

Example 6



Portrait of a woman smiling

Rita

RECE, Recently retired 30 + years of experience

Rita is a Registered Early Childhood Educator who recently retired after working in the sector for over 30 years. After 20 years working directly with children and families in child care centres and family support programs, Rita spent the last 10 years of her career working as a Children’s Services Consultant for a municipality.

Although she’s retired, Rita has decided to maintain her membership with the College of Early Childhood Educators and keep her RECE designation. While she finds this new phase of her life exciting, she struggles to find ways to stay connected to the early learning and child care community and engage in professional learning.

The following Self-Assessment Tool, Professional Learning Plan and Record of Professional Learning for Rita are examples of possible reflections, plans and documentation of her own professional learning goals and activities.

This portfolio record reflects Rita’s two-year CPL Portfolio Cycle from April 2018 to April 2020.

As you work through your own portfolio, feel free to refer to the [CPL Portfolio Cycle Handbook](#).

Note: **Year One** answers are in **blue** and **Year Two** answers are in **red italic**.



Self-Assessment Tool

Note: Year One answers are in blue.

Name: Rita

Registration #: 00000

Date: April 2018

Part 1: Reflection Questions

Instructions

Answer all of the statements and questions below.

1. Reflect on your practice and think broadly about what impacts your work.

Think about your:

- role
- responsibilities
- daily practice
- new experiences
- ongoing concerns or questions

Consider:

- new opportunities
- challenges
- changes in the sector or in your work setting
- leadership development

Brainstorm and make a list of things that impact your work.

- Retired and no longer practising
- Considering ways to remain current and still give back to the profession
- Considering volunteer work in the future
- Becoming accustomed to reduced access to information (e.g. legislative changes, municipal policies, etc.)
- Challenges in maintaining existing professional relationships and developing new ones as a result of no longer working
- Wondering about relevance and credibility as a retired professional
- New focus on online communication and professional communities (e.g. social media, online forums, etc.)



Self-Assessment Tool

2. Think about the role of others in your professional practice. How do you seek, offer and consider feedback from others? What have you learned from others? What do others learn from you?

Communication and collaboration have always been critical components in my professional practice. I successfully build strong, professional relationships with colleagues and genuinely value their feedback. I look forward to opportunities to share, problem-solve and engage in collaborative reflective practice. Over the years, I have coached and informally mentored colleagues working in a number of roles. I have also supported supervisors and delivered training to operators who gave me positive feedback about my work.

I'm passionate about sharing my knowledge and learning yet I'm no longer sure that my experience is valuable to new RECEs. Since retiring, I'm concerned I may not have as much to offer the profession as I did before. Without a workplace and colleagues, I struggle to find ways to connect with the professional community.

3. Based on your professional practice and notes above, what additional knowledge or skills or resources do you need to support your strengths, areas for growth, leadership development or professional learning interests?

- Access to other RECEs and professional communities or networks
- Access to current sector information
- Update my knowledge of legislation related to practice topics (e.g. curriculum and pedagogy, use of technology, child development etc.)
- Opportunities to share knowledge and skills with RECEs
- Opportunities to become involved with sector organizations (e.g. associations, resource centres, College of ECE, post-secondary institutions etc.)

Part 2: Reviewing the *Code of Ethics and Standards of Practice*

Instructions

Answer all of the statements and questions below.

1. Before you begin Part 2, read the *Code of Ethics and Standards of Practice*.
2. Indicate, by ticking the corresponding boxes below, that you have read both the Code of Ethics and each of the Standards of Practice.
3. Respond to the statement that accompanies each standard and reference the standards. When responding, consider your reflections from Part 1.

Code of Ethics

- I have read the Code of Ethics on page 7 of the *Code of Ethics and Standards of Practice*.



Self-Assessment Tool

Standard I: Caring and Responsive Relationships

- I have read Standard I: A – C on pages 8-9 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard I. Reference the specific standards (e.g. Standard I: C.4).
Throughout my career, I have committed to building caring and responsive relationships and have strengths in this area.
While I'm aware of the current resources available to families and educators, this information will change over time and I'll need to remain up-to-date. (C.7)

Standard II: Curriculum and Pedagogy

- I have read Standard II: A – C on pages 10-11 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard II. Reference the specific standards (e.g. Standard II: B.3).
Although I haven't worked directly with children in a few years, I still have a number of strengths in this area, especially my knowledge of curriculum and pedagogical approaches and practices. (B.1-4)
I'd like to learn more about how technology can support learning and development, (C.5) and about its potential and limitations in early learning environments.

