

Host Centre Practical Placement Handbook

Early Childhood Education and Care



SELMAR
INSTITUTE OF EDUCATION

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Purpose of the handbook

This handbook is designed to provide an overview of the practical placement process and explain the Roles and Responsibilities of the Host Centre, Learner and Selmar Institute of Education.

Practical placement hours are a component of the Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care. It gives learners the opportunity to observe practices and apply their learning in the workplace.

During their studies in Early Childhood Education and Care learners are required to complete a minimum of 180 hours (CHC30121 Certificate III in Early Childhood Education and Care) and 280 hours (CHC50121 Diploma of Early Childhood Education and Care) of supervised work in a regulated education and care service (Host Centre) – this is called Practical Placement.

Under section 5.4.20 of Education Training Reform Act 2006 (ETRA) learners enrolled in a post- secondary education course of a Registered Training Organisation (RTO) undertaking volunteer Practical Placement hours are not required to be paid for work on that placement.

This Handbook is developed following the guidelines for Practical Placement set by the Department of Education and Training (VICTORIA).

Department of Education and Training

2 Treasury Place, East Melbourne, Victoria, 3002.

Practical Placement guidelines is also available on the internet at:

education.vic.gov.au/Documents/training/providers/rto/practicalplacementguidelines.pdf

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Section 1: Introduction

There are **three (3)** components to each learner's practical assessment:

1. Practical Tasks
2. Workplace Observations
3. Supervisor Check-in reports

The Practical Placement Tasks and Workplace Observations are in the learners Practical Placement Section within the learner's online portal.

The Practical Placement Block information on our online portal outlines the Practical Placement requirements, summary of documentation to be completed and instructions for learners to complete the practical placement and workplace observations tasks.

Practical Placement Tasks

Each learner will have Practical Placement Assessments to complete whilst they are on practical placement. Below is a summary of tasks for both the Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care qualifications:

The Certificate III in Early Childhood Education and Care practical placement tasks include practicing the following skills, under direct supervision:

- Assisting babies and toddlers to transition into the centre.
- Supporting the learning of babies, toddlers, and children
- Planning and implementing activities for babies, toddlers, and children to encourage participation.
- Developing and maintaining positive relationships with children
- Observe and guide positive behaviour.

The Diploma of Early Childhood Education and Care practical placement tasks include practicing the following skills:

- Analysing and gathering information to inform practice.
- Design and implement the curriculum to foster children's learning and development.
- Plan and implement creative experiences to foster the holistic learning and development of children.
- Evaluate and reflect on children's learning and development.
- Develop a policy review process and evaluate current centre practices.
- Implement inclusion strategies.
- Participate in the Quality Improvement process and identify changes.
- Collaborate and engage with families to seek feedback on care strategies.

Workplace Observations

During practical placement each learner will be visited by a Selmar Assessor to conduct training and assessment of the learner's skills and knowledge in the workplace. Additional support or assessment visits will be arranged if needed by the learner, centre or Assessor. The Assessor will contact the centre to arrange a suitable date and time and will generally stay 2 hours per learner (this may vary depending on the observations being completed) During this time the Assessor will observe the learner and gain feedback from the Supervisor. The learner will be required to carry out some of their practical tasks while the Assessor completes the observation visit.

Supervisor Check-Ins

The learner's supervisor/s will be required to complete documentation within the Practical Placement Assessments. These may include supervisor check-ins, supervisor summary reports and signing off on logged hours.

How to assist your learner

To assist the learner in preparing for and completing these tasks, the host centre can do the following:

- Discuss each Practical Placement task with the learner.
- Meet with the learner regularly and complete the Supervisor Check-In documentation and relevant reports.
- Acknowledge and sign off any practical placement assessments/experiences where necessary.
- Assist the learner in selecting a focus baby/ toddler/child or a group of children.
- Ensure the learner has sufficient time and resources to plan and implement experiences.
- Discuss task evaluation questions with the learner.
- Ensure the skills included in the practical placement assessments and in the observation, tool have been appropriately role modelled by the learner's supervisor or by other staff.
- Direct the learner to any relevant policies or procedures.
- Provide advice or guidance prior to tasks being completed for the first time.
- Provide feedback after tasks have been completed to ensure learner/s are completing tasks according to policies and procedures.
- Include learner/s in centre activities where possible, for example staff meetings, PD sessions etc.
- Communicate constructive feedback, with the learner/s Assessor's.

