



CHC30113 Certificate III in Early Childhood
Education and Care

Work Placement Booklet

2019

Contents

Information about the Early Childhood Industry	2
Types of Children’s Education and Care Services.....	2
Who is Employed in a Children’s Education and Care Service?	3
What is the role of the Educator?	3
Shifts.....	3
Work Placement Information.....	4
What Work Placement is required for the CHC30113 Certificate III in Early Childhood Education and care?.....	4
Can I do my work placement at any service I choose?	4
How do I approach the service to ask about work placement?.....	4
Do I need to record or get evidence of anything during my Work Placement?	4
Do I have to do all 120 hours in 1 block or can I do it over time?.....	4
Will Rowe Training come to see me during my Work Placement?.....	5
Work Placement Documents	5
Student Code of Conduct	6
Letter of Introduction.....	7
Service Placement Agreement	8
Observation and Photograph Consent Form	9
Student Workplace Attendance Record.....	10
Student Self-Study Record (Optional)	12
Daily Reflective Journal (Optional).....	13
Weekly Reflective Journal (Optional).....	14
Weekly Planner (Optional)	16

Information about the Early Childhood Industry

Types of Children’s Education and Care Services

Children’s education and care services include centre-based, home-based and mobile services. Each state/territory may use different names to refer to a particular service type. For example, NSW used the term long day care while Northern Territory use Child Care Centre and Victoria uses the term crèche to refer to extended hour centre-based care. The structure of children’s services also varies across Australia.

Some education and care services are privately owned, some are managed by a corporation or a workplace, others are community-based and others may be managed by government agencies, religious or cultural groups. Table 1.2 provides an overview of the range of children’s services that may be available in your community.

TYPES OF EDUCATION AND CARE SERVICES	
Long Day Care Also referred to as: Child Care / Crèche	Centre-based education approved by Territory government Age group: 0-6 years Hours: up to 12 hrs per day (there are some 24 hour education and care services) Must be open a minimum of 48 weeks per year
Preschool/Kindergarten	Centre-based education and care services approved by Territory government Age group: 3-6 years Hours: usually 5-6 hrs per day (may offer extended hrs care) Can be full day (9am -3pm) or sessional (morning or afternoon) Usually closed during school holidays
Out of Home Care	Service is approved by Territory Government Care for children in an approved Educators home 27/7 Care maybe a few weeks to a few years Age group: 0-18 years
Family Day Care	Service is approved by Australian/Territory Government Age group: 0-12 years Maximum of 7 children per day (4 under school age + 3 school age children before & after school care.) Hours: flexible, depending on parents' needs and educator availability May include weekend or evening care Each educator operates from their own home under the auspice of a Regulated Family Day Care Service
Mobile children’s education and care service	Approved by Territory government Age group: usually 0-6yrs but may include after school programs for children up to 12 years) Hours: Usually operate on school terms -not regulated
Out of school hours care	Approved by Australian & Territory Government Age Group: school age children up to 12 years -regulated

Table 1.2

Who is Employed in a Children's Education and Care Service?

- Service Directors
- Pre-School Teacher (University qualified)
- Group Leaders - Educators with a Diploma
- Assistance - Educators with a Certificate III
- Service Cook
- Nurse/Mothercraft Nurse
- Additional staff may include: specialist support workers for children with additional needs such as English as a Second Language, children with a disability or learning problems or children with specific health issues.

Table 1.3

What is the role of the Educator?

Working in children's education and care services is very rewarding but can also be physically and emotionally demanding.

To be successful in your role as an educator you will find that it is important to:

- be reasonably fit and active – bending, lifting and squatting will be a part of your everyday activity
- have a good sense of humour and be patient
- work as part of a team use your initiative and adapt in a flexible manner to frequent change
- be prepared to take responsibility for your own work.

While the specific role of an educator will vary from service to service your role will generally be one of *assisting* qualified staff in the provision of early childhood care and education of young children. You will generally be responsible for helping to manage daily routines involving the children such as meals, setting up and packing away play materials, setting up the learning environment, cleaning, washing, preparation for sleep/rest, nappy change, toileting, guiding children's behaviour and supervising children to ensure they are safe. You will work under the direction of a qualified member of staff and will usually be given a list of duties that need to be performed on a daily and weekly basis. You will be required to work in accordance with written policies and procedures that ensure compliance with licensing standards. You will meet and greet parents on a daily basis but you will not be responsible for discussing care issues with parents – this is the role and responsibility of qualified staff. You may be required to assist in documentation of children's play and development, but this should be done only under the direction and supervision of qualified staff.

