

Example 4



Portrait of a woman smiling

Jennifer

RECE in a Child Care Centre, Infant Program 4+ years of experience

Jennifer received her diploma in Early Childhood Education a few years ago. She recently moved to a new town and got a position as a Registered Early Childhood Educator in an infant room of a child care centre.

Jennifer wants to become actively involved in her new community and profession. She is keen to begin building strong relationships with her colleagues and families and is excited to learn more about infant learning and development. One area that she is particularly passionate about is outdoor learning environments.

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

This portfolio record reflects Jennifer's two-year CPL Portfolio Cycle from May 2018 to May 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: Jennifer

Registration #: 00000

Date: May 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.

- Adjusting to a new job in a new town
- Establishing relationships with children, families and colleagues in new employment setting
- Becoming aware of the centre policies, program philosophy and licensing requirements at my workplace and applying them in practice
- Applying the *Code of Ethics and Standards of Practice* in my daily practice
- Advocating for creative outdoor learning experiences for children
- Lacking confidence; concerned about my ability to work with infants
- Becoming aware of community resources or organizations that support RECEs, families and children



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 often ask for feedback from my colleagues, especially those working in the infant room. I value their opinions and suggestions because they've been in the program for a long time and have many years of experience working with infants.

As a group, I think we have meaningful conversations about our practice and how to support infants and their families through our curriculum and pedagogical approaches.

My co-workers seem to appreciate how passionate I am about the outdoors. They want to incorporate more outdoor learning experiences into the program. I do struggle though, at times, to explain the value and importance of outdoor learning for infants.

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 resources to understand and apply the centre policies and program philosophy in practice
- Focus on strengthening my communication, collaboration and relationship building skills in order to get to know the children, families and my colleagues better
- Find out more about the community and professional resources that could support my growth and confidence as an RECE
- Obtain more information on supporting infants in early learning environments
- Learn more about the importance of outdoor play so I can share information with my colleagues and contribute to the infant program

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).

I'm committed to upholding this standard and feel I work hard to be supportive and respectful in all of my interactions. I would like to focus on strengthening my relationships with children and families. (C.1, C.2)

It's also important for me to continue to build my confidence and work collaboratively with my colleagues. I want to improve my communication and interpersonal skills and eventually take on a leadership role. (C.6)

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).

I am very passionate about curriculum and pedagogy. I view children as capable, curious and enthusiastic learners. I observe this on a daily basis. (B.4)

I am still learning about pedagogical documentation and I want to learn from others to strengthen this part of my practice. (B.3, C.6)

I would also like to take on a leadership role and find ways to communicate with families about their child's learning, overall development and well-being. (C.7)

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).

The child care centre just created a new outdoor play area for the infants in our program. Because it's a new space, there are limited materials for infants to explore. Currently, the play area has a lot of open space and artificial grass. I need to do further research on how to set up the environment to create a more natural and stimulating environment. (C.6)

The RECEs take the infants on walks every day. Outdoor walks are great, but I would like to explore and promote a variety of different outdoor experiences that would support the infants' well-being, physical activity and engagement with the natural world. (C.7)



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).

I've reflected on this standard the most as I have never really considered myself a leader. I would like to talk to others about how they view leadership and how they demonstrate it. I believe I can become a confident leader by engaging with my professional community through research, associations, committees and professional networks. (C.7)

Advocating for the profession is also something I've always wanted to do but have never known how. I am intrigued by the types of advocacy work I could become involved in, either online or through direct contact with other professionals in my community. (C.5)

Since I just moved to the town, I am interested in learning more about the variety of community programs, services and resources available to children and families in my new area. (B.4)

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 take this standard very seriously. I think I set clear boundaries with children, their families and my colleagues while trying to maintain supportive, professional relationships. (C.1)

When I was a student, I encountered some potential boundary issues with families. I will speak to my supervisor about existing policies regarding dual relationships and maintaining professional boundaries because I can see how these requests could pose problems. (B.5, B.6 and C.5-C.7)

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 am aware of the actions needed regarding my duty to report and the importance of confidentiality. (B.1, B.4)

There was a time, when I was a student, when I had to call the *Children's Aid Society*. I made sure I understood my duty to report and acted on my suspicions. (C.8)



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. Demonstrate leadership by becoming involved with organizations, associations and community events related to advocating for the profession.	Standard IV: C.5, C.7
2. Become more knowledgeable and strengthen my skills in the areas of observation and pedagogical documentation.	Standard II: B.3, C.1, C.6
3. Increase my knowledge and skills about a variety of outdoor learning experiences and environments for infants.	Standard II: C.3 Standard III: C.6, C.7



