

## Professional Experience Report - NOVICE - EDU4034 (Birth - 2 year old setting)

Respondent:

Campaign Name

Student: Student Name (Code)

Agency: Agency Name

Placement Date: 29/6/2026 - 29/6/2026

Placement Result: Placement Result

Experience: Experience

Allocation Group: Allocation Group Name

Duration: 1 Day Experience

As a supervising teacher you are required to complete a report at the end of each placement, providing an assessment of performance in a number of key areas and comments as an elaboration of that assessment. The report should be discussed with the PST and the acknowledge box should be ticked by both the supervising teacher and the pre-service teacher. Where 2 supervising teachers were mentors, both should complete the report together.

**Please verify the total days completed are as reflected in the report. Where total days shown are incorrect, contact the placements team, [education.placements@latrobe.edu.au](mailto:education.placements@latrobe.edu.au), to advise of the correct total days before completing and submitting this report. The report will be updated with the correct dates/days to allow submission.**

It is essential that the supervising teacher report is completed as soon as possible. It indicates whether a pre-service teacher has attained satisfactory skills in the relevant areas, which is a hurdle requirement of the subject, and without it a grading cannot be made.

The report should be completed with the pre-service teacher **before** the pre-service teacher leaves and submitted to the University promptly.

Once the placement has been completed and all required reports have been submitted, an invoice will be issued to the school/setting by the University's invoicing team. The Student Placement Coordinator/Director will be asked to review and confirm that the invoice details are correct. Once confirmed, the invoice will be processed for payment.

All fields marked with an asterisk \* are required fields.

### SECTION: Setting Undertaken

Confirm setting where placement undertaken

Placement was undertaken in a Birth to 2 year-old setting (Required field)

Options

Yes

### SECTION: Professional Knowledge

Please assess the pre-service teacher as a NOVICE: new to, and inexperienced in the profession.

Use the following ranking for your evaluation:

**M** – Meets expectations. **D** – Does not meet expectations. **N/A** – Not applicable

Participates effectively & appropriately in an early childhood setting [APST 1] (Required field)

Options

Meets expectations

Does not meet expectations

Not applicable

Uses relevant curriculum documents to support planning & assessment processes [APST 2] (Required field)

Options

Meets expectations

Does not meet expectations

Not applicable

Designs individual/group learning experiences based on the children's interests & capabilities [APST 1] (Required field)

Options

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Understands impact of the diverse needs of children & applies this to planning [APST 1] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Responds to the legal & ethical requirements for working with parents & children [APST 1] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**SECTION: Professional Practice**

**Is able to interact effectively with the children & their parents [APST 3] (Required field) (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Writes detailed & meaningful observation notes as a basis for assessment & planning [APST 5] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Plans for a safe but challenging environment for all children [APST 4] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Uses assessment as an indicator of strengths, achievements & ongoing progress [APST 5] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Employs materials, resources & technologies effectively to promote learning [APST 3] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**SECTION: Professional Engagement**

**Responds to advice in order to develop teaching approaches & strategies [APST 6] (Required field)**

**Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Demonstrates effective organisational & administrative skills [APST 7] (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Shows initiative, is willing to accept responsibility [APST 7] (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Works with the early childhood setting team to provide an optimum learning environment for children [APST 7] (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Communicates well with parents & staff [APST 7] (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**Is reliable & punctual [APST 7] (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |
| Not applicable             |  |

**SECTION: Overall Rating**

What is your overall assessment of this pre-service teacher? Please mark the appropriate box.

**Overall Rating (Required field)****Options**

|                            |  |
|----------------------------|--|
| Meets expectations         |  |
| Does not meet expectations |  |

**SECTION: General Comments****Strengths****Areas that need improvement****SECTION: Supervising Teacher Acknowledgements****Supervising Teacher Name (Diploma Qualified)****Supervising Teacher Name (Bachelor Qualified or "working towards")**

**Supervising Teacher Acknowledgement (Required field)**

**Options**

Yes

**SECTION: Pre-Service Teacher (Acknowledgement)**

Supervising Teacher to acknowledge on behalf of Pre-Service Teacher.

**Acknowledge (Required field)**

NOT FOR SUBMISSION