



## SONIA ONLINE: INSTRUCTIONS FOR STUDENTS

### IMPORTANT PLEASE NOTE:

1. The NEW SONIA reports, it will commonly be referred to as being “Submitted”. This terminology is used due to within these reports you have to press a SUBMIT button.
2. If your mentor does not have access to SONIA, its ***IMPERATIVE***, you contact the team at [educationplacements@scu.edu.au](mailto:educationplacements@scu.edu.au) so access can be arranged or details passed on to your mentor.
3. Pre-service teachers DO NOT have access to write/edit a prac report – ONLY your appointed mentor is given access

Mentors and Coordinators/Directors will use Sonia Online to access live placement reports for the student they are responsible for supervising for a placement period.

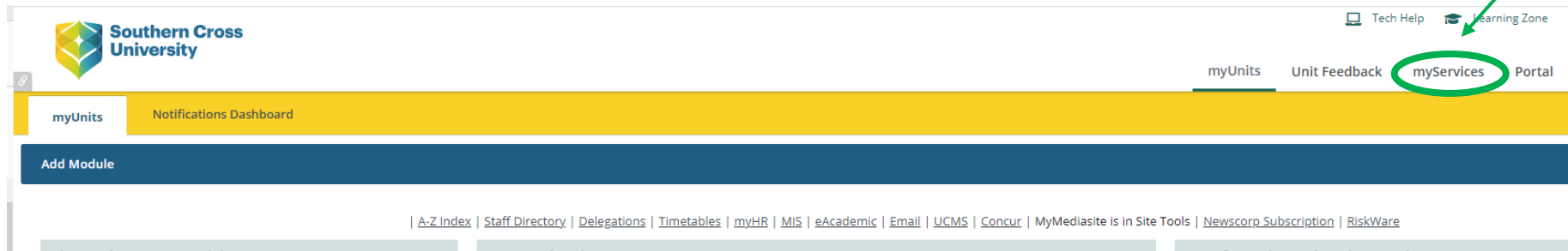
Please contact the Placement Office if you need any assistance with Sonia Online:

[educationplacements@scu.edu.au](mailto:educationplacements@scu.edu.au)

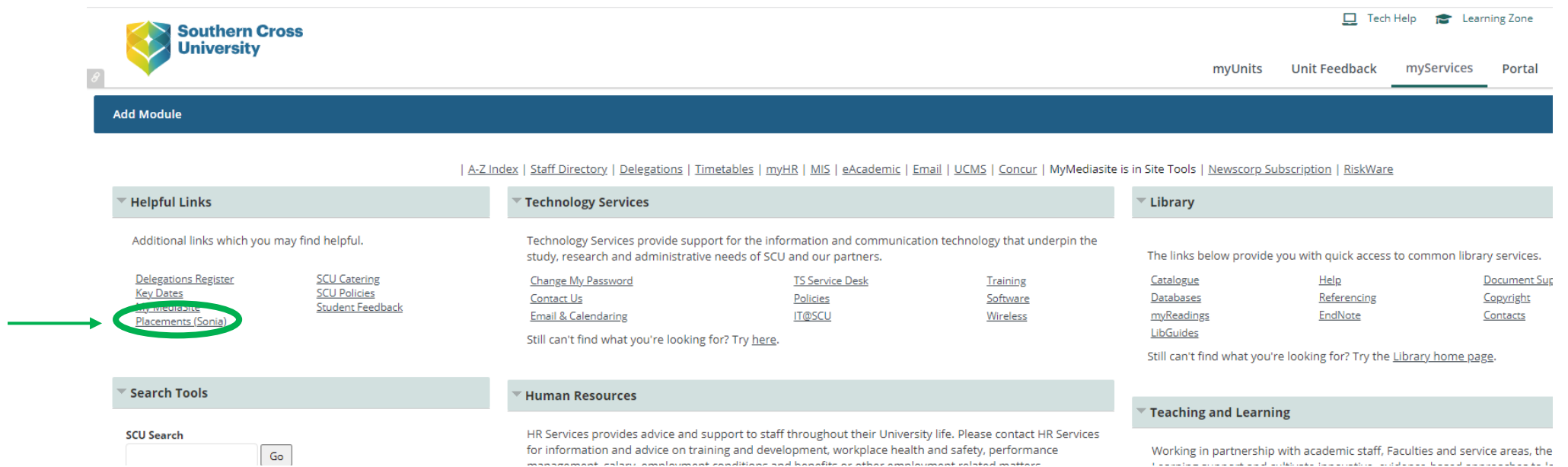
- Renee Hogben – 07 55893491 – Gold Coast
- Judy de Vries – 02 6626 9320 - Lismore
- Jenny Barron – 02 6659 3657 – Coffs Harbour
- Sandra Kenny – 02 6620 3295 - Lismore
- Alison Adams – 07 5589 3216 – Gold Coast

