



# STUDENT WORKPLACEMENT

## PARTNER INFORMATION GUIDE

**Certificate III in Early Childhood Education and Care**

**Diploma of Early Childhood Education and Care**

## PARTNER OVERVIEW

Student work placements are a vital step in the training students undertake with 4Life College. The work placement is the opportunity for our students to refine the skills they have learnt within our simulated classroom training. It provides them with real life experience and ensure they are job-ready when they complete their course.

## WORK PLACEMENT TIMETABLE

4Life College places students in work placements all year round. As a partner, you advise what blocks you have available to host a placement and how many students you wish to have:

**Block A**  
January-March

**Block B**  
April-June

**Block C**  
July-September

**Block D**  
Oct-Dec

### ► Certificate III in Early Childhood Education and Care

Total hours: 135 - 1 block over 9 weeks - 2 days per week

### ► Diploma of Early Childhood Education and Care

Total hours: 300 - 3 blocks over 30 weeks - 2 days per week (Block 1) + 1 day per week (Block 2 and 3).



## WORK PLACEMENT PROCEDURE



**10-12 Weeks Before**

4Life College will confirm with your centre's availability to host a work placement for the upcoming Block.



**8-10 Weeks Before**

4Life College will send through all student documentation required for verification



**During Work Placement**

4Life College Assessor will visit your centre to assess the student on placement

## FAQs

- Typically students undertake in 9-10 week blocks, and 1-2 days week – however more intensive completion can be arranged if more suitable to your workplace.
- The College maintains valid insurance to cover a students work placement activities.
- The College will provide you with all required students documents i.e. Working with Children Check and Police Check.

## PARTNER BENEFITS

- ✓ **Help with your recruitment needs** – we are happy to contact graduates and promote jobs you are trying to fill.
- ✓ **Discount training** – we are happy to provide discounted training to you and your staff.

# CHC30113 Certificate III of Early Education and Care

## Work Placement:

- Hours required: 135 hrs
- Students in NSW, WA and VIC will be required to obtain a mandatory Volunteer/Student Working with Children Check (Unpaid) in order to attend Work Placement. Students in QLD will be required to obtain a Volunteer/Student Blue Card (unpaid). Some Early Education and Care Centres may also request a Police Check (paid).

## Units that require Work Placement:

CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE010	Support the holistic development of children in early childhood

## CHC30113 Certificate III students need to:

Provide evidence that they have completed the following tasks at least once:

- Provided care and responded appropriately to at least three children of varying ages, including: promoting physical activity and encouraging participation; ; engaging children in discussions around physical health and wellbeing; adapting the physical environment to ensure challenge and appropriate risk-taking; ensuring the smooth transition of new arrivals; supporting children through transition and change (CHCECE003).
- Provided care to at least different three babies and toddlers of varying ages using safe and hygienic practices, including: assessing and responding appropriately to babies' needs, including hunger, distress, tiredness and pain; setting up a safe environment conducive to rest; changing nappies; heating breast milk and formula, preparing bottles and preparing and heating food; cleaning equipment and utensils; feeding babies; (CHCECE005).
- Developed a nurturing and securely attached relationship with at least three different babies and toddlers of varying ages, including: settling new babies and toddlers through observing, monitoring and appropriately interacting with them and their caregivers; engaging in one-to-one interactions with babies and toddlers during daily routines; supported the learning of at least three different babies and toddlers of varying ages, including: responding appropriately to babies' and toddlers' cues and language; initiating and modelling language with babies and toddlers; providing stimulating environments that support skill development; modifying the environment and interactions to support babies/toddlers changing requirements; encouraging their attempts to gain new skills; providing opportunities to develop self- knowledge and awareness; contributing to their emotional and psychological well-being (CHCECE005).
- Communicated positively and respectfully and interacted effectively with at least three children, including: active listening; consideration of a child's age, activities, interests, culture and needs; interpreting non-verbal cues of children; responding to distress in ways that meets the child's need; communication of care and respect through all interactions; assessed and responded appropriately to behaviours of concern; encouraged children to respect similarities and differences between each other; involved and encouraged children in decision-making and planning (CHCECE007).
- Supported the development of children in at least three different situations/activities (including different age groups and abilities), including: interacting with children to holistically support development and learning appropriate to the child's abilities and age; providing a variety of experiences and environments to support the different areas of children's development (including a combination of physical, creative, social, emotional, language and cognitive) (CHCECE010).

# CHC50113 Diploma of Early Education and Care

## Work Placement:

- Hours required: 300 hrs
- Students in NSW, WA and VIC will be required to obtain a mandatory Volunteer/Student Working with Children Check (Unpaid) in order to attend Work Placement. Students in QLD will be required to obtain a Volunteer/Student Blue Card (unpaid). Some Early Education and Care Centres may also request a Police Check (paid).

## Units that require Work Placement:

CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE019	Facilitate compliance in an education and care
CHCECE024	Design and implement the curriculum to foster children's learning and development

## CHC50113 Diploma students need to:

Provide evidence that they have completed the following tasks:

- Planned and provided at least three opportunities for children of varying ages to develop in a range of areas, including: facilitating and supporting emotional and psychological development in children; encouraging self-help and independence of children; planning opportunities to foster children's positive self-concept and self-esteem; providing a positive and safe environment to encourage children to express thoughts, feelings and ideas (CHCECE017).
- Checked and maintained compliance in an education and care service, including: interpreting and applying the requirements outlined in the National Quality Framework in at least one education and care service; facilitating a self-assessment process in at least one education and care service; developed at least one quality improvement plan, including: documenting and checking information for accuracy and completeness; consulting with at least one other educator or service coordinator to review the plan. (CHCECE019).
- Designed and implemented curriculum on at least one occasion, including: evaluating and modifying environments to enhance opportunities for children's learning from other educators, children and their families; gathering information to use as a basis for design to address identified needs; designing learning experiences to foster children's development; assessing and evaluating curriculum and learning experiences in accordance with guidelines (CHCECE024).