviewing documentation, discussing and reviewing learning programs, and completing written feedback depending on the year level of the practicum student.
- 3.9. Feedback ideally should be given mid-way and at the completion of the placement.
- 3.10. The university at which the practicum student is enrolled will provide a framework to guide the mentoring relationship during the placement.
- 3.11. Practicum students in their final placement will be given a Directorate report which will be provided by a member of the leadership team. This may be used toward the selection process for graduating teachers applying for entrance to the ACT Education Directorate.
- 3.12. Refer to university guidelines for the management of *At-Risk* practicum students.
- 3.13. At no time will the practicum student be left to supervise the children or a group of children which are not in sight or sound of educators employed at the public preschool.
- 3.14. Attendance is expected each day in order to meet the requirements of the placement.
- 3.15. Attendance of a practicum student in schools is seen as a professional responsibility to mentor and grow the teaching profession. A high level of professionalism is expected during the placement, maintaining a level of confidentiality and contributing to professional learning communities.
- 3.16. The practicum student is encouraged to seek assistance if he or she is experiencing difficulties by approaching personnel who are in a position to help.

4. Contact

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact School Operations on 6205 3313 or email SchoolOperations@act.gov.au

5. Monitoring and review

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

6. Complaints

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
 - the school principal in the first instance;

- the Directorate Feedback and Complaints team on (02) 6205 5429 or through the [online form](#); and
- ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 1114](#) or complaintsCECA@act.gov.au.

6.2. For more information also refer to the [Complaints Policy](#) on the Directorate's website.

7. Related Policies and Implementation Documents

- 7.1. ACT Public Service Code of Conduct
- 7.2. ACTPS Values and Signature Behaviours
- 7.3. Teachers' Code of Conduct
- 7.4. Australian Professional Standards for Teachers
- 7.5. Staff and Volunteers Record
- 7.6. Additional Information
- 7.7. Working with Children and Young People Visitors
- 7.8. Working with Vulnerable People Information for Volunteers and Visitors in Schools
- 7.9. WWCYP Interim Guidelines for Principals and Staff Managing Volunteers and Visitors

8. References

- [Education and Care Services National Regulations](#)