

Only Early Learning Centre



Trainee Handbook

Centre Policy Number 33

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Aim

To ensure that all trainee educators are aware of the responsibilities and are confident in the requirements of their job description and the trainee process.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Trainee Program Overview

Only Early Learning Centre offers Traineeships on either a 12month (full time) or 24month (part time) basis. The traineeships are offered as Certificate III or Diploma of Early Education & Care. There are both on the job requirements and theory (course work) requirements to be completed throughout the program. After successful completion, a position as a Certificate III or Diploma Educator on a full time/part time position may be offered, however there is no guarantee that this will be available so trainees are to be mindful that they may need to apply for positions at other centres once their traineeship is completed. The Trainee educator will be required to cover the cost of the Course for the traineeship.

All Certificate III trainee educators will be paid the award wage for the entirety of their traineeship.

Eligibility

To be eligible to undertake a traineeship, an individual must be an Australian citizen or permanent resident and provide evidence of a satisfactory Working with Children Check.

Trainee and Student Coordinator

Our Centre is unique in that we have a strong Management Team for ongoing support and mentoring for all Educators at the Service. We have developed the role of the Trainee & Student Co-ordinator who is responsible for overseeing all aspects both on and off the job requirements for our Trainees and Students to achieve as much as possible throughout their time at the Centre. This person will be regularly checking in with each trainee and ensuring that they keep on target with assessments, work through setting short and long-term goals to achieve throughout the program as well as offer ongoing support on floor.

Registered Training Organisation – Early Years Training and Consultancy

Early Years Training & Consultancy is the preferred Recognised Training Organisations that our Trainees use to complete their Course work. Kirsty is the owner and director and will work closely with each trainee throughout their traineeship, being a support and guide as you complete your course. Kirsty has many years' experience in the Early Education industry and has a wealth of knowledge to share. Kirsty will make regular visits to the Centre to observe trainees on the job performance. She will also be the main point of contact for questions regarding assessments.

ASA- Apprenticeship Support Australia

ASA is a government-based program that provides funding to businesses who are supporting the training and development of employees within certain sectors. ASA will be providing the training contracts which enables the centre to receive funding from the government for having trainees at our Service. They will meet with each trainee within the first few weeks of starting and will sign all contact forms. They will touch base mid-way through each traineeship and will also submit all funding documents for the centre to obtain completion payments at the successful completion of each traineeship.

New Traineeship Requirements

As of June 2018, the NSW Department of Industry released new information regarding Children's Services Traineeships. The *Apprenticeship and Traineeship Act 2001* states in Clause 14(2)(b) that all trainees must be supervised.

In the workplace, the Certificate III trainee:

1. Is not to be left alone with children at any time, unsupervised
2. May be included in any staff to child ratio calculation
3. Is not employed as a Primary Contact Staff Member
4. Is not left to close up the facility or be responsible for opening the centre
5. Is to be supervised by an appropriate Children's Services worker at all times

Other regulations for Certificate III Trainees:

1. All educators working with children must be over the age of 16
2. Educators hired under the age of 18 but over the age of 16 can apply for a WWCC from 17 years and 9 months old
3. If the trainee decides to withdrawal during their probation period and give notice to the Commissioner of the NSW Department of Industry, the child care service can deem this to be their resignation

Actively Working Towards a Qualification

Certificate III

An educator can be counted towards meeting the certificate III level qualification requirements if:

- Enrolled in an ACECQA approved qualification and have started study
- Making satisfactory progress towards completing the course
- Meeting the requirements to maintain enrolled in the course. This includes making payments.

Diploma

An educator can be counted towards meeting the diploma level qualification requirements if you can satisfy all of the above (Certificate III requirements) and at least one of the following:

- Hold an approved Certificate III level qualification
- Have completed the approved certificate III units
- Have completed 30% of the units in an approved ECT qualification

On the Job Training

Each traineeship will either be full time or part time within the centre. This means trainees will be rostered and paid for any hours that they work at the centre. Each trainee will be a full member of staff and through this, receive all the training required to complete all aspects of their Employment Description. Trainees will be shown how to complete tasks, how to engage effectively with the children and how to implement all aspects of each room's daily requirements in providing Education & Care for the children and families at our Centre. Each trainee will be encouraged to attend staff meetings, centre events as well as any additional professional development training provided by the centre.

