Informed Choices Student Self-Assessment

# **CHC30113 Certificate III in Early Childhood Education and Care.**

# Purpose of this document

To provide information for you to clearly understand the requirements of the course and the requirements to work in the Early Childhood Education and Care sector.

This document lists the requirements, skills and attributes recommended when participating in the Early Childhood Education and Care sector.

Many of these skills and attributes are valued by industry and are key indicators of the employability skills required to work in the Childhood Education and Care sector.

To make an informed choice about this course, you should take into account the essential requirements, skills and attributes that Early Childhood Educators should possess when working in the sector.

Educators are required to have the ability to:

* Meet the essential course / job requirements.
* Complete assessments / work to an Australian Core Skills Framework (ACSF) exit level 3 standard.
* Have high verbal communication skills in English to communicate with children, parents and supervisors.

For more specific information on the details and tasks relating to the Early Childhood Industry refer to:

* Early Childhood Australia[**http://www.earlychildhoodaustralia.org.au**](http://www.earlychildhoodaustralia.org.au)
* Education and Care Quality Authority [**http://www.acecqa.gov.au**](http://www.acecqa.gov.au)

# Informed choice process

Complete the following pages of this document to gain an understanding of what is required when working in the Early Childhood Education and Care sector. This process is to help you make an informed choice as to whether the Early Childhood Education and Care course is the right course for you.

If you think you may experience challenges related to a disability or health conditions, or for any other reason you should discuss your concerns with a teacher or client services person, preferably prior to the application process.

A student support services staff member or a disability liaison officer may be able to assist you further.

**If you make an informed choice that Early Childhood Education and Care is not the right pathway for you, please consider another TasTAFE qualification from the following programs:**

• Course listings - [**https://www.tastafe.tas.edu.au**](https://www.tastafe.tas.edu.au)

• For more detailed information about specific courses go to [**http:/training.gov.au**](http://training.gov.au)

# Self-assessment of skills and attributes

Listed below are the skills and attributes which you will need to demonstrate during your training to meet the qualification requirements. These are also highly valued by industry when seeking employment.

**Tick the most appropriate box and add comments as applicable**

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Requirement** | Would be **unable** to do | Would be **difficult** to do | Can do |
| **Attend professional workplace experience,**  You will need to complete a minimum of 120 hours of work placement in a Regulated Early Childhood Education and Care Setting.  Placement hours *will* vary but can be a 7.5 working hour day from Monday to Friday between  7am – 10.00pm  Work Placement may be in metropolitan, rural or remote areas of Tasmania |  |  |  |
| Need to arrange own transport to and from work placement |  |  |  |
| Can you meet these requirements?  Are there any of the above areas you believe you need further assistance with? | | | |

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| **Essential Requirement** | Would be **unable** to do | Would be **difficult** to do | Can do |
| **Provide:**  Registered Working with Vulnerable Persons (RWVP) card (volunteer status) |  |  |  |
| Can you meet this requirement?  Do you believe you need further assistance?  Further information about attaining these checks and the cost can be found at:  [**http://www.justice.tas.gov.au/working\_with\_children/application**](http://www.justice.tas.gov.au/working_with_children/application) | | | |

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| **Essential Requirement** | Would be **unable** to do | Would be **difficult** to do | Can do |
| **First Aid training** - You must be physically able to carry out 3 minutes of CPR (cardiopulmonary resuscitation) kneeling on the floor.  First Aid is a core unit requirement for the CHC30113 Certificate III in the Early Childhood Education and Care qualification. If you can not complete 3 minutes of CPR kneeling on the floor you will not be able to gain the full CHC30113 Certificate III in the Early Childhood Education and Care qualification. |  |  |  |
| Can you meet these requirements?  Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Area** | **I do this** | | |
| --- | --- | --- | --- |
| **Communication**  **I can demonstrate:** | frequently | sometimes | never |
| The ability to communicate effectively in **English** with the ability to speak clearly and audibly to children, parents and work supervisors. |  |  |  |
| The ability to develop and maintain relationships, trust and confidence. |  |  |  |
| The ability to communicate with a range of people from different backgrounds. |  |  |  |
| Politeness, respect and empathy in all interactions with people. |  |  |  |
| The ability to receive and reflect on constructive feedback for performance improvement and respond appropriately. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Areas** | **I do this** |
| --- | --- |