To use Sonia Online you will need use CHROME or FIREFOX.

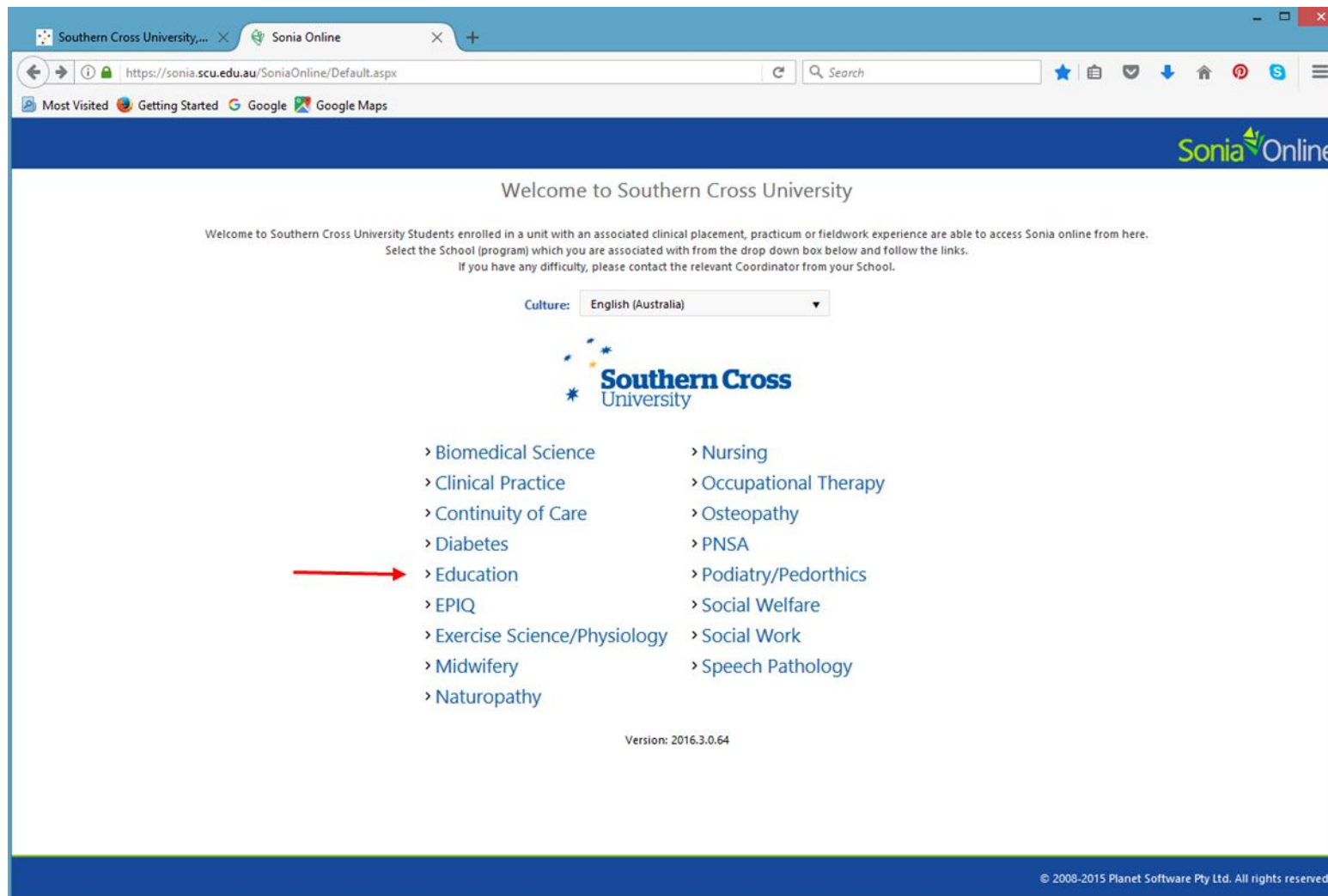
The first step in accessing Sonia Online is to log onto MySCU as you normally would. From the screen noted below, select the myServices tab.