Training Time

As part of your traineeship you will receive 3 hours per week to focus on training time. Training time will be issued on floor when Staffing Arrangements allow during quieter periods throughout the day (rest time, additional educators present). Training time is a time for trainees to seek advice from either the Management Team or Trainee Co-ordinator. It is also a time to clarify items with Lead Educators within the rooms. Trainees can utilise Training Time to complete assessment and on the floor tasks required for course work. Training time is also used when having meetings with Kirsty from EYTC, when being shown new tasks or policy & procedural requirements. This time is not solely allocated for assessment completion and trainees need to be mindful that taking on the traineeship requires a lot of additional study in their own time external from the centre. Training time can also include time spent at Professional Development that is funded by the centre, as well as Professional Development meetings with Management.

General Training Expectations

- Be prepared for your study time before it begins
- Start your traineeship by using your Training Plan to keep on track
- Keep on track with all assessments
- Remember you will need to do study time at home to complete all of the written requirements
- Use your traineeship as a valuable learning experience
- Remember to phone Kirsty from Early Years Training and Consultancy in your study time if you have any questions or need added motivation

Trainee to Family Communication

The following restrictions only apply to Certificate III Trainee Educators

Family and service communication is an important aspect of Early Childhood Education and Care, which enables educators and other staff to more closely meet the needs of children and families and provide consistency and continuity between the service and home environments. Trainee Educators are developing the skills, appropriate communication techniques as well as gaining an understanding of childhood psychology and development. The communication between Trainee Educators and families is monitored by Senior Staff Members and is limited to ensure that accurate and appropriate information is provided to all families at Only Early Learning Centre.

Trainee Educators will communicate with families about **only the following**:

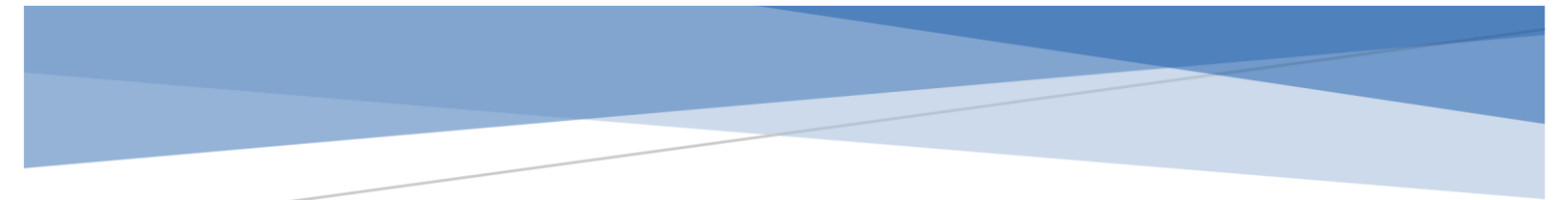
- The location of children's personal items including shoes, socks, bag, hat, drink bottle
- Greet and farewell all families and children during drop off and pick up
- Directing families to where Senior Staff members are located in the centre

Trainee Educators **will not** communicate on their own accord with families about the following:

- How a child's day has been, regardless of whether it is positive or negative information
- Information about nappy change times or incidents
- Information about children's behaviour, regardless of whether it is positive or negative information
- Information about children's emotional state, including excessive crying and separation anxiety
- Information about children's eating habits, including excessive eating or lack of eating
- Information about allergies, cultural requirements or medical requirements
- Give advice to families about decisions regarding their child
- Information regarding the centre including fee structures, staffing arrangements and relationships
- Information about accidents or illnesses in the centre or room

If a Trainee is approached by a parent and asked about any of the above information, they are to use the following response to redirect the parent to a Senior Staff Member.

"Let me find one of our Senior Staff members for you, they will be able to give you some more information about that/answer that question for you"



The above limitations on interactions with families are set in place to protect the integrity, reputation and confidentiality of Only Early Learning Centre. All trainees will be trained by Lead Educators and Senior Team members to appropriately conduct extended family interaction throughout their traineeship. If a Lead Educator or Senior Staff Member is present with a trainee during the above interactions, they can occur. The centre's Trainee Coordinator, along with management, will determine when Trainee's are competent to have discussion alone. This will be communicated with individual Trainees during regular performance reviews and conversations.



Sources

Education and Care Services National Regulation 2011

120 Educators who are under 18 to be supervised

National Quality Standards 2018

4.1 Staffing arrangements

4.1.1 Organisation of educators

4.2.2 Professional standards

7.2.3 Development of professionals

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 1st August 2019

Approved By: Kelly Williams

Date for Next Review: 1st August 2020