

CHC50121

**Diploma of Early Childhood
Education and Care**

Work Placement Book

Student Name:

Purpose of this training book

This training book is to be used by YOU, your supervisor, and an assessor from AIWT.

The student

1. To help you review your progress
2. To provide you with a record of skills and knowledge that you have achieved during your supervised training.

Qualified Educator

1. To provide a record of the student's progress in the workplace
2. To help the student deliver the practical component of the course.

Assessor

1. To help AIWT assess the set competencies in the workplace
2. To provide evidence that you, the student has completed the practical component of the course.

Responsibilities of Student

- Read and understand the policies and procedures of the childcare centre
- Be punctual for work
- Dress appropriately
- Do not wear accessories such as earrings, necklace as per WHS policies in the service
- Switch off mobile phone while on the floor
- Work as a team and show respect to others
- Respect the Centre Director/Manager/Coordinator, your supervisor, and co-workers
- Complete all the practical tasks in the training book
- Do your best

Responsibilities of the Qualified Educator

- Supervisor to the student
- Show the student the ways to provide quality childcare
- Sign off the units of competency as they become competent

Contact details at AIWT	Isabel Murphy (Course Coordinator) Office phone number: 9249 9688 Mobile: 0402 263 121 Email: isabel.murphy@aiwt.edu.au Ground Floor 823 Wellington Street, West Perth 6005
Student Services email	studentservices@aiwt.edu.au
Trainer/ Assessor Name	
Contact Email	
Contact Phone No	
Workplace Supervisor Name	
Qualification of Supervisor	
Program Duration:	
CHC50121 Start Date:	
CHC50121 Expected Finish Date:	

EMERGENCY CONTACT DETAILS

Contact Name/s:	
Address:	
Contact Phone No:	
Mobile:	
Email:	
Relationship to You:	

RTO USE ONLY	
Hours completed: _____	Trainer name: _____
All signatures as required? _____	Trainer signature: _____
Activities completed? _____	Date: _____

AIWT Pty Ltd

**Ground Floor
823 Wellington Street
West Perth WA 6005
Tel: 08 9249 9688
www.aiwt.edu.au
Email: info@aiwt.edu.au
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Insurance policy

This cover is provided by CGU Insurance Services Pty Ltd whose policies are as follows:

- **Item 1:** Early Childhood (EC) student must be engaged in practicum related activities. Insurance coverage will not apply if the service engages an EC student under arrangement outside of AIWT's knowledge and authority, nor where EC students undertake activities, which would not be considered an expected component of the practicum. The school always maintains duty of care for the prac student.
- **Item 2:** EC students must be adequately supervised to ensure they are complying with service policies and procedures - especially health and safety related. If a student is directed to breach service policy (for example, to stand on a chair or table to hang an item), any resulting injury will not be covered under this policy.
- **Item 3:** This policy covers death and personal injury by accident, disablement occurring during the work experience period, not including any injury directly attributed to or consequential upon intentional criminal acts by the EC student.
- **Item 4:** There is no insurance coverage for damages to service properties or injury as a result of a motor vehicle accident or criminal activity.
- **If conditions and policy requirements covered in items 1 to 4 have been met:** This cover may pay for expenses and services not covered by Medicare or private health insurance organisations. To submit a claim to recover expenses, EC student must produce all original copies of medical certificates and expenses. The EC student must complete a service accident insurance claim form as soon as possible after the accident. A daily timesheet (page 4) must be completed and submitted for purposes of assessing the claim.

I have read and understand the above insurance policy.

AIWT student signed: _____ Date: _____

Placement Qualified Educator:

Signed: _____ Date _____

Print name: _____

Position at Centre: _____

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List of units assessed in this logbook

The practical components of the units listed below will be assessed while you are on work placement. Much of the knowledge component for these units is assessed through the completion of activities and competencies. However, you will also be expected to answer questions and explain aspects of the practical while on the job.

Unit code	Unit title
CHCECE042	Foster holistic early childhood learning, development, and wellbeing
CHCECE043	Nurture creativity in children
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE041	Maintain a safe and healthy environment for children
CHCECE049	Embed environmental responsibilities in service operations
CHCPRP003	Reflect on and improve own professional practice
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE050	Work in partnerships with children's families
CHCECE044	Facilitate compliance in a children's education and care service
CHCPOL003	Research and apply evidence to practice
CHCPOL002	Develop and implement policy
CHCMGT003	Lead the work team
BSBTWK502	Manage team effectiveness

Date	Reason for absence	Medical Certificate Supplied (Y/N)