Standard III: Safety, Health and Well-Being in the Learning Environment

- I have read Standard III: A – C on pages 12-13 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard III. Reference the specific standards (e.g. Standard III: C.8).
Throughout my career, I focused on creating welcoming and inclusive spaces for children, families and colleagues regardless of my role. I was also committed to ensuring that all learning environments were safe, healthy and encouraged positive interactions and exploration. (C.5-7)
I continue to be knowledgeable about the role and impact of environments on children's learning and well-being. (B.1-2)
In my retirement, I will need to monitor any shifts in legislation regarding health, safety and accessibility. (B.4)



Self-Assessment Tool

Standard IV: Professionalism and Leadership

- I have read Standard IV: A – C on pages 14-15 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard IV. Reference the specific standards (e.g. Standard IV: C.7).

This standard had been the focus of my recent years of practice in an administrative leadership position with the municipality. I've always considered professionalism and leadership an important aspect of my work as an RECE. While I've held a number of leadership positions, I believe that leadership exists at all levels. I always tried to support and guide my colleagues, even those who weren't seeking a leadership position. (C.4, C.6-8)

I'd like to continue to mentor, guide and support other RECEs and strengthen my skills as a facilitator to help me stay connected to the profession and share my knowledge.

Standard V: Professional Boundaries, Dual Relationships and Conflicts of Interest

- I have read Standard V: A – C on pages 16-18 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard V. Reference the specific standards (e.g. Standard V: C.6).

I'm very knowledgeable about this standard and have advised colleagues in policy development and provided staff training on boundaries and conflicts of interest. (C.1-11)

Standard VI: Confidentiality, Release of Information and Duty to Report

- I have read Standard V: A – C on pages 16-18 of the *Code of Ethics and Standards of Practice*. Identify your strengths and any areas for growth, leadership development or professional learning interests from Standard V. Reference the specific standards (e.g. Standard V: C.6).

I'm very knowledgeable about this standard and have advised colleagues in policy development and provided staff training on the duty to report. (B & C)

I'm especially passionate about ensuring other RECEs are aware of their obligations to report suspected child abuse. I would like to continue to connect with others about this issue. (B.5, C.8)

I'm also interested in learning more about using technology to support and document children's learning and development (Standard II, C.5.) and obtaining consent. (Standard VI, C.3)



Self-Assessment Tool

Part 3: Professional Learning Goals

Instructions

1. Begin by reviewing your responses in Parts 1 and 2.
2. Complete the chart below by identifying three goals for your professional learning over the next two years.
3. For each goal, indicate the related Standard(s) of Practice.
4. You will work toward these **three** goals during this two-year portfolio cycle.

Professional Learning Goals	Related Standard(s) of Practice
1. Update my knowledge of current legislation and research in the sector.	Standard II: B.1-3 Standard IV: B.1-2
2. Update my knowledge on the use of technology as a professional communication tool.	Standard II: C.5 Standard IV: C.7 Standard VI: C.3
3. Support RECEs to understand and act upon their duty to report.	Standard IV: C.6-7 Standard VI: B.5, B.8



Professional Learning Plan

Note: Year One answers are in blue and Year Two answers are in *red italic*.

Name: Rita

Registration #: 00000

Date: May 2018 and *May 2019-2020*

Instructions

1. Review your Self-Assessment Tool.
2. Reflect on the **three** professional learning goals you have identified.
3. Research and brainstorm learning activities that support you in realizing your goals.
4. Complete the Professional Learning Plan below.

Professional Learning Goals	Professional Learning Activities	Timelines
1. Update my knowledge of current legislation and research in the sector.	<p>Independent study: regular reviews of Ministry of Education resources; CECE website; current articles; monitor relevant news related to the sector.</p> <p>Attend an early learning and child care related conference or symposium offered in the region.</p>	<p>May 2018 – May 2020 (throughout cycle)</p> <p>When they become available. October 2018; <i>April 2020</i></p>
2. Update my knowledge on the use of technology as a professional communication tool.	<p>Meet with professional practice leaders to discuss the use of technology in pedagogical documentation.</p> <p>Engage with RECE communities online via social media, blogs or forums.</p>	<p>October 2018; <i>October 2019</i></p> <p>August 2018 – May 2020 (throughout cycle)</p>
3. Support RECEs to understand and act upon their duty to report.	<p>Deliver workshops or training to RECEs on the duty to report.</p> <p>Develop an article on the duty to report and professional obligations.</p>	<p>April 2019; <i>November 2019</i></p> <p><i>August – January 2020</i></p>



Record of Professional Learning

Note: Year One answers are in blue and Year Two answers are in red italic.

