

Example 5



Portrait of a woman smiling

Fahreen

**RECE, Supervisor of a Child Care Centre,
Student / Recently Unemployed
2+ years of experience**

Fahreen is a Registered Early Childhood Educator and part-time student in an Early Childhood Leadership degree program. Until recently, she was employed as a supervisor of a child care centre but lost her job when the centre closed.

Fahreen is passionate about her career in early childhood education and is a dedicated student. She believes early childhood educators need to be supported by strong leaders and mentors who provide opportunities for others to lead and develop quality programs.

In Year One of her portfolio cycle, Fahreen recognized she must develop and strengthen her management, leadership and communication skills in order to support the staff she supervised at the centre. Fahreen's portfolio includes reflections on her goals and changes in her activities as a result of her job loss in Year Two of her cycle.

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

Fahreen began her two-year CPL Portfolio Cycle in August 2018 and will finish it in August 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: Fahreen

Registration #: 00000

Date: August 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.

- Balancing the demands of completing my degree with the demands of my supervisory position
- Keeping up with changes to the legislation, wage enhancement grant, child care funding, fee subsidy program and services to families in the region
- Learning more about my supervisory role and understanding the differences between managing and leading
- Striving to offer relevant and cost effective professional learning opportunities for staff
- Taking time away from my supervisory duties to cover staff absences
- Maintaining a reliable list of supply staff
- Responding promptly to family requests or concerns, monitoring the waitlist and planning for transitioning families
- Supporting staff by providing pedagogical support while at the same time, ensuring all administrative responsibilities are fulfilled



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?

I routinely ask for feedback from staff and found this is a great way to develop and maintain open and honest communication. For example, staff said they would like to be more involved in staff meetings. Some suggested it would be helpful if they could share ideas, add agenda items and have more time to prepare. I learned from others about the importance of giving staff time to reflect and plan for discussion topics. I learned to listen, be more flexible and stay open to a wider range of discussions. Staff members now have more time to generate questions and are more confident in sharing their ideas with the group. I also realized the importance of giving others opportunities to lead. As a result, our meetings are now more productive and collaborative.

Over the last year, I also learned a lot while completing courses in my degree program. I shared much of my new learning with the staff and created a number of resources for families related to health, well-being and the value of caring and responsive relationships in early learning environments.

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?

- Additional knowledge acquired from completing the degree program (e.g. leadership and learning, system delivery in the sector, leading curriculum etc.)
- I'd like to develop a supportive network with other supervisors in my community so we can share relevant information with each other
- I'm also seeking mentorship from other supervisors in order to support my emerging leadership skills and awareness of supervisory responsibilities (group setting or one-on-one support)
- Additional knowledge about HR practices and policy development
- Resources and opportunities to improve my conflict resolution skills and communication and collaboration efforts with families and staff
- Additional knowledge to support staff in pedagogical and curriculum approaches



Self-Assessment Tool

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*.

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).

I value strong relationships. One of my strengths is consistently developing positive and responsive relationships with children, families and staff. However, I would like to deepen my interpersonal skills to better support staff and families when managing conflicts and disagreements in the work place. (C.5, C.6)

I'd also like to further develop my skills to support children to self-regulate. As a result of the responsibilities of my supervisory position, my administrative work increased and I haven't had as many opportunities to support children and staff. Despite my new role and additional responsibilities, I want to continue to strengthen my skills to support children and help them learn to regulate their behaviour. (C.4)



Self-Assessment Tool

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).
- One of my strengths is my ability to establish nurturing relationships with children. In my previous role, I provided an inclusive curriculum that reflected children’s unique personalities and respected their curiosities, capabilities and cultures. (C.4)
- I support staff by making a wide variety of materials and resources available so they can deliver a curriculum that is play-based, stems from children’s interests and promotes diversity. (C.3)
- I’d like to learn more about how technology is used as a pedagogical tool in learning environments so I can support staff in this area. (C.5)

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).
- I’m knowledgeable in this standard and make the safety, health and well-being of children in the learning environment a top priority. I ensure the centre exceeds all licensing and public health requirements. (C.2)
- I routinely share information and resources with staff and families relating to this standard and strive to work collaboratively to support the health and well-being of children and families. (C.1)

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 is important in supporting my professional growth as a supervisor, especially as I complete my degree that focuses on leadership. I’d like to further develop my leadership skills in administration and pedagogy, and better understand my many roles.
- I’d also like to strengthen my communication and collaboration skills by engaging in collaborative, reflective practice with professional networks and by participating in committees. (C.1; C.7)



Self-Assessment Tool

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 have a strong understanding of this standard and developed policies to help staff understand and maintain professional boundaries to avoid dual relationships. (B.1, B.5 and C.1, C.5)
- I'd like to learn from staff experiences and provide them with opportunities to reflect upon, discuss and revise existing policies. (C.1-C.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 ensure that confidentiality is maintained and that clear policies are in place regarding the release of information. I make every effort to ensure staff members are aware of their duty to report. (B.1, B.2, B.5, B.8 and C.1, C.4)
- I'd like to learn more about policies and procedures at other centres regarding this standard. (B.4)



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. Develop my leadership skills in administration and pedagogy.	Standard II, IV
2. Learn about technology and how it is used as a curriculum and pedagogical tool in learning environments.	Standards II
3. Strengthen my conflict resolution, communication and collaboration skills with families and staff.	Standard I, IV



