

CHC50225 Diploma of SAEC Workplace Resource Checklist COPY for Website

All items below must be present for the duration of the placement.

- The service is a regulated school age 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 children aged 5-12 years from a range of different cultural backgrounds including Aboriginal and Torres Strait Islander Peoples
- Access to the families, guardians or carers of children from a range of cultural backgrounds, abilities and disabilities (special needs), including Aboriginal and Torres Strait Islander peoples
- Access to workplace technology for facilitating live video streaming software feeds with an ACTAC assessor (these are not to be recorded)
- Access to a sporting, fitness or recreation environment
- 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 school age children in outside school hours care such as:
 - 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 school age children ranging in age from 5 - 12 years
- Personal protective equipment appropriate to the role and work area such as gloves, aprons, hairnets, and sunscreen
- Workplace technology for the purposes of recording observations
- Workplace resources, for supporting individual learning and needs of children, and families
- Workplace technology and resources for the purposes of research and planning of relevant learning and experiences

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- Access to a diploma-level or higher qualified educator at the service, to supervise learner on placement
- Access to documents related to the learning framework and resources for supporting education and care, such as My Time Our Place, session and program plans
- Technology such as computers, laptops, iPads, televisions and gaming devices (as applicable)
- Books and other reading material
- Workplace resources, for supporting individual leisure, learning and care needs of children, and families:
 - Indoor play equipment
 - Outdoor play equipment
 - Sporting/fitness equipment
- Arts and crafts materials such as:
 - Materials for 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
- Toy and craft storage areas, including trolleys, cupboards and shelves