

Vocational Placement Frequently Asked Question's

Early Childhood Education and Care program - Students

What is vocational placement?

Vocational placement provides you with an opportunity to gain hands on knowledge and experience in the childcare industry. While at vocational placement, you will be mentored by your Workplace Supervisor in an accredited education and care service.

What will I do during vocational placement?

During vocational placement you will put into action everything you have learnt throughout your course.

How many hours of vocational placement do I need to complete?

You will need to complete the following hours of vocational placement for CHC30113 Certificate III in Early Childhood Education and Care (120 hours), this time needs to be split between children over two and under two, and for CHC50113 Diploma of Early Childhood Education and Care (240 hours). Your placement must be spread over the duration of your course and cannot be done in a block. Throughout your enrolment your early learning centre information, experiences and observations will be required for completion of assessments. We therefore recommend one day of placement per week until you have completed your theory work and observation reports.

When will I do vocational placement?

When you have submitted theory work and demonstrate an understanding of the early learning environment and received your working with children's check (blue card) the early childhood education team will begin to assist you in securing placement in an early learning centre. Your contribution to this will reduce the time this takes as you can provide the team with the details of your preferred centres in your local area. It can take up to a month to find you placement depending on your location, your input into the process will ensure the placement is secured quickly.

Will I be paid to do vocational placement?

Vocational placement is unpaid.

What is a Workplace Supervisor?

A Workplace Supervisor is not your director, but a Diploma qualified Educator that observes you in the workplace conducting your everyday tasks. There will be instances where your workplace projects/tasks require confirmation that they took place and your workplace supervisor will need to verify this by providing feedback and signing the provided documentation.

Why do I have to do vocational placement?

Being an Early Years Educator is a very hands on and you can only learn so much through theory tasks. Vocational placement provides an important opportunity to learn in the workplace with experienced educators who can guide you in correct practices. It is also a requirement to successfully complete your qualification that you are observed within a workplace.

I already work in the industry, do I need to do vocational placement?

You may be able to complete some or all of your placement at your current workplace, provided it meets the following criteria:

- Accredited
- have children currently enrolled who are under and over two years of age
- be willing to sign off on your log book hours and complete an observation report for each unit of study

Do I need to find my own vocational placement?

Our trainers and training coordinator will work with you to find you a suitable placement in your local area. We have relationships with a range of early childhood education and care services that take on Shafston students.

Who do I contact for more information?

You can contact either your trainer or the training coordinator via email or on their direct phone lines.

Do I need parental permission to take photos and observations?

Yes, it is a legal requirement to have parental consent when sharing information about children to external organisations.

What do I need to take to my vocational placement?

You will be issued with one vocational placement pack when you first engage with an early learning centre that includes;

- Blue card
 - Folder
 - Best Practice Guidelines student copy and placement copy
 - Frequently Asked Questions for students & organisations
 - Vocational Placement Agreement
 - Certificate of Currency
 - Workplace tasks for Certificate III (Diploma workplace tasks will be distributed throughout the delivery of the program)
 - Parental permission forms
 - Hat
 - Polo shirt
 - Pencil case
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