

Informed Choices – Certificate III in Early Childhood Education and Care

Before you enrol

If you intend to enrol in the Certificate III in Early Childhood Education and Care, please review the Basic Skills listed in this document and think about whether you might experience some challenges in meeting them.

- ✓ Basic Skills are the activities, tasks or skills that are a major part of a job.
- ✓ If you think you might experience challenges related to disability, medical or mental health condition or for any other reason, you should discuss your concerns with TasTAFE teaching staff, a Student Support Officer or Disability Liaison Officer.

Basic Skills (for training & employment)

There are many essential skills an Educator working in the early childhood industry must have. We ask each learner applying to take part in the course if they can demonstrate the following skills:

Observational skills – this includes the ability to:

- Safely take part in supervising individuals or groups of children aged 0-6 years
- Identify safety hazards and risks
- Read and interpret non-verbal cues (e.g., facial expressions, body language)

Communication skills – this includes the ability to:

- Demonstrate good interactive skills when communicating, including the ability to ask questions when more information or guidance is needed.
- Speak with a range of people e.g., clients, families, co-workers
- Understand and follow written and spoken instructions
- Complete written and digital documents and basic reports
- Use computers for communication e.g. emails, documents, reporting
- Communicate and work with other people as a team
- Understand and respond appropriately to communication

Physical skills – this includes the ability to:

- Safely perform manual tasks e.g., bending, squatting, kneeling, crouching, lifting, repetitive movements
- Move around quickly and be able to respond to children's needs and safety requirements
- Safely use equipment associated with working in early learning i.e. highchairs, cots, play equipment
- Be on your feet for extended periods of time, both walking and standing
- Ability to change nappies and clean up bodily fluids as required

Thinking – this includes the ability to:

- Gather, understand and organise information
- Use common sense / basic problem-solving skills e.g., to respond to immediate safety risks
- Recall and communicate information
- Perform basic mathematical functions for measuring medications, infant formula and chemicals.
- Good time management skills
- Able to use initiative when a task needs to be performed

Behavioural and social skills – this includes the ability to:

- Model appropriate social and nonverbal behaviour
- Adapt to change
- Demonstrate, patience and willingness to work with people from different backgrounds
- Take responsibility for own actions, as well as taking responsibility for the health and safety of others
- Maintain confidentiality
- Be willing to accept responsibility

Questions for consideration...

- ✓ Can you meet the requirements for a Working with Vulnerable People Card
- ✓ Will you be able to meet the basic skills of the Educator's job role?
- ✓ Are you able to commit to learning, study and practical placement requirements?

Computer skills

You will need to use basic computer skills throughout the course

Must have access to reliable internet

Must have access to a Computer / Laptop (a smart phone or tablet is not sufficient)

Laptop **must be able to run Microsoft 365**

Learners are encouraged to bring their own devices to use

Industry Legislation or Regulations

To undertake Work Placement or work in Early Childhood Education and Care, you must be able to provide:

- Working with Vulnerable People Registration – volunteer status