



# Employer's Report



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## Employer's Report to support entry to the CHC50125 Diploma of Early Childhood Education and Care

The Employer's Report is an optional support document used to verify an educator's employment and industry experience to gain entry to the *CHC50125 Diploma of Early Childhood Education and Care*. It is not mandatory as educators may find other ways to provide a Registered Training Organisation (RTO) with evidence of their current qualification(s) and experience.

If used, the Report should be completed by the educator, early childhood education and care diploma-qualified supervisor(s), and the director of the service. On occasions when the educator maintains casual employment or works across multiple services, several signatures or several employer reports can be submitted, and supported by alternative types of evidence such as payslips, CVs or reference letters.

### Instructions for the educator

- Include your full name, contact information, and relevant certification details.
- Document specific examples illustrating how you have applied the necessary skills and behaviours, demonstrating your practical experience in the workplace.
- If you have worked casually or had multiple employers, include documentation (dates and service centres or payslips) to verify that your experience equates to a minimum of 12 months (full-time equivalent) based upon a 38-hour week.
- Ensure that all information provided is accurate.

### Instructions for the supervisor(s)

- Review educator's details and certification details at the beginning of the report.
- The signed affirmations should not be as specific as formal observations but should reflect a broader confirmation that the educator has carried out relevant tasks in their role.
- Acknowledge their workplace participation and sign accordingly.
- Sign the declaration to confirm the report's accuracy and provide your signature and contact details.

### Instructions for the service director

- Review educator's details and certification details at the beginning of the report.
- Complete the director's declaration and provide your details and signature.

## Glossary

| Term                                   | Additional information/explanation                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guide to responses                     | <ul style="list-style-type: none"> <li>Only one response (50 to 100 words approximately) is required per workplace activity.</li> <li>Responses will vary and an educator's responses may highlight areas that require additional attention without restricting their entry to the diploma.</li> </ul>                                                                              |
| Full-time equivalent                   | <p>Full time equivalent could be:</p> <ul style="list-style-type: none"> <li>An educator's full-time experience of approximately 38 hours per week for one year.</li> <li>An educator's part-time experience of approximately 17.5 hours per week for 2 years.</li> <li>Over 5 years, a combination of casual, part time and full-time work that equates to (1824 hours)</li> </ul> |
| Registered Training Organisation (RTO) | The RTO will review the Educator's submission or alternative evidence to determine entry to the <i>CHC50125 Diploma of Early Childhood Education and Care</i> .                                                                                                                                                                                                                     |
| Supporting documentation               | <p>This report is a support document used to demonstrate an educator's qualifications and experience. It is not an assessment document, and the responses are not graded.</p> <p>Other forms of documentation can be used including payslips, CVs or reference letters.</p>                                                                                                         |
| Supervisor                             | The supervisor must hold a current Diploma in Early Childhood Education and Care. Multiple supervisors can sign the Employer's Report, if required.                                                                                                                                                                                                                                 |
| Title                                  | Supervisors and directors may hold diverse titles (e.g. centre manager, centre director, service director, or approved supervisor). More than one supervisor can sign off an educator's report.                                                                                                                                                                                     |

## Employer's Report to support entry to the CHC50125 Diploma of Early Childhood Education and Care

|                                                                                |  |
|--------------------------------------------------------------------------------|--|
| Educator's name:                                                               |  |
| Educator's address:                                                            |  |
| Educator's mobile:                                                             |  |
| Educator's email:                                                              |  |
| Educator's USI (or attach a verified copy of your Certificate III transcript): |  |

| Workplace activity                                            | The educator provides details of one occasion<br>(where and how they were involved) | Affirmed by supervisor: |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------|
| Manage daily care routines for children aged birth to 5 years |                                                                                     |                         |
| Develop and maintain positive partnerships with families      |                                                                                     |                         |
| Maintain records of a child's development and daily data      |                                                                                     |                         |

| Workplace activity                                                                                                                        | The educator provides details of one occasion (where and how they were involved) | Affirmed by supervisor: |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------|
| Create and conduct a learning experience to connect children with the natural environment using the Early Years Learning Framework (EYLF) |                                                                                  |                         |
| Embed Aboriginal and Torres Strait Islander perspectives into children's learning using the EYLF                                          |                                                                                  |                         |
| Support the learning of a child with additional needs using the EYLF                                                                      |                                                                                  |                         |
| Promote children's health, wellbeing and physical exercise using the EYLF                                                                 |                                                                                  |                         |
| Ensure your practice is in accordance with the national quality standards                                                                 |                                                                                  |                         |
| Demonstrate knowledge of the State or Territory Child Safe Standards or equivalent                                                        |                                                                                  |                         |
| Demonstrate knowledge of the centre's health and safety and policies and procedures                                                       |                                                                                  |                         |
| Describe a recent professional development experience and its benefit to you                                                              |                                                                                  |                         |

### Supervisor's Declaration

|                                                  |  |
|--------------------------------------------------|--|
| Early Childhood Service Name:                    |  |
| Address:                                         |  |
| Phone:                                           |  |
| Supervisor's name (please print):                |  |
| Supervisor's contact details:                    |  |
| Supervisor's qualification(s) (minimum diploma): |  |

### Declaration by the educator's supervisor:

I \_\_\_\_\_ confirm that the information provided is accurate to the best of my knowledge and was gathered through fair and unbiased verification methods. I understand I may be contacted to verify this report's content.

|                         |  |
|-------------------------|--|
| Additional comments:    |  |
| Supervisor's signature: |  |
| Date:                   |  |

## Director's Declarations

Director's name (please print):

Director's contact details:

### Declaration by the director of the service:

I \_\_\_\_\_ confirm that \_\_\_\_\_ has been employed at \_\_\_\_\_ for \_\_\_\_\_ [months / years], as an early childhood Educator. I understand I may be contacted verify this report's content.

Additional comments:

Director's signature:

Date: