

CHC30221

All items below **MUST** be present for the duration of the placement.

- The school is registered with state or territory education department
- All relevant policies, procedures, and workplace documentation to carry out their tasks including:
 - WHS and emergency response procedures including maintaining a safe learning environment for children
 - Mandatory reporting
 - Reporting procedures
 - Risk assessment
 - Complaints policies and procedures
 - Managing medical conditions procedures
 - Exclusion procedures
 - Excursions for students (as applicable) outside of the school grounds
 - Orientation procedures
 - Incident, injury, accident and trauma procedures
 - Sun protection procedures
 - First aid procedures
 - Procedures for communicating with families, guardians, carers from a range of different cultural backgrounds
 - Procedures for supporting the development of learning programs for students including learners with disabilities
 - Supervision policies and procedures
 - Diversity policies and procedures
 - Student behaviour and disciplinary procedures
 - A range of facilities, equipment and furniture required for classroom and school operation, including:
 - Student desks, chairs and other seating and workspaces such as beanbags, benches, tables
 - Blackboards, white boards, and interactive whiteboards
 - Resource storage systems, such as drawers, filing cabinets and shelving
 - Equipment and materials for creating classroom displays such as thumb tacks, fishing line, blu tac, tape, card, step ladder
 - Outdoor seating, such as benches in eating areas
 - A range of playground and outdoor equipment
- Access to curriculum documents and teacher lesson plans for supporting teaching and learning
- Workplace resources, for supporting individual learning and needs of students, including:
- Numeracy and mathematical equipment, such as calculators, concrete materials, measuring equipment and text books
- A range of literacy resources such as graded readers, books from a range of genres, writing equipment and materials, flashcards, dictionaries and other reference books
- Educational technology and software, including classroom computers, laptops and ipads
- Sporting, recreational and outdoor equipment, such as bats, balls, climbing equipment, skipping ropes

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- Science equipment
- Art and craft materials, such as natural and recycled materials, painting and drawing tools, modelling clay, a range of paper and card types, scissors and glue
- Text and reference books or software for a range of school subjects, including literacy and numeracy
- Worksheets and/or online activities for a range of school subjects, including literacy and numeracy
- Workplace technology for the purposes of recording observations and facilitating live feeds with an ACTAC assessor
- Access to school aged students from a range of cultural backgrounds, including Aboriginal and Torres Strait Islander peoples
- Access to school aged students with a range of additional needs
- Personal protective equipment appropriate to the role and work area including gloves, sunhats, sunscreen and sunglasses
- Access to a qualified teacher at the school to supervise placement