Section 2: Roles and responsibilities

Host Centre Responsibilities

The responsibilities of the Host Centre outlined below list the obligations required to fulfil the practical placement:

- Agree to the terms of the Practical Placement Agreement and/or Employer Endorsement Form.
- Follow the Insurance Arrangements
- Host centre must ensure that all placement learners are not included as part of staff ratios (unless employed at the service)
- Sign and take a copy of the learner's Working with Children Check (WWCC)
- Provide the learner with 'Induction' as per your services policies and procedures including: Work health and safety procedures e.g., Evacuation & emergency, job risks or hazards, incident reporting/Code of ethics, conduct/staff policies and procedures/ Location of staff facilities and dress code/Days of placement/Start, finishing and break times/ who the learner's mentor and supervisor is each shift/The duties required of the learner whilst on placement.
- Allow learners to access the required age groups as per the requirements of the placement block.
- Sign the 'Placement Hours Log Sheet' at the conclusion of each shift.
- Monitor and provide feedback to the learner and Selmar on progress and complete relevant Supervisor Check ins and Reports.
- Allow Selmar Assessor to conduct 'Workplace Observations' to assess the learner's competency.
- Follow the Complaints process.
- Ensures any learner who is injured or involved in an incident completes an injury or incident report and forwards this to Selmar.
- Follow the Legislative and Regulatory requirements.

**No payment made to the centre for hosting learners.*

Learner Supervision

Learners undertaking practical placement require ongoing supervision and mentoring to develop skills performed by Educators such as:

- Assisting team leaders with responsibilities
- Process for dealing with private and confidential information.
- Teaching sector practices and standards
- Ensure that learner/s DO NOT perform duties that are not within the role of an assistant Educator or unqualified Diploma Educator for example:
 - Administration of any medication (even under supervision)
 - Supervising children on their own (unless employed by the service and meet the requirements of the Education and Care Services National Law and Regulations)

Selmar Institute of Education Responsibilities

The responsibilities of Selmar Institute of Education listed below outline the obligations required to fulfil the practical placement.

- Agree to the terms of the 'Practical Placement Agreement.'
- Follow the Insurance Arrangements
- Ensure all Learners undertaking placement have a current Working with Children Check (WWCC)
- Ensure the Centre and Learner have a copy of the signed Practical Placement Agreement and/or Employer Endorsement Form.
- Provide the Host Centre with a Host centre Practical Placement handbook outlining roles, responsibilities, and insurance arrangements.
- Provide learners with Practical Placement Information, outlining placement expectations, code of conduct, dress code, roles and responsibilities, insurance arrangements.
- Provide learners with a Selmar polo shirt to be worn on placement and on campus.
- Provide learner with the 'Placement Hours Log Sheet' to be completed on placement.
- Deliver training that meets industry practices and standards.
- Monitor and provide feedback to the Learner and Host Centre on progress.
- Conduct 'Workplace Observations' for each Learner, to assess competency.
- Provide the relevant documentation to the service to include the Supervisor Check In documentation.
- Follow the Complaints Process
- Follow the Legislative and Regulatory requirements.

Selmar Learner Responsibilities

The responsibilities of the learner listed below outline the obligations required to fulfil the practical placement.

