

Early Childhood Education

Professional Experience Report

The UC Professional Experience Report has been updated to the latest version of Adobe, which should improve the experience for users. Below are some tips to complete it successfully:

General information about the report

- General information is included on the front page, including information on Intervention and Support if required during the placement.
- It is advised that Mentor Teachers and Preservice Teachers collaborate to complete the report and that the report is used as a point of reference throughout the professional experience to discuss progress and identify areas to develop.
- Complete all checkbox sections on the first page of the report to ensure the information is accurate.
- Check the placement start and end dates are correct, to ensure the report matches the student attendance.
- Mentors, please complete the relevant comment and ratings sections on the following pages.

Completing the sign-off

- The PDF can be completed and signed online – please open the report using Adobe. It can also be printed and completed manually if needed.
- Mentors - do not sign the report with the Digital ID until the Mentor comments and ratings have been completed. The report will lock once the Mentor's Digital ID is filled. This is a security measure to ensure the Mentor feedback cannot be altered.
- The student and SPEC/Centre Director sections will remain open for completion after the Mentor has signed. If the Preservice Teacher and SPEC/Centre Director have not completed their sections, they will have access to the appropriate sections to complete the report.
- If you don't want to navigate the Digital ID steps below, print the completed report at this stage and manually sign and date to finalise the report.
- **Digital ID** – if you don't already have a Digital ID set up and saved, go through the following steps to create one:
 - Click on the appropriate signature section (Mentor, Pre-Service Teacher or SPEC/Centre Director)
 - If you have a Digital ID saved, choose the Digital ID and continue to signing
 - If you don't have a Digital ID:

1. choose “configure new Digital ID”
2. choose “Create a new Digital ID”
3. choose “Save to File”.
4. Enter your name, school details, email address and change the country/region to Australia.
5. Press Continue.
6. Create a password to protect the Digital ID (Note your password so that you can retrieve the signature in the next stage and on future reports)
7. The next prompt will allow you to choose that Digital ID and add it to the report. Enter the password to confirm in the document and press ‘Sign’.
8. The prompt to save the document to your computer will appear – save the document to your files.
9. The final report should now be signed and dated (if you forgot to date the report, the date will show in the Digital ID)

Submission:

- Completed reports can be emailed by Early Childhood Education Services to the UC Placement team at peoffice@canberra.edu.au.
- The Preservice Teacher must keep the fully completed report for their own records.

Thank you!

Careers UC Placement Team