There a variety of roles within early childhood education and care services, including educators, cooks, cleaners and administrative staff - each of these roles contributes to the efficient and effective delivery of quality services for young children and their families.

Shifts

Each centre will have a different variety of shifts for Educators, generally Full Time Educators will work 5 shifts. There are also Part Time Educators that may only work a few days a week. Finally, there are Casual Educators that will work a minimum of 3 hours, and could be required for various reasons, to cover sick leave of staff members, to cover lunch breaks, or busy periods.

Work Placement Information

What Work Placement is required for the CHC30113 Certificate III in Early Childhood Education and care?

You are required to complete **at least 120 hours** of work placement at an approved Early Childhood Service.

Can I do my work placement at any service I choose?

While we can accommodate most services in Darwin and Palmerston Region, we ask that you let us know which service you are wanting to complete your work placement to ensure we are able to complete all requirements at your service. We recommend researching what services are close to home, to ensure easy transport.

How do I approach the service to ask about work placement?

We would recommend visiting the service in person with your resume and Ochre Card, to discuss your work placement request. Within this booklet, they are forms to give the service to fill out as an agreement to allow your work placement at their service.

Do I need to record or get evidence of anything during my Work Placement?

Yes, prior to your Work Placement you are required to read through the Work Place Tasks. Within these tasks are different on the job activities. You will need to show these Work Place Tasks to your supervisor so that you can coordinate the appropriate time for your activities. You will also be required to source the services policies and procedures to complete your Work Place Tasks.

You will also be required to keep a timesheet of your hours, that has been confirmed by your supervisor.

Do I have to do all 120 hours in 1 block or can I do it over time?

We ask that you do your placement in a minimum of 2 blocks, to ensure there is ample time in between placement to complete the related studies. We have 4 Clusters of that will require 30 hours of placement each, please see table below:

Cluster	Work placement Hours	Age Group
Section 1		
Keeping safe & healthy	30	Babies/Toddlers/Preschool
Caring & Nurturing	30	Babies under 24 months
Section 2		
Learning & Development	30	Toddlers/Preschool
Being Professional	30	Babies/Toddlers/Preschool

You will see for the Cluster Caring & Nurturing, that the related 30 hours of Work Placement **MUST** be with babies **UNDER** 24 months, there are tasks to put a baby to sleep in a cot and feed a small baby and tasks must be completed with **at least 3 babies**. The others may be complete with any of the age groups suggested.

Will Rowe Training come to see me during my Work Placement?

We hope to see you at least twice during your Work Placement, the first time when you are just getting started, so that you have a clear idea of what is required to be done during the placement, in regard to your studies. The next time will be to conduct on the job assessment during your everyday duties (this is called a Work Place Observation).

Work Placement Documents

- **Student Code of Conduct (Required)** – *an agreement to behaviour appropriately during work placement*
- **Letter of Introduction** – *used to introduce the student to potential Centres for the purpose of seeking work placement*
- **Service Placement Agreement (Required)** – *Work placement agreement between student and Service.*
- **Observation and Consent Form (Required)** – *used to seek approval from parents/ guardians to observe their child in care*
- **Student Workplace Attendance Record** – *must be completed and signed off by the workplace supervisor as a record of work placement*
- **Student Self Study Record** – *optional record of self-study time completed throughout the training*
- **Reflective Journal** – *Student journals used to self-reflect on the application of knowledge and skills in the workplace*
- **Weekly Planner** – *used to help students set study time to complete required work*

Student Code of Conduct

All students enrolled with Rowe Training & Consulting are required to conduct themselves in a professional manner at all times.

In order to complete a practical experience work placement, the student agrees to the following:

- Adherence to the ECA Code of Ethics
- Ensure that all personal behaviours and actions will be in accordance to the appropriate legislation
- Dress appropriately for the workplace. This includes wearing – closed in shoes, shirts and/ or dresses with sleeves, no ‘dangling’ earrings, no short skirts or high-cut shorts.
- Endeavour to fit in with the Centre, work collaboratively with staff and undertake duties as directed
- Treating others with courtesy, dignity and respect and avoiding any behaviour which may be regarded as offensive, discriminatory or unethical
- Respecting the right of others to have their own views, opinions, beliefs and values
- Respecting the right of others to privacy and confidentiality
- Avoiding the use of slang, swearing or other language that may be regarded as offensive
- Attempting at all times to act as a role model for young children

I, _____, fully understand all the points listed in the above Student Code of Conduct and agree to abide by them or risk being withdrawn from the placement.

