

**Structured Workplace Learning and Assessment**

Work Placement Plan 1

Modules 1, 2, 3 and 4:

* CHCECE055 Meet legal and ethical obligations in children’s education and care
* CHCECE056 Work effectively in children’s education and care
* CHCPRT001 Identify and respond to children and young people at risk
* HLTWHS001 Participate in workplace health and safety
* HLTFSE001 Follow basic food safety practices

CHC30121

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



**What is Structured Workplace Learning and Assessment?**

Swinburne Open Education offer students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.

The following pack outlines what is involved in work placement for workplace supervisors and students.

This document is for the Student’s and Workplace Supervisor’s records only.

This document reflects the Structured Workplace Learning and Assessment (SWLA) plan for the student and Workplace Supervisor as agreed with the Assessor.

****

 Please consider the environment before printing this document.

**Structured Workplace Learning and Assessment**

**Work Placement Plan 1**

CHC30121 Certificate III in Early Childhood Education and Care

Contents

[Work Placement Plan 1 4](#_Toc119682841)

[Section A: Student Details 4](#_Toc119682842)

[Section B: Assessor Details 4](#_Toc119682843)

[Section C: Host Organisation Details 4](#_Toc119682844)

[Section D: Units of Competency (UoC) 5](#_Toc119682845)

[The Course 5](#_Toc119682846)

[Section E: SWLA Tools 6](#_Toc119682847)

[Section F: Activity Schedule 7](#_Toc119682848)

[Section G: Checkpoint Schedule 9](#_Toc119682849)

[Checkpoint Schedule 9](#_Toc119682850)

# Work Placement Plan 1

This Work Placement Plan sets out a schedule for the SWLA activities and phone interviews to be completed during work placement Group 1.

This document is completed by the Assessor and agreed with the student and Workplace Supervisor at the start of the SWLA process.

# Section A: Student Details

|  |  |
| --- | --- |
| Student Name |  |
| Student Number |  |
| Qualification Name |  |
| Home Telephone |  |
| Mobile |  |
| Email |  |

# Section B: Assessor Details

|  |  |
| --- | --- |
| Name |  |
| Assessor Number/ID |  |
| Telephone |  |
| Email |  |

# Section C: Host Organisation Details

|  |  |
| --- | --- |
| **HOST ORGANISATION DETAILS** | |
| Business Name |  |
| Company ABN/ ACN |  |
| Street Address |  |
| Postal Address |  |
| Work Site Address |  |
| Phone Number |  |
| **SUPERVISOR DETAILS** | |
| Name |  |
| Position Title |  |
| Phone Number |  |
| Email |  |

# Section D: Units of Competency (UoC)

## The Course

The CHC30121Certificate III in Early Childhood Education and Care course includes the following units of competency.

The Work Placement commitment is a total of 200 hours and is aligned to sixteen (16) units within the course. Work Placement is split into two (2) groups as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MODULE** | **UNIT CODE** | **UNIT TITLE** | **LEARNING** | **ASSESMENT** | **TOTAL SWLA HOURS** |
| **Group 1** | | | | | |
| 0 | N/A | Welcome to the children’s education and care sector |  |  |  |
| 1 | CHCECE055 | Meet legal and ethical obligations in children’s education and care | 21 | 9 | 30 |
| CHCECE056 | Work effectively in children’s education and care |
| 2 | CHCPRT001 | Identify and respond to children and young people at risk |
| 3 | HLTWHS001 | Participate in workplace health and safety |
| 4 | HLTFSE001 | Follow basic food safety practices |
| 5 | Structured Workplace Learning and Assessment (SWLA) – Group 1 | | | | |
| **Group 2** | | | | | |
| 6 | CHCECE030 | Support inclusion and diversity | 119 | 51 | 170 |
| CHCECE054 | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples’ cultures |
| 7 | BSBSUS411 | Implement and monitor environmentally sustainable work practices |
| 8 | CHCECE037 | Support children to connect with the natural environment |
| 9 | CHCECE031 | Support children’s health, safety and wellbeing\* |
| CHCECE032 | Nurture babies and toddlers\* |
| 10 | CHCECE033 | Develop positive and respectful relationships with children\* |
| 11 | CHCECE034 | Use an approved learning framework to guide practice |
| CHCECE035 | Support the holistic learning and development of children\* |
| CHCECE036 | Provide experiences to support children’s play and learning\*​ |
| CHCECE038 | Observe children to inform practice |
| 12 | HLTAID012 | Provide First Aid in an education and care setting | | | |
| 13 | Structured Workplace Learning and Assessment (SWLA) – Group 2 | | | | |

\*Units are linked to 160 hours of placement.

