

CHC50125 Diploma of Early Childhood Education and Care Workplace Resources Checklist

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
- The service to ensure that **supervisor** has completed the required ACECQA approved and mandated child safety training (<https://www.acecqa.gov.au/child-safety-and-child-protection-training-requirements>)
- The service to ensure that **learner** has completed the required ACECQA approved and mandated child safety training (<https://www.acecqa.gov.au/child-safety-and-child-protection-training-requirements>)
- 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
- Access to workplace technology for facilitating live video streaming software feeds with an ACTAC assessor (these are not to be recorded)
- 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/excursions children (as applicable) to and from 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 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)

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- 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
 - Make believe 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