Professional Learning Plan

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

Name: Jennifer

Registration #: 00000

Date: May 2018-2019 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. Demonstrate leadership by becoming involved with organizations, associations and community events related to advocating for the profession.	<p>Engage in online professional networking (social media groups) with professional organizations and associations.</p> <p>Plan and facilitate professional discussions with colleagues about leadership and community engagement.</p> <p>Volunteer with community organizations or events conducted by the professional association.</p> <ul style="list-style-type: none"> • <i>Join a local community of practice partnered with the association</i> 	<p>June 2018 (start online engagement and continue into 2020)</p> <p><i>Weekly participation in 2019- 2020</i></p> <p>August 2018; November 2018 and throughout 2019-2020</p> <p><i>June 2019; January 2020</i></p> <p>When they become available</p> <p><i>September 2019; November 2019; February 2020; May 2020</i></p>



Professional Learning Plan

Professional Learning Goals	Professional Learning Activities	Timelines
2. Become more knowledgeable and strengthen my skills in the areas of observation and pedagogical documentation.	<p>Attend a workshop series on observation and pedagogical documentation.</p> <p><i>Watch the Standards Matter recorded webinar on pedagogical documentation and respond to the questions in the accompanying resource, Try it At Work on the College's website.</i></p> <p>Complete an independent study by reading research articles and practice resources about observation and pedagogical documentation.</p>	<p>When it becomes available</p> <p><i>May 2019</i></p> <p>July 2018 – December 2018</p>
3. Increase my knowledge and skills about a variety of outdoor learning experiences and environments for infants.	<p>Visit another infant program and other outdoor learning environments in my community.</p> <p>Attend a workshop on outdoor learning.</p>	<p>September – November 2018</p> <p>When it becomes available April 2019</p>



Record of Professional Learning

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

Name: Jennifer

Registration #: 00000

Date: May 2018-2019 and May 2019-2020

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. Demonstrate leadership by becoming involved with organizations, associations and community events related to advocating for the profession.	<p>Engaged in online professional networking (social media groups) with professional organizations (e.g. the Association of Early Childhood Educators Ontario, professional resource centres and student alumni advocacy groups) – June 2018 – May 2020</p> <p>Planned and facilitated a series of professional discussions with colleagues about leadership and community engagement - August 2018; November 2018; June 2019; January 2020</p> <p><i>Joined a local community of practice partnered with the association – focused on building leadership skills and sharing stories - September 2019; November 2019; February 2020; May 2020</i></p>	<p>Handouts and notes from online discussions</p> <p>Summaries of discussions, <i>guiding questions/hand-outs</i></p> <p><i>Summaries of discussions</i></p>	<p>I started sharing a number of professional resources and newsletters with colleagues at work as a result of my professional networking. Sharing my learning and advocating for the profession has been a great way to build relationships with my colleagues and has helped me build my confidence as a leader.</p> <p><i>Facilitating planned discussions and joining a community of practice has helped me to understand how other RECEs feel about their practice and their professional identity. I approach my practice, and all my interactions, with more respect and a willingness to learn from others. I am also keen to take on a leadership role.</i></p>



Record of Professional Learning

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

This was an important goal for me. I will continue to focus my professional learning on understanding how to demonstrate leadership and advocate for the profession in a meaningful way in my community. This goal helped me get to know my colleagues and community in a way that I did not expect. I have built strong relationships at work; I will continue to strengthen them and try new ways to connect with other RECEs.

Professional Learning Goals	Description of the Professional Learning Activities	Documentation of Participation	Application of Professional Learning in My Practice
2. Become more knowledgeable and strengthen my skills in the areas of observation and pedagogical documentation.	<i>Watched the Standards Matter recorded webinar on pedagogical documentation and responded to the questions in the accompanying resource, Try it At Work, on the College's website - May 2019</i>	<i>Link to recorded webinar and completed Try it At Work document</i>	<i>I shared my learning from the Standards Matter webinar with my colleagues at a staff meeting, and we plan to discuss the Try it At Work questions together.</i>

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

I originally planned to complete an independent study focused on this goal, but didn't have enough time to do this activity in Year One. I don't think my original plan realistically accounted for the demands of my new job and becoming settled in a new town.

Despite not completing one of my activities, I believe I've improved my skills in the areas of observation and documentation with infants by working with my colleagues. I feel I've successfully strengthened my professional relationships and continued to learn from 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>3. Increase my knowledge and skills about a variety of outdoor learning experiences and environments for infants.</p>	<p>Visited two infant programs and outdoor learning environments in my community September – November 2018</p> <p>Attended a full-day outdoor learning workshop hosted by a regional conservation authority and Forest School organization - April 2019</p>	<p>Photos of environments/ learning experiences (without children or staff present)</p> <p>Agenda of day; some photos (without staff present)</p>	<p>After having discussions with RECEs in other infant programs and observing their outdoor environment, I shared some of my ideas with my colleagues and supervisor. We discussed ways to incorporate the natural world into our learning environments and we are beginning to make some small changes.</p>

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

I did not expect to learn so much about the forest school approach. I also did not expect to have the opportunity to learn a little bit about Indigenous culture. There is still a lot I would like to learn about outdoor learning environments before I introduce new approaches or modify the daily schedule. I'll continue to work toward this goal and collaborate with my colleagues, supervisor and members of Indigenous communities.