Once you have selected the myServices tab, the following screen will appear. Select Placements (Sonia) located under Helpful Links.



Select EDUCATION and LOGIN as you normally would



The screenshot shows a web browser window with two tabs: 'Southern Cross University, ...' and 'Sonia Online'. The address bar shows the URL 'https://sonia.scu.edu.au/SoniaOnline/Default.aspx'. The page header includes the 'Sonia Online' logo. The main content area is titled 'Welcome to Southern Cross University' and contains the following text:

Welcome to Southern Cross University Students enrolled in a unit with an associated clinical placement, practicum or fieldwork experience are able to access Sonia online from here.  
Select the School (program) which you are associated with from the drop down box below and follow the links.  
If you have any difficulty, please contact the relevant Coordinator from your School.

Culture: English (Australia) ▼

**Southern Cross University**

- › Biomedical Science
- › Clinical Practice
- › Continuity of Care
- › Diabetes
- › Education
- › EPIQ
- › Exercise Science/Physiology
- › Midwifery
- › Naturopathy
- › Nursing
- › Occupational Therapy
- › Osteopathy
- › PNSA
- › Podiatry/Pedorthics
- › Social Welfare
- › Social Work
- › Speech Pathology

Version: 2016.3.0.64

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Welcome Hogben, Renee

**Southern Cross University**

*Today's insights are tomorrow's lessons*

**Welcome to the Faculty of Education, Professional Experience Centre placement site SONIA**

The SONIA student placement system provides Preservice Teachers, University Advisors, Schools and Centres electronic access to:

- Placement documentation regarding professional experience placements
- School/centre placement site details

**Documents**

- 2022 Professional Experience Calendar
- 2022 Professional Experience Handbook
- 2022 Professional Experience Requirements
- At Risk Student Developmental Support Plan (DSP) Template
- Early Childhood Term 5 placement preparation
- Evidence Guide for Mentor Teachers
- Hygiene Etiquette COVID-19
- Professional Experience Attendance Record
- University Adviser Documents

**Links**

- AHPPC advice on reducing risk of COVID-19 transmission in schools
- NSW Government - COVID-19 (Coronavirus) - Information for early childhood educators and staff
- Riskware - SCU's Incident and Hazard Management System

To locate your Placement REPORT, CLICK FORMS, on the Right-hand side of the screen, CLICK the RED EDIT button. This will open the Placement report.  
**(Click hide completed forms so you have less visible forms)**

**Forms** My Details Checks History Documents Sites Calendar

Form: 2022 Application for Conditional Accreditation Place... Add Name Ascending Filter Hide completed forms

**2022 T5 Early Childhood Professional Experience FINAL Report** Edit

2022 T5 Early Childhood Professional Experience FINAL Report

Category: PEx report  
 Placement group: TCHR2009 Renee's Test Group (placement coordinator Renee)  
 Placement: Test Site  
 Date Added: 1/11/2022 9:06 AM  
 Date Updated: 1/11/2022 9:06 AM  
 Completed (Mine): 0 of 1  
 Completed (All): 0 of 3

## COMPLETING THE REPORT

Some information is PRE-FILLED – Any fields with a pencil and \* are required to be completed for the form to SUBMIT.

