



CHC50221

**Diploma of School Age
Education and Care**

Training Record Book

Student Name:

Australia-International Institute of Workplace Training (AIWT)

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

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CHC50221 start date: _____

CHC502121 finish date (expected): _____

RTO USE ONLY

Hours completed: _____

All signatures as required. _____

Activities completed? _____

Trainer name: _____

Trainer signature: _____

Date: _____

EMERGENCY CONTACT DETAILS

CONTACT
NAME/S

.....

ADDRESS

.....

TELEPHONE (Home) (Mob)
NUMBER

EMAIL
ADDRESS

RELATIONSHIP
TO YOU

.....

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
BSBSUS511	Develop workplace policies and procedures for sustainability
SISXDIS001	Facilitate inclusion for people with a disability
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace
CHCSAC010	Foster holistic learning, development and wellbeing for school age children
CHCSAC007	Develop and implement play and leisure experiences in school age care
CHCSAC008	Work collaboratively and respectfully with school age children
CHCSAC006	Support children to participate in school age care
CHCECE049	Embed environmental responsibility in service operations
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE050	Work in partnerships with children's families
CHCPOL003	Research and apply evidence to practice

Unit code	Unit title
CHCPOL002	Develop and implement policy
BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans
HLTWHS003	Maintain work health and safety
CHCPRT001	Identify and respond to children and young people at risk
CHCLEG003	Manage legal and ethical compliance
CHCDIV003	Manage and promote diversity
CHCCCS007	Develop and implement service programs
BSBLDR523	Lead and manage effective workplace relationships
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPRP003	Reflect on and improve own professional practice

Student evaluation for CHC50221

To be completed by supervisor

Do you feel the student has achieved the required skills?

To be completed by student

What have you achieved from this practical experience?

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
BSBSUS511 Develop workplace policies and procedures for sustainability											
Develop and implement workplace policies and procedures for sustainability											
Implement sustainability policy and procedures into wider organisational policies and procedures											
Consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation, and continuous improvement.											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
SISXDIS001 Facilitate inclusion for people with a disability											
Does the student: have the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role											
Does the student select and use communication strategies suited to individual clients, including the following: <ul style="list-style-type: none"> ▪ active listening ▪ open questioning ▪ non-verbal ▪ visual ▪ sensory ▪ tactile 											
Apply principles and practices of social justice, anti-discrimination, and equal access to identify the needs and opportunities for participation in recreation activities											

Identify strategies to align recreational opportunities with the specific requirements and needs of people with a disability.											
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Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
HLTFSE007 Oversee the day-to-day implementation of food safety in the workplace											
Does the student supervise workplace food safety program											
Does the student communicate food safety requirements											
The student is required to investigate at least 2 breaches or complaints and implemented appropriate corrective action and controls.											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCSAC010 Foster holistic learning, development, and wellbeing for school age children											
The student is required to research and analyse information from three different sources about the following domains of childhood development for school age children, and their interrelationships											
Does the student to plan, document and provide four experiences that individually or collectively incorporate											
Does the student use critical reflection to evaluate the experiences provided											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCSAC007 Develop and implement play and leisure experiences in school age care											
Does the student identify play and leisure interests of children in school age care.											
Does the student plan experiences.											
Does the student implement school age care experiences.											
Does the student evaluate 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
CHCSAC008 Work collaboratively and respectfully with school age children											
Does the student: Interact positively with school age children using: <ul style="list-style-type: none"> Active listening. Communications that encourage relationship building Appropriate communication to enable children to express their needs. Cross cultural communication to engage in a respectful manner that supports the inclusion of all children. 											
Support and respect children by guiding their behaviour using positive reinforcement											
Reflect on relationships with children by identifying areas for enhancing their own skills and seeking guidance as required											

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
CHCSAC006 Support children to participate in school age care											
Does the student understand 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
CHCECE049 Embed environmental responsibilities in service operations											
Does the student understand 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
CHCECE044 Facilitate compliance in a children's education and care service											
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
CHCECE050 Work in partnership with children's families											
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
CHCPOL002 Develop and implement policy											
CHCPOL003 Research and apply evidence to practice											
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:

This trainee must demonstrate evidence of the ability to demonstrate emotional intelligence in relation to at least two different work tasks	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
BSBPEF502 Develop and use emotional intelligence											
promote development of emotion intelligence in others on at least one occasion.											
develop assessment criteria to assess personal emotional strengths and weaknesses											
conduct an analysis to identify personal emotional triggers, incorporating feedback from others											

Feedback from supervisor:

This trainee must demonstrate evidence of the ability to demonstrate emotional intelligence in relation to at least two different work tasks	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
BSBOPS502 Manage business operational plans											
manage an operational plan for at least one business or work area.											
develop and implement an operational plan using a variety of information sources and consultation including: <ul style="list-style-type: none"> • resource requirements • key performance indicators • monitoring processes • contingency plans 											
communicate with stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams											
confirm existence of relevant strategies, including strategies relating to: <ul style="list-style-type: none"> • recruiting, inducting and developing personnel • acquiring physical resources and services • protecting intellectual property • making variations to the plan • monitoring and documenting performance. 											

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
HLTWHS003 Maintain work health and safety											
The student is required to access at least one policy from your centre that focuses on work health and safety. Discuss with the supervisor how this policy addresses risk controls.											
Student is required to complete a risk assessment of the outdoor area, identifying potential hazards.											
Is the student aware, where the incident/accident reports are kept? Is the student aware how long these reports are kept for? Where are they stored?											
Is the student aware of the procedures for broken equipment and whom to report them to?											

Feedback from supervisor:

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
CHCPRT001 Identify and respond to children and young people at risk											
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:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	N/A	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCLEG003 Manage legal and ethical compliance											
Does the student: Coordinate the delivery of individual plans by: <ul style="list-style-type: none"> Identifying and prioritising needs, goals and preferences as outlined in individual plans 											
Liaise and negotiate with appropriate personnel and service providers											
Support families and carers and coordinate any feedback											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCDIV003 Manage and promote diversity											
Does the student:											
<ul style="list-style-type: none"> Research diversity in the workplace Foster diversity 											
Adapt communication strategies to meet the needs of individual within the workplace											
Contribute to workplace diversity policies and procedures											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCCCS007 Develop and implement service programs											
Does the student:											
<ul style="list-style-type: none"> Analyse the needs of the individual school age child and service needs Develop programs. Implement and deliver programs. Evaluate programs 											

Feedback from supervisor:

The student should demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	Not applicable	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
BSBLDR523 Lead and manage effective workplace relationships											
Does the student:											
<ul style="list-style-type: none"> Establish effective workplace relationships 											
<ul style="list-style-type: none"> Manage effective workplace relationships by delegating and confirming responsibilities to fulfill tasks. Identify and address issues in workplace relationships. Monitor and communicate outcomes of conflict management 											
<ul style="list-style-type: none"> Review management of workplace relationships by seeking feedback, evaluating feedback and identifying improvement for future workplace relationship leadership 											

Feedback from supervisor:

The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Qualified Educator			Student	
	N/A	S	NYS	Name	Initial	Date	Name	Initial	Date	Initial	Date
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety											
Identify the potential impact of cultural factors on service delivery to Aboriginal and/or Torres Strait Islander clients											
Use communication techniques that show respect for the cultural differences of Aboriginal and/or Torres Strait Islander people											

Feedback from supervisor:

The student 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											
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:

Notes/Observations

Notes/Observations