Name: Rita

Registration #: 00000

Date: May 2018 and *May 2020*

Instructions

1. Review your Professional Learning Plan.
2. As you engage in professional learning activities, complete the Record of Professional Learning chart below and attach evidence or documentation of participation in planned learning activities.

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
Transfer over the three goals from your Professional Learning Plan.	Provide brief descriptions of the professional learning activities including the date and professional learning provider, if applicable.	List the evidence or documentation that shows you have participated in your planned activities and keep this with your record.	Provide brief descriptions of how you have integrated, or will integrate, your learning into your professional practice.
1. Update my knowledge of current legislation and research in the sector.	<p>Independent study: regular reviews of Ministry of Education resources; CECE website; current articles; monitor relevant news related to the sector - May 2018 – May 2020 (throughout cycle)</p> <p>Attended early learning and child care related conferences and symposiums - October 2018; <i>April 2020</i></p>	<p>List of publications, websites, articles read.</p> <p>Agendas, presentation materials and notes</p>	As a retired RECE who is not currently practising, I'm unable to apply this new learning directly into my practice through an employment role. I may, however, return to the sector through volunteer work or casual employment and will apply my new knowledge and best practices. This new learning will also support my other professional learning activities and inform my interactions with other RECEs, families and the public.



Record of Professional Learning

Reflect on your learning. Describe the successes, challenges or unexpected outcomes related to meeting or not meeting your goals.

I really enjoyed engaging in these activities over the last two years. Reviewing websites, publications and news items helped me stay informed and current in my understanding of shifts in the sector. I also monitored regulatory amendments to legislation that impacted the early learning community. I look forward to attending conferences to learn about infant mental health and concepts of leadership. I plan to pursue this goal throughout my retirement as it keeps me connected to the professional community and helps me feel more confident in my capacity to network and to contribute to the profession in meaningful ways.

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
<p>2. Update my knowledge on the use of technology as a professional communication tool.</p>	<p>Met with professional practice leaders to discuss the use of technology in pedagogical documentation – October 2018; <i>October 2019.</i></p> <p>Engaged with RECE communities online via social media, blogs or forums – August 2018 – <i>April 2020 (monthly throughout cycle).</i></p>	<p>Summary of discussions, questions and resources to research.</p> <p>List of resources shared and notes from relevant correspondence</p>	<p>Although I’m retired and will not apply my new learning about technology directly to my practice, these activities helped me to remain connected to the community.</p>

Reflect on your learning. Describe the successes, challenges or unexpected outcomes related to meeting or not meeting your goals.

Learning about new technology and how it can be used in early learning and child care settings as both a pedagogical and professional communication tool, was very informative. Learning about new technology also helped me stay connected to other RECEs.

There have been significant changes in the last 30 years in how RECEs document children’s interests, learning and experiences. I learned a great deal from people working with technology in new and creative ways. I also found some interesting conversations on social media about privacy, information sharing and consent.



Record of Professional Learning

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
<p>3. Support RECEs to understand and act upon their duty to report.</p>	<p>Delivered workshops to RECEs on the duty to report – April 2019; <i>November 2019.</i></p> <p><i>Contributed to and reviewed an article on the duty to report and professional obligations – August – January 2020.</i></p>	<p>PowerPoint and participant feedback.</p> <p><i>Drafts of article; relevant research.</i></p>	<p><i>My retirement meant that I couldn't apply what I learned directly to my practice, yet my experience writing and presenting an article on the duty to report will be useful in the future. I plan to volunteer with a local family support program and now have the knowledge and confidence to share my work on this topic with staff and families in our community.</i></p>

Reflect on your learning. Describe the successes, challenges or unexpected outcomes related to meeting or not meeting your goals.

Before starting this process, I had not delivered workshops or training in a couple of years. I found these were powerful learning experiences – they helped me connect with RECEs, reminded me of my skills as a presenter and boosted my confidence. I was also able to share information to new professionals about an extremely important topic.

Contributing to an article on the duty to report was also an interesting experience. While it was challenging to find a collaborator and determine how and where to publish this article, the experience improved my writing and research skills.