Your mentor completes the form and discusses your report with you. **You do not complete ANY of the report**



### Professional Experience Report Early Childhood setting: Initial teacher education programs

<b>Placement experience unit</b> Test Group			<b>Year of placement</b> 2022
<b>Pre Service Teacher</b> Test, Test			
<b>Placement Details</b> TCHR2009 Renee's Test Group (placement coordinator Renee)			
<b>Number of days completed</b> 20	<b>Commencement date</b> 1/09/2022	<b>Completion date</b> 30/09/2022	<b>Make Up days completed (if any)</b> 0
<b>Centre</b> Test Site			
<b>Placement room (age of children)</b> 1-3			

You have TWO reports “INTERIM” and “FINAL” Report –  
 Pre Service Teachers **CANNOT EDIT or WRITE ANY** of the report – Your Mentor is the person who is required to complete any prac reports

Professional experience report – Early Childhood:  
 Initial teacher education programs

INTERIM				PROFESSIONAL KNOWLEDGE
NA	ND	D	EE	ELEMENT 1: EDUCATION AND CURRICULUM STUDIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Designs and implements learning experiences consistent with the principles, practices and outcomes of the EYLF.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2 Applies children’s current knowledge, ideas, culture, abilities and interests as the foundation of the program for children’s learning and development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3 Demonstrates a thoughtful and reflective approach to delivering the program for children by reflecting on own practice to engage in ongoing improvement of teaching.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.4 Uses daily transitions as learning opportunities for children.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5 Demonstrates critical reflection of children’s learning and development as individuals and in groups to construct planned learning experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.6 Demonstrates knowledge and proficiency working with information technology to support children’s learning, including effective use of the internet, computers and other available communication technologies.

Professional experience report – Early Childhood:  
 Initial teacher education programs

FINAL				PROFESSIONAL KNOWLEDGE
NA	ND	D	EE	ELEMENT 1: EDUCATION AND CURRICULUM STUDIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1 Designs and implements learning experiences consistent with the principles, practices and outcomes of the EYLF.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2 Applies children’s current knowledge, ideas, culture, abilities and interests as the foundation of the program for children’s learning and development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3 Demonstrates a thoughtful and reflective approach to delivering the program for children by reflecting on own practice to engage in ongoing improvement of teaching.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.5 Demonstrates critical reflection of children’s learning and development as individuals and in groups to construct planned learning experiences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.6 Demonstrates knowledge and proficiency working with information technology to support children’s learning, including effective use of the internet, computers and other available communication technologies.

If a student has **NDs** marked at “**Interim**” stage, you **could be put** “At risk” and Development Support plan is to be completed.

If the student has any **NDs** at **FINAL** stage, the placement will be marked as **Unsatisfactory**

- **The final grade will only be visible once the University has submitted the report at completion of your placement.**
- You are the second person to submit your report after discussing your report with your mentor.
- **DO NOT** submit a report that has not been submitted by your mentor
- The University Liaison is the **LAST** person to submit the report
  
- Once the UA has submitted your **FINAL** report, you will receive an email advising you it is now completed. You then need to re open the prac report from **FORMS**, at the far top right is a **PRINT** Icon

2022 T5 Early Childhood Professional Experience Report



- Click the PRINT icon – SAVE to your computer as a PDF.

**Print**  
Total: 128 pages

Printer  
Save as PDF

Layout  
 Portrait  
 Landscape

Pages  
 All  
 Odd pages only  
 Even pages only  
 e.g. 1-5, 8, 11-13

**Southern Cross University**  
Faculty of Education

**Professional Experience Report**  
**Early Childhood setting: Initial teacher education programs**

Placement experience unit	Year of placement
Test Group	2022
Pre Service Teacher	

Save a copy of the report as a PDF to a USB, retaining copies of your prac reports is the responsibility of the student.

- You will then upload this to your Unit site on BLACKBOARD – ONLY after the University Advisor has completed the report

If you have ANY questions about the NEW SONIA Placement reports, please email [educationplacements@scu.edu.au](mailto:educationplacements@scu.edu.au)  
In the subject of the email, please include your FULL name, and student number and who your placement coordinator is. Your coordinator is listed in your Placement Group

2022 T2: TCHR2007 - 30days (Placement Coordinator: ?)		Details
Placement Region: In-Zone - Gold Coast		
Test Site   9/05/2022 - 17/06/2022 (Monday, Tuesday, Wednesday, Thursday, Friday)		