Students Signature: _____ Date: ____/____/____

Letter of Introduction

This letter confirms that the following student is currently undertaking the CHC30113 Certificate III in Early Childhood Education and Care with Rowe Training and Consulting

RTO Code 70054.

Student Name:

In order to complete the course requirements, students must complete a minimum 120 hours of work placement. 30 hours of which must be completed with children under 24 months.

The aim of work placement is to provide students with practical, hands-on experience in relation to child care practice. Workplace experience also assists students to develop foundation skills such as communication, interpreting, following instructions, problem-solving and working in a team.

While undertaking work placement the student must be covered by the **Service's volunteers insurance policy**. The student has also completed a Working with Children Check and obtained an Ochre card. The service is to check their own management requirements for further documentation that may need completion before work placement can begin.

The student has been provided with workplace tasks and appropriate forms for parent consent and time sheets which must be completed over the placement. Further information regarding the expectations from the Workplace Supervisor will be provided before work placement commences. The student will be visited in the service to assess workplace performance this will be organised at a time convenient to the service and will be at a time booked and confirmed.

Should you require any additional information please contact the office

info@rowetraining.com.au or phone 89275950.

Regards,

Rowe Training and Consulting

Registered Training Organisation NPN 70054



Service Placement Agreement

(Service Name)

_____ agree to facilitate (student name)

to complete their 120 hours of volunteer work placement, 30 hours of which must be completed with children under 24 months.

We agree to allow Rowe Training Trainers to visit and assess the student at the agreed organised times.

Director

Signature:

Name:

Student

Signature:

Name:



PO Box 43159 Casuarina NT 0811
P 08 8927 5950
M 0407 275 995

Your Partner in Success

Observation and Photograph Consent Form

I give permission for observations and photographs of my child to be collected as part of the learning process for students of Rowe Training and Consulting I understand that any information collected will be treated confidentially by the student and the staff of Rowe Training and Consulting.

I understand that the observations and photographs of my child will be used by the student/s in the study of child development and planning for children, and that neither my child nor my family will be identified by last name in these studies.

I understand that I have the right to view any documentation produced by the student which contains information or photographs regarding my child.

Student of Rowe Training Consulting has my permission to observe and photograph _____ (child's first name) for the purpose of course work.

Signature Parent/Guardian _____

Date: _____

Student Workplace Attendance Record

Students must complete a minimum 120 workplace hours in a regulated children’s service.

It is required that 30 workplace hours be allocated to working specifically with children under 24 months.



This document is a legal record of the student's attendance at workplace experience. The document must be kept and completed by the student and signed off by the workplace supervisor at the end of each day of the work placement.

Student Name:					
Service Name:					
Address:					
Workplace Supervisor Name:					
Date	Start Time	Finish Time	Hours completed	Student Initial/ Signature	Workplace Supervisor Initial/ Signature

Student Name:

Service Name:

Address:

Workplace Supervisor Name:

Date	Start Time	Finish Time	Hours completed	Student Initial/ Signature	Workplace Supervisor Initial/ Signature

Student Self-Study Record (Optional)

This document is designed for students to record the time spent in self-study. This is a reflective tool that allows students to evaluate their own performance to meet the requirements of the course

Date	Start and End Time	Completed Time	Area/ Unit Studied

Daily Reflective Journal (Optional)

Students name:		
Week:	Daily Evaluation: <i>comment on your learning, experiences, environment, routines, goals etc.</i>	Reflections: <i>notes to follow up</i>
Sample Entry	<i>Involved in cleaning up after meal times</i>	<i>Procedure very important as it ensures critical steps are completed</i>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
General Comments: <i>may relate to the training resources and learning materials, practical experiences, ideas for discussion with trainers and supervisors</i>		

Weekly Reflective Journal (Optional)

Students name:

Knowledge developed:

Skills developed:

What did I do well?

What was I challenged by?

What am I curious about?

What am I confronted by?

Weekly Reflective Journal Cont.

How did I support children's development and extent their play?

How did I support other staff members and act as art of a team?

What would be an area of skill development I could focus on?

What questions do I have about my work?

Weekly Planner (Optional)

Time Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Evening							

Plan your week – start by blocking in personal/family commitments, work, housekeeping etc. Now block in time for leisure and study (you should aim for 5-7 hrs per week)