# Section E: SWLA Tools

The following documents must be completed throughout the SWLA in order to gather evidence for assessment against the unit of competency.

Logbook

Journal

Portfolio

Interview Questionnaire (submitted by the Assessor)

Third-Party Report (submitted by the Assessor)

Direct Observation (submitted by the Assessor)

Other:

|  |
| --- |
|  |

# Section F: Activity Schedule

The following table outlines a schedule for the SWLA **Group 1** activities to be completed.

|  |  |  |
| --- | --- | --- |
| **SCHEDULE** | **HOURS** | **ACTIVITIES** |
| Group 1 | 30 | * Prior commencing placement: * obtain a working with children check and national police check. * comply with the relevant state/territory’s and service’s immunisation requirements. * Read through the learning for SWLA 1, including requirements, useful tips and frequently asked questions to be fully prepared for placement. * Complete the service’s induction process and familiarise yourself with the service’s policies and procedures, including dress code and any other requirements they may have. * Familiarise yourself with the workplace and introduce yourself to director, workplace supervisor, staff, families and children. Create an A4 introduction poster with your photo that explains who you are, what are you studying, why are you attending the service and for how long. * Ask your supervisor in which group will you be working and familiarise yourself with the group’s daily routine and the children attending the group. * Discuss in advance the shifts you are going to complete during placement. Try working a combination of shifts to experience centre opening and closing procedure. This will also help completing the safety checklists you are required to complete during SWLA 1. * While interacting and building respectful positive relationships with children, staff and families, make an effort to contribute to the group’s daily routine and assist staff and children during tasks and transitions. If you are not sure how you can assist, ask staff members. Try to be proactive and take initiatives to support staff and children. * Read through the assessment tasks to familiarise yourself with assessment requirements. * Before commencing the activities, discuss the requirements with your Workplace Supervisor. * Discuss with your supervisor when the service is due for an emergency rehearsal as you will need to participate in an emergency drill (such as an emergency evacuation or lockdown) as part of your workplace assessment tasks. * Make the necessary arrangements to be involved at mealtimes and assist the service’s chef to be able to complete the relevant assessment tasks. * Some of the tasks requires you to record videos: * a conversation with the Workplace Supervisor regarding workplace improvements for Activity 3 Part B * a recording of yourself demonstrating correct handwashing for Activity 9. * Some of the tasks requires the Supervisor’s signature. To obtain this, print out the relevant pages, then scan and save them following the provided naming convention. * Complete Portfolio 1 activities. * Complete Journal 1 activities. * Remember: * Always be polite, courteous and well-mannered. * Always follow workplace policies and procedures, including work health and safety requirements. * Always be punctual. Contact the service and your assessor immediately if you must be absent for any reason. * Under no circumstances can you be alone in a room with the children! A staff member must always be present. * Report all accidents to staff and refer administration of any medication to service staff. * Remain confidential in every discussion. * Never discuss a child’s progress with families. * Follow basic hygiene and safety requirements when carrying out duties.   Clarify any questions you may have regarding SWLA 1 requirements with your trainer/assessor and Workplace Supervisor prior and during placement. |

# Section G: Checkpoint Schedule

The Assessor will conduct regular checkpoint calls to discuss Student performance and progress through the Work Placement Plan. The table below identifies the initial schedule for these conversations, as well as the final interview, where the Student and Supervisor will be asked a series of questions (as set out in the Interview Questionnaire) about the Student’s performance during the SWLA for assessment purposes.

Additional sessions may be added throughout the process as needed by contacting the Assessor directly using their contact details in Section B.

## Checkpoint Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHECK POINT** | **CONTACT** | **SCHEDULE** | | **CHANGES**  **(if needed)** | **COMPLETED**  **(Assessor Initials)** |
| Initial Interview | Student | <<Date>> | <<Time>> |  |  |
| Initial Interview | Supervisor | <<Date>> | <<Time>> |  |  |
| Check-in Interview | Student | <<Date>> | <<Time>> |  |  |
| Check-in Interview | Supervisor | <<Date>> | <<Time>> |  |  |
| Final Interview | Student | <<Date>> | <<Time>> |  |  |
| Final Interview | Supervisor | <<Date>> | <<Time>> |  |  |