

## CHC30121

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

- The service is a regulated children's education and care service in Australia
- Access to babies, toddlers and children ranging in age from 0 – 6 years from a range of cultural backgrounds, including Aboriginal and Torres Strait Islander peoples
- Access to the families, guardians or carers of children from a range of cultural backgrounds, including Aboriginal and Torres Strait Islander peoples
- Access to the National Quality Framework Standards and applicable approved learning frameworks, supporting documents and resources for supporting teaching and learning
- Access to applicable workplace legislation and regulations
- 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, babies and toddlers
  - Mandatory reporting
  - Infection control procedures
  - Reporting procedures
  - Risk assessment
  - Complaints policies and procedures
  - Food handling, storage and preparation procedures
  - Managing medical conditions procedures
  - Exclusion procedures
  - Transporting children (as applicable) to and from the service
  - Excursions and outings outside of the service
  - Orientation procedures
  - Incident, injury, accident and trauma procedures
  - Sleep and rest procedures
  - Sun protection procedures
  - First aid procedures
  - Procedures for communicating with families, guardians, carers
  - Procedures for communicating with regulatory bodies and regulators
  - Procedures for developing learning programs for babies, toddlers and children ranging in age from 0 – 6 years
- Workplace resources, for supporting individual learning and needs of children, and families
- Workplace technology for the purposes of recording observations
- Workplace technology for facilitating live video streaming software feeds with an ACTAC assessor (these are not to be recorded)
- Workplace technology and resources for the purposes of research and planning of relevant learning and experiences
- Personal protective equipment appropriate to the role and work area such as gloves, aprons, hairnets and sunscreen

- Access to a diploma-level or higher qualified educator at the service, to supervise learner on placement
- Age-appropriate books and other reading material
- Access to a range of equipment and resources including:
  - Indoor play equipment
  - Outdoor play equipment
  - Sand and water play areas
  - Cots and bedding for babies and toddlers
  - Bedding and stretchers/mattresses for toddlers and children
- Arts and crafts materials such as:
  - Materials from the natural environment
  - Recycled containers
  - Wood
  - Glues
  - Paint and paint brushes
  - Pencils and crayons
  - Paper and cardboard including cardboard boxes
  - Clay
  - Chalk and chalkboards
  - Felt and other fabrics
  - Wool, cotton wool and string
  - Stamps and stamp pads
  - Craft kits
- Various age appropriate toys such as:
  - Cars, trucks and trains/train sets
  - Playmats for cars, trucks and trains
  - Shapes
  - Puppets and soft toys
  - Musical instruments and musical soft toys
  - Dramatic play equipment and areas, such as play kitchens
  - Dress-ups and dress-up areas
  - Blocks – Lego, Duplo, building, alphabet, different shapes and sizes, stacking toys
  - Age-appropriate books for babies, toddlers and children ranging in age from 0 – 6 years
- Toy and craft storage areas including trolleys, cupboards and shelves
- Baby gyms and play mats
- Educational toys – counting frames, puzzles, numbers, letters, flash cards, etc.