Workplace Supervisor Signature:		Date:
Learner/ Student Signature:		Date:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE042 Foster holistic early childhood learning, development and wellbeing (Core)											
Did the student plan experiences for children of all age groups that incorporated: <ul style="list-style-type: none"> • Routines • Play • Transitions 											
Did the student give children opportunities across the following areas: <ul style="list-style-type: none"> • Cognitive • Communication • Emotional • Physical • social 											
Did the student provide experiences for individual children and groups of children?											
Did the student use observations, collaboration, and critical reflections to evaluate experiences and document evaluation outcomes?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE043 Nurture creativity in children (Core)											
Did the student plan and implement experiences for children of all age groups that collectively involve: <ul style="list-style-type: none"> • construction • digital technology • dramatic play • imaginative play • language and story telling • movement • music • science, technology, engineering, arts and math • visual arts 											
Did the student evaluate outcomes for planned experiences?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE047 Analyse information to inform children’s learning (Core)											
Did the student gather, document and analyse information about individual children using different methods?											
Did the student develop and document a perspective about the child’s: <ul style="list-style-type: none"> • overall development • knowledge • ideas • strengths • interests • social interactions • relations to play environment 											
Did the student report critical reflections?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE048 Plan and implement children’s education and care curriculum (Core)											
Does the student have an understanding on the regulations, standards and laws related to the following: <ul style="list-style-type: none"> • Children’s health and safety • Collaborative partnerships with families and communities • Educational program and practices • Physical environment • Relationships with children 											
Does the student understand the service philosophy and where it is displayed?											
Has the student been involved in the planning cycle of the service curriculum including: <ul style="list-style-type: none"> • Observing the children • Analysing the information • Planning • Implementing the curriculum • Reviewing and reflecting • Seeking feedback for educators and families 											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE041 Maintain a safe and healthy environment (Core)											
Student is required to read the following policies and procedures in relation to: <ul style="list-style-type: none"> • Health, safety, and wellbeing • Incidents, injury, trauma and illness • Infection control • Medical conditions • Emergencies and evacuations • Drop off and collection of children • Supervision 											
Student is required to access a risk management plan for an excursion according to the service policies and procedures and legislative requirements											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE049 Embed environmental responsibilities in service operations (Core)											
Does the student have an understanding of the children's understanding of environmental responsibilities?											
The student is required to plan, implement and evaluate as part of the curriculum planning, an activity which reflects sustainability in the service.											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCPRP003 reflect on and improve own professional practice (Core)											
Does the student demonstrate an understanding on the following: <ul style="list-style-type: none"> • Code of practice • Duty of care • Rights and responsibilities of workers and employers • Work role boundaries 											
Does the student model professionalism?											
Does the student seek feedback on their work performance?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE045 Foster positive and respectful interactions and behaviour in children (Core)											
Does the student observe social interactions of the children to identify: <ul style="list-style-type: none"> Emerging pro-social skills Strategies to use by educators to support the development of pro-social skills 											
Has the student: <ul style="list-style-type: none"> Reviewed information regarding children’s interactions and behaviour Reviewed the physical and social environment in and outside the service to assist in identifying children’s behaviour Observed and monitored interactions and responses of children to identify challenging behaviour Assist to develop, implement, and evaluate a support plan for a child 											
The student is to participate in collaborative discussions about a child’s interaction and behaviour with colleagues											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE046 Implement strategies for the inclusion of all children (Core)											
Does the student use critical reflections to evaluate different areas of practice in the service which supports inclusion and inclusive practices?											
Does the student promote inclusion in each of the following: <ul style="list-style-type: none"> • Curriculum development • Interpersonal communication 											
Does the student assist in development, implementing and reviewing plans which support and include children?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE050 Work in partnership with children’s families (Core)											
Does the student complete all tasks with their job description?											
Does the student communicate well with families?											
Does the student demonstrate the following when communicating with families: <ul style="list-style-type: none"> • Active listening • Collaborative decision making and discussions • Use clear verbal information • Use questioning • Use negotiations 											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCECE044 Facilitate compliance in a children’s education and care service (Core)											
The student is required to read the service assessment rating and discuss with room leader/director on the outcome of the assessment.											
Does the student demonstrate an understanding of the quality areas?											
Does the student demonstrate an understanding of the NQS and how they apply?											
The student is required to read the service QIP and reflect on one area.											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCPOL002 Develop and implement policy (Elective) CHCPOL003 Research and apply evidence to practice (Elective)											
The student is required to become familiar with the service policies and procedures and answer the following: a. Where is the policy file kept? b. Are all policies up to date? c. Are any policies up for review? d. Who is responsible for updating policies? e. Are staff, families and other stakeholders consulted in policy development?											
Does the student implement policies and procedures of the service?											
Does the student seek clarification if unsure about a policy or procedure?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCMGT003 Lead the work team (Elective)											
The student is required to chair a staff/room meeting.											
Did the student: a. Notify the team regarding the meeting? b. Notify the team on the time, date, and location of the meeting? c. Have an agenda for the meeting?											
Did the student give the team minutes of the meeting?											
Was the meeting organised and prepared?											

Feedback from supervisor:

The student on work experience should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
BSBTWK502 Manage team effectiveness (Core)											
The student is required to run the room, under supervision for 3 weeks. (Any age group) Does the student: <ul style="list-style-type: none"> a. Direct staff in daily tasks? b. Take control of any issues that may arise? c. Understand the staffing requirements? d. Understand the staff/children ratio? 											
Did the student whilst running the room: <ul style="list-style-type: none"> • Provide feedback and encouragement towards others? • Model desired behaviour and practices? • Support the team to meet expectations using formal and informal learning opportunities? • Communicate effectively with all stakeholders about team performance plans and team performance • Evaluate and ensure corrective measures are taken to resolve issues, concerns and problems raised by both internal and external stakeholders. 											

Feedback from supervisor:

Notes/Observations

Notes/Observations