- Agree to the terms of the 'Practical Placement Agreement'
- Follow the Insurance Arrangements
- Provide the original WWCC for sighting and copying to Selmar and the Host Centre
- Participate in the Host Centre's Induction process.
- Adhere to work health and safety procedures.
- Report any injuries or incidents to the Supervisor and fill in relevant reports.
- Abide by the Host Centre's code of ethics, conduct, policies and procedures and relevant legislation.
- Meet with the supervisor as scheduled in online portal and provide them with the Supervisor Check in documentation.
- Attend placement on the agreed days and times and maintain the learner Placement Hours Log Sheet each day.
- Inform the Host Centre and Placement Coordinator immediately of any absences and record these on the learner workplace attendance sheet.
- Wear the Selmar polo shirt, black- or blue-coloured pants and sturdy, comfortable closed shoes whilst on placement, or follow the dress code of the host centre.

** Learner is not paid for placement by Selmar or host centre.*

Section 3: Insurance, legislation and feedback

What Work Cover arrangements are required?

While on practical work placements in Victoria, learners are covered by the Department's WorkCover Insurance Policy and are entitled to compensation under the Workplace Injury Rehabilitation and Compensation Act 2013. This means that learners can make a WorkCover claim for injuries sustained during their practical placements. They will be deemed workers of the Department of Education for this purpose.

A written Practical Placement Agreement is a mandatory component of any practical placement. It is a legal agreement that stipulates the rights, obligations and duties of the employer (Host Centre), the registered training organisation (RTO) and learner. This agreement must be in writing otherwise the learner will not be entitled to Workcover in the event an injury occurs whilst they are on a practical placement. Workcover does not cover any employee, including practical placement learners, travelling to or from work.

The original agreement is kept by the registered training organisation and a copy provided to the Host Centre and Learner.

Return to placement post injury

If a learner injured during a placement is later able to return to the placement, the host centre should provide placement in the same or an equivalent position for the remaining portion of the original agreement. The host centre has no employment obligation to a learner on practical placement and is not obliged to provide permanent paid employment.

Before a learner returns to complete a placement, the registered training organisation should satisfy itself that the workplace is safe, and the learner will not be at further risk. If the registered training organisation is not satisfied with the safety of the host centre, then an alternative placement should be arranged.

Occupational Rehabilitation

The WorkCover Authority advises that the purpose of rehabilitation programs should be to return the injured learner to a position of general employability (either in the field of training or in an alternative area) rather than to the host employer.

How is a Work Cover claim lodged?

If a learner is injured during a practical placement, the procedure below should be followed for lodging a WorkCover claim:

- The learner completes and signs a Worker's Injury Claim form with the assistance of the host and/or registered training organisation (RTO) (if required).
- The RTO completes and signs the Employer section of the Worker's Injury Claim form and an Employer Injury Claim Report form, in consultation with the host employer (Host Centre) if necessary.
- The RTO marks both forms 'ASQA Practical Placement Claim' in the 'Workers Details' section. The employer scheme registration number of 1624618 and the workplace number 9573347 are entered on both forms.
- The RTO forwards the Employer Injury Claim Report and Worker Injury Claim forms, any certificates of capacity, completed incident notification form, medical accounts and a certified copy of the practical placement agreement to Gallagher Bassett at educlaims@gbtpa.com.au

Duplicates of both forms together with copies of any Certificates of Capacity and medical accounts are retained by the RTO.

Client Feedback and Complaints Handling

Feedback, both positive and negative, is a major indicator of customer satisfaction and outlines the extent of any problem or issue. Selmar will deal with all complaints it receives in an expedient manner and at an appropriate level of management.

Any feedback should be directed through the relevant Selmar staff:

Head of Training- Katherine Hussar

Katherine.hussar@catalysteducation.com.au

Legislative and Regulatory Requirements

Selmar requires that all staff, learners and host centres comply with the following legislative and regulatory requirements:

- Equal Opportunity Act 2010 (Vic)
- Child Care Act 1972
- Fair Work Act 2009
- Occupational Health and Safety Act 2004
- Workers Compensation Act 1987
- Privacy Act 1988

Copies of the above legislation can be accessed online at: legislation.vic.gov.au