



AUSTRALIAN
LEARNING
GROUP

WORKPLACEMENT EARLY CHILDHOOD EDUCATION AND CARE PARTNER GUIDE

Your guide to hosting Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care students undertaking workplacement from Australian Learning Group

Partner Overview

Student work placements are a vital step in the training that students undertake with Australian Learning Group. A work placement is an opportunity for our students to apply the knowledge that they have learned throughout the in-class training and refine the skills that they have begun to develop through simulated classroom training. It provides them with real life in-industry experience with the ultimate goal to improve their employability and ensure that they are job-ready once they graduate their course.

Work placement timetable

Australian Learning Group allows students to enrol in a course all year round. There are 4 terms per year in total. As a partner, we will reach out to you before each term to enquire about the number of work placement positions you have available:



WORK PLACEMENT PROCEDURE



5-12 Weeks Before

ALG Work Placement Team will contact your centre to confirm your availability to host work placement students



2 - 12 Weeks Before

ALG Work Placement Team will send through all student documentation required for placement confirmation



During Work Placement

ALG Assessor will visit your centre to assess the student on placement

► **CHC30121 – Certificate III in Early Childhood Education and Care**

Total hours: 210 - 3 blocks over 2 weeks per term - 2 days per week.
- 1 block over 9 weeks - 2 days per week.

► **CHC50121 – Diploma of Early Childhood Education and Care**

Total hours: 300 - 3 blocks over 2 weeks per term - 3 days per week.
- 1 block over 9 weeks - 3 days per week.

FAQs

- Students undertake three 2-week blocks and one 9-week block, 2-3 days week – completing practical components straight after they complete their theory components.
- The College maintains valid insurance to cover 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.



CHC30121 – Certificate III in Early Childhood Education and Care

Work Placement hours required: 210 hours

Units that require Work Placement:

CIII ECEC 210 hours	CHCDIV001	Work with diverse people
	CHCECE056	Work effectively in children's education and care
	CHCECE034	Use an approved learning framework to guide practice
	CHCECE055	Meet legal and ethical obligations in children's education and care
	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people's cultures
	CHCPRT001	Identify and respond to children and young people at risk
	CHCECE036	Provide experiences to support children's play and learning
	CHCECE031	Support children's health, safety and wellbeing
	CHCECE037	Support children to connect with the natural environment
	CHCECE032	Nurture babies and toddlers
	CHCECE035	Support the holistic learning and development of children
	CHCECE033	Develop positive and respectful relationships with children
	CHCECE030	Support inclusion and diversity
	CHCECE038	Observe children to inform practice

CHC30121 Certificate III in Early Childhood Education and Care students are required to:

Students will come to their workplace with a *Project Portfolio*. This portfolio will have a range of tasks to complete while in the workplace including (but not limited to):

- Observations of children
- Design and implementation of learning experiences
- Exploring safe and healthy work practices
- Supporting the needs and inclusivity of children and their families
- Participating in professional reflection and goal setting
- Nurturing the holistic development of babies and toddlers



CHC50121 – Diploma of Early Childhood Education and Care

Work Placement hours required: 300 hours

Units that require Work Placement:

Dip ECEC 300 hours	CHCPRP003	Reflect on and improve own professional practice
	CHCECE041	Maintain a safe and healthy environment for children
	CHCECE049	Embed environmental responsibility in service operations
	CHCECE044	Facilitate compliance in a children's education and care service
	CHCECE050	Work in partnership with children's families
	CHCECE042	Foster holistic early childhood learning, development and wellbeing
	CHCECE047	Analyse information to inform children's learning
	CHCECE046	Implement strategies for the inclusion of all children
	CHCECE045	Foster positive and respectful interactions and behaviour in children
	CHCECE048	Plan and implement children's education and care curriculum
	CHCECE043	Nurture creativity in children

CHC50121 Diploma of Early Childhood Education and Care students are required to:

Students will come to their workplace with a *Project Portfolio*. This portfolio will have a range of tasks to complete while in the workplace including (but not limited to):

- Observations of children and analysing information collected
- Design and implementation of learning experiences, including embedding sustainability and the natural environment into service programs
- Exploring safe and healthy work practices
- Supporting the needs and inclusivity of children and their families
- Participating in professional reflection and goal setting
- Nurturing the holistic development of children from Birth to Six Years