Professional Learning Plan

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

Name: Fahreen

Registration #: 00000

Date: September 2018 revised in 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. Develop my leadership skills in administration and pedagogy.	<p>Attend and participate in supervisor network meetings in my region.</p> <p>Find an experienced supervisor to mentor me (become a mentee).</p> <p>Complete a course (degree requirement) on leadership (e.g. administrative, pedagogical, distributed / shared).</p> <p><i>Complete an independent studies course (degree requirement) on exploring current issues/challenges related to leadership in the profession.</i></p>	<p>September 2018; January 2019; June 2019</p> <p>September 2018 – December 2018 – seek out a mentor January 2019 (initial in-person meeting); meet throughout the two-year cycle as required</p> <p>September 2018 – December 2018</p> <p><i>January 2020 – April 2020</i></p>



Professional Learning Plan

Professional Learning Goals	Professional Learning Activities	Timelines
2. Learn about technology and how it is used as a curriculum and pedagogical tool in learning environments.	<p>Complete a course (degree requirement) on leadership and using technology in early learning programs.</p> <p>Lead and facilitate professional learning/information sharing workshops for staff that address technology in programs. <i>Activity not feasible.</i></p>	<p>September 2018 – December 2018</p> <p>When the schedule allows</p>
3. Strengthen my conflict resolution, communication and collaboration skills with families and staff.	<p>Find an experienced supervisor to mentor me (become a mentee).</p> <p>Complete an online workshop on conflict resolution skills and interpersonal communication. <i>Activity not completed.</i></p>	<p>September 2018-December 2018 – seek out a mentor January 2019 (initial in-person meeting); meet throughout the two-year cycle as required.</p> <p>When it becomes available</p>



Record of Professional Learning

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

Name: Fahreen

Registration #: 00000

Date: September 2018 – August 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. Develop my leadership skills in administration and pedagogy.	<p>Attended and participated in three supervisor network meetings - September 2018; January 2019; June 2019</p> <p>Engaged in a mentoring relationship with an experienced supervisor - January 2019 (initial in-person meeting); met several times throughout 2018/2019 <i>Met several more times throughout 2019/2020</i></p>	<p>Summary of discussions and agendas</p> <p>Notes, questions, <i>reflective journal and emails</i></p>	I've been sharing information and new insights that I acquired from my network meetings with my staff. I also began improving my management skills and my ability to balance my administrative duties with my responsibility to provide direct program support. I devote time every morning to supporting staff and families. This has made a huge difference in strengthening my relationships with staff: I'm more confident in my capacity to lead and empower others.



Record of Professional Learning

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
<p>1. Develop my leadership skills in administration and pedagogy cont'd.</p>	<p>Completed a course (degree requirement) focused on various types and concepts of leadership (e.g. administrative, pedagogical, distributed/shared) - September 2018-December 2018</p> <p><i>Completed an independent studies course (degree requirement) on exploring current issues related to leadership in the profession - January 2020-April 2020</i></p>	<p>Course materials, readings and notes</p> <p><i>Course materials, readings and notes</i></p>	<p>A clearer understanding of various leadership concepts and models has helped me become more aware of the diverse leadership skills of the staff.</p> <p><i>I recently lost my job due to the centre's closure. While I'm unable to apply this new learning directly to an employment role, I plan to use the information related to leadership development in my career. In the future, I plan to empower staff to lead in different areas. I also plan to delegate responsibilities and manage my time more effectively as a supervisor.</i></p>

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

This goal and related activities have been the key focus of my portfolio and my degree program despite losing my job as a supervisor. While leadership development will be an ongoing focus in my career, I have learned so much from the supervisor meetings and through the ongoing support and dialogue with my mentor. I'm using this new learning to support myself in my job search and in my studies.

It's been challenging to remain connected to the community of supervisors and RECEs. Losing my job has been a big setback for me and has impacted my confidence as a leader. I continue to meet with my mentor for support and guidance, and will continue to work on this goal as my employment setting changes.



Record of Professional Learning

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
2. Learn about technology and how it is used as a curriculum and pedagogical tool in learning environments.	Completed a course (degree requirement) on leadership and using technology in early learning programs - September 2018-December 2018.	Course materials, readings and notes	As a result of what I have learned from the course, I have introduced the centre to a new documentation app. As we continue to explore this app, I will provide additional training to staff on its use.

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

I wanted to learn about how technology can be used as a learning and documentation tool. I was amazed to see how introducing an app supported the growth and learning of all staff. Staff members were using technology more confidently in their programs and beginning to see improved communication between families and staff as a result.

I was unable to facilitate a staff workshop on this topic and review the use of the app due to the centre's closure but plan to raise this topic with new colleagues in the future.



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. Strengthen my conflict resolution, communication and collaboration skills with families and staff.</p>	<p>Found a mentor that's an experienced supervisor (became a mentee) - January 2019 (initial in-person meeting); met several times throughout 2018/2019.</p> <p><i>Met several more times throughout 2019/2020</i></p>	<p>Notes, questions, <i>reflective journal and emails.</i></p>	<p>I have begun to implement smaller staff meetings more frequently in order to support the staff dynamics in each program. While I continue to hold large staff meetings, I learned that staff also needed more intimate environments to voice their concerns or struggles specific to their programs.</p>

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

While I believe I made progress in this area of practice over the last two years, this area will continue to be an important goal of mine moving forward. Working with my mentor really helped me to strengthen my conflict resolution skills and improve communication approaches with staff and families.

I was unable to complete a workshop on conflict resolution and interpersonal communication skills as a result of my unemployment situation. My current priority is to complete my studies and find a new job. However, I will return to this goal as developing strong communication skills and using conflict resolution strategies will be important to my future practice.