

CHC30121 Certificate III in Early Childhood Education and Care
Work Placement Book

Learner/ Student Name: _____

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Purpose of the Work Placement Book (TRB)

Learner/ Student

1. To log your compulsory work placement hours
2. To help you review your progress in applying theory into the workplace
3. To provide you with a record of skills and knowledge that you have achieved during your supervised work placement
4. To guide what to add to the Portfolio of Evidence

Qualified Educator

1. To provide a record of the student's progress in the workplace
2. To help the Learner/ Student with the practical component of the course

AIWT Assessor

1. To provide evidence that you, the Learner/ Student has completed the practical component of the course with a suitable Child Care Service
2. To help AIWT to check your compulsory hours have been logged and you have developed skills and knowledge and are ready to be assessed in the workplace

Responsibilities of Learner

- 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 the learner can perform the task on the job

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Student Services email	studentservices@aiwt.edu.au
Trainer/ Assessor Name	
Contact Email	
Contact Phone No	
Workplace Supervisor Name	
Qualification of Supervisor	
Program Duration:	
CHC30121 Start Date:	
CHC30121 Expected Finish Date:	

EMERGENCY CONTACT DETAILS

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

RTO USE ONLY

Hours completed: _____

All signatures as required? _____

Activities completed? _____

Trainer name: _____

Trainer signature: _____

Date: _____

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Units of Competency in this Work Placement Book

The practical components of the units listed below will be assessed during your training program either at your childcare service where you are working or doing your traineeship and at times in a simulated environment. Most of the knowledge component for these units is assessed through the completion of activities, review questions and case studies. This Training Record Book logs your work placement and guides you to be ready at your practical assessment. Unit/s shaded in grey are not applicable for this Work placement record.

	Core/ Elective	Unit Code	Unit Name
Part 1 Learning and development	Core	CHCECE034	Use an approved learning framework to guide practice
	Core	CHCECE035	Support the holistic learning and development of children
	Core	CHCECE038	Observe children to inform practice
	Core	CHCECE036	Provide experiences to support children's play and learning
Part 2 Health and safety	Core	HLTWHS001	Participate in workplace health and safety
	Core	CHCECE031	Support children's health, safety and wellbeing
	Core	CHCPRT001	Identify and respond to children and young people at risk
	Core	HLTAID012	N/A Provide an emergency first aid response in an education and care setting
Part 3 Relationships with children	Core	CHCECE032	Nurture babies and toddlers
	Core	CHCECE030	Support inclusion and diversity
	Core	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people's culture
	Core	CHCECE033	Develop positive and respectful relationships with children
	Core	CHCECE037	Support children to connect with the natural environment
Part 4 Professional responsibilities	Core	CHCECE056	Work effectively in children's education and care
	Core	CHCECE055	Meet legal and ethical obligations in children's education and care
	Elective	BSBPEF301	Organise personal work priorities
	Elective	CHCDIV001	Work with diverse people



Time log

Learner/ Student's Name: _____

Qualified Educator: _____

Child Care Service: _____

Date	In		Out		Break Time	Qualified Educator initial
	AM		PM			
<i>e.g. 13/1/18</i>	8	30	3	15	30 Minutes	IM

Date	In		Out		Break Time	Qualified Educator initial
	AM		PM			
<i>e.g. 13/1/18</i>	8	30	3	15	30 Minutes	IM

Qualified Educator's Name: I _____ confirm, that this Learner/ Student has completed the required hours at our Childcare Service as listed above.

Date: _____ Signature: _____

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

<i>Workplace Supervisor Signature:</i>		Date:
<i>Learner/ Student Signature:</i>		Date:

Feedback

To be completed by supervisor

Do you feel the Learner/ Student has achieved the required skills?

To be completed by student

What have you achieved from this practical experience?

CHCECE034 Used an approved learning framework to guide practice The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Participate in the implementation of an approved learning framework, including: <ul style="list-style-type: none"> explaining how the vision, principles and practices are demonstrated in the service 											
Document own involvement of practice that support the implementation of the framework.											
Reflect on the use of the approved framework and discuss the reflection process and outcome.											