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| --- | --- | --- | --- |
| **Teamwork**  **I can demonstrate:** | frequently | sometimes | never |
| The ability to work with other people for a common outcome. |  |  |  |
| Respect for other people and their role within the work team. |  |  |  |
| The ability to accept direction and feedback. |  |  |  |
| The ability to work under pressure and function effectively in stressful situations. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

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| **Learning, Literacy and Numeracy**  **Complete assessments / work to an Australian Core Skills Framework (ACSF) exit level 3 standard**  **I can demonstrate:** | frequently | sometimes | never |
| The ability to identify own strengths and weaknesses and seek assistance where necessary. |  |  |  |
| The ability and motivation to build on past knowledge and experience. |  |  |  |
| The ability to take on new information and tasks. |  |  |  |
| **Reading Skills:** ability to read familiar and some complex texts and extract relevant information. Understand client care plans, charts, procedures, reports, notes and work instructions, workplace safety signs. |  |  |  |
| **Writing Skills**: recording observations, completing forms, documents, reports, taking messages. Ability to write sort reports accurately i.e. spell with reasonable accuracy, legible handwriting style. |  |  |  |
| **Numeracy Skills:** perform basic mathematical functions; read and record fluids, read weights and measurements, interpret and document in charts, tables and graphs, calculate timeframes; measure and record data and interpret results. |  |  |  |
| **Oral Skills:** able to listen to instructions and explicit instructions and use a range of verbal communication skills such as; questioning, clarifying and giving instructions. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Areas** | **I do this** |
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| **Problem Solving and observational skills**  **I can demonstrate:** | frequently | sometimes | never |
| The ability to identify potential problems and respond appropriately. |  |  |  |
| The ability to ask questions and seek clarification when necessary. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Areas** | **I do this** |
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| **Initiative and enterprise**  **I can demonstrate:** | frequently | sometimes | never |
| Self- Motivation and initiative |  |  |  |
| The ability to seek assistance when necessary. |  |  |  |
| Foresight / the ability to see what needs to be done. |  |  |  |
| Accept personal responsibility for accurate completion of work and seek help when required. |  |  |  |
| Ability to use and apply new knowledge in practice. |  |  |  |
| Able to manage time appropriately (for study and completion of projects) |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Areas** | **I do this** |
| --- | --- |

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| **Planning, organising and self-management**  **I can demonstrate:** | frequently | sometimes | never |
| Appropriate time management skills. |  |  |  |
| The ability to prioritise, plan and organise own workload. |  |  |  |
| Capacity to cope with the demands of shift work (e.g. early, late and afternoon shifts over a five (5) day roster). |  |  |  |
| The ability to accept responsibility for own actions. |  |  |  |
| The ability to concentrate for long periods of time. |  |  |  |
| The ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces) |  |  |  |
| The ability to deal with the physical demands of undertaking manual tasks on a consistent basis |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

| **Self-Assessment Areas** | **I do this** |
| --- | --- |

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| --- | --- | --- | --- |
| **Technology**  **I can demonstrate:** | frequently | sometimes | never |
| The ability to learn and adapt to new technology. |  |  |  |
| The ability to use computers and related information technology including basic computing, word processing skills, data access using the internet, sending emails with attachments, uploading documents and website research |  |  |  |
| **I have** access and use to the internet outside of class times. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? | | | |

# Other considerations

**If English is your second language, to ensure success in this course, we recommend you have very high-level verbal communication skills in English as the ability to interact with children, parents and work supervisors in English is an essential part of the job role.**

## Fitness for the course:

**First Aid training will be provided as part of this course and you must be physically able to carry out three minutes of CPR (cardiopulmonary resuscitation) on the floor.**

**Thank you for taking the time to read this information and carry out the self-assessment.**