Feedback from supervisor:

CHCECE035 Support the holistic learning and development of children The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Support the holistic learning and development of children by creating and implementing experiences that collectively provide opportunities for development.											
Provides opportunities for development in the following: <ul style="list-style-type: none"> • Physical • Social • Emotional • Cognitive • Language 											

Feedback from supervisor:

CHCECE038 Observe children to inform practice The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Gather, document, reflect on and use information to inform curriculum planning											
Use different forms of observations											
Use at least two secondary sources											
Communicate regarding child's development, interests and likes											
Explain links to the framework											

Feedback from supervisor:

CHCECE036 Provide experiences to support children’s play and learning The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Sets up and support play and learning opportunities that include: <ul style="list-style-type: none"> Indoor experiences Outdoor experiences 											
Sets up and support: <ul style="list-style-type: none"> One group experience One individual experience One experience that runs over multiply days 											
Uses reflections to evaluate and document play experiences											
Discusses the refection’s process and outcomes											

Feedback from supervisor:

HLTWHS001 Participate in work health and safety The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Take actions to maintain safe housekeeping practices in own work area											
Participate in workplace safety meetings, inspections, and consultative activities											
Raise WHS issues with designated persons according to organisational procedures											

Feedback from supervisor:

CHCECE031 Support children's health, safety and wellbeing The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Follow all hygiene, health and safety procedures											
Support children: <ul style="list-style-type: none"> To wash their hands During mealtimes While toileting With dressing and undressing With their individual sleep needs 											
Respond appropriately to situations where the health and safety of the children may be compromised											
Exchange information about supervision with colleagues to always ensure adequate supervision											

Feedback from supervisor:

CHCPRT001 Identify and respond to children and young people at risk The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Identify and seek supervision for issues if ethical concern in practice with children and young people											
Employ ethical and nurturing practices and observe professional boundaries when working with children and young people											

Feedback from supervisor:

CHCECE032 Nurture babies and toddlers The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Complete the following tasks according to the service and regulatory requirements: Assist babies with: <ul style="list-style-type: none"> • Changing nappies • Preparing a bottle, feed babies and clean equipment • Preparing solid foods for babies • Responding appropriately to babies' signs and cues • Preparing and settle babies for sleep • Monitoring and encourage age-appropriate physical exploration and gross motor skills 											
Assist toddlers with: <ul style="list-style-type: none"> • Toileting • During mealtimes • Responding appropriately to signs and cues • Preparing and settle toddlers for sleep • Monitoring and encourage age-appropriate physical exploration and gross motor skills 											
Document and reflect on how relationships are developed between educators and other babies/toddlers											
Support babies and toddlers with their own relationships											

Feedback from supervisor:

CHCECE030 Support inclusion and diversity The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Identifying and reflecting own values and biases in relation to practices with families and children											
Identify different opportunities to support inclusion and diversity with children in daily practice, including both routine and using play experiences											

Feedback from supervisor:

CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander people's cultures The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Reflecting on own perspectives on Aboriginal and/or Torres Strait Islander people's cultures											
Source information and collaborate to develop ideas on how to embed Aboriginal and/or Torres Strait Islander people's culture into daily practice											
Support one experience with a group of children that encourages their understanding of local Aboriginal and/or Torres Strait Islander people's culture											

Feedback from supervisor:

CHCECE033 Develop positive and respectful relationships with children The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Communicate positively and respectfully with children during the following interactions: <ul style="list-style-type: none"> • Group interactions • Mealtimes • Play opportunities • Physical care routines • Sustained individual interactions • Situations where children are reluctant to participate • Situation of conflict • Times of transitions 											
Document and reflect on observations on the ways relationships are developed including: <ul style="list-style-type: none"> • Own relationship with children • Other educators' relationship with children • Child to child relationship 											

Feedback from supervisor:

CHCECE037 Support children to connect with the natural environment The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Understanding and supporting the children to appreciate the natural environment											
Plan and implement opportunities that encourage children to engage positively with the natural environment using: <ul style="list-style-type: none"> Indoor opportunity Outdoor opportunity 											

Feedback from supervisor:

CHCECE056 Work effectively in children's education and care The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Understands the service procedures of an education and care service											
Uses effective planning, organisational and communication to complete different tasks and daily duties											

Feedback from supervisor:

CHCECE055 Meet legal and ethical obligations in children’s education and care The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Understands legal requirements for the following: <ul style="list-style-type: none"> • Health safety and wellbeing • Incidents, injury, trauma, and illness • Response to medical conditions • Emergency response • Governance and leadership • Physical environment • Staffing arrangements 											
Understands the difference between legal and ethical issues or dilemmas relevant to the work role											

Feedback from supervisor:

BSBPEF301 Organise personal work priorities The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Prepare and implement work plans according to work requirements and objectives											
Use technology to schedule, prioritise and monitor completion of tasks											
Monitor and assess personal performance against job role by seeking feedback											
Identify personal development needs and access, complete and record skill development and learning											

Feedback from supervisor:

CHCDIV001 Work with diverse people The Learner/ Student must demonstrate competence in the following:	Outcome			Credited Assessor			Student		Qualified Educator		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Reflect on own perspectives on diversity											
Recognise and respect the needs of people from diverse social and cultural backgrounds											
Select and use appropriate verbal and nonverbal communication											
Recognise situations where misunderstandings may arise from diverse and formed appropriate responses											

Feedback from supervisor:



Notes/Observations