

Early Childhood Education



Placement Information

NE TRACKS Local Learning and Employment Network (LLEN) is dedicated to enhancing education, training, and employment opportunities for young people in our region.

This resource has been developed to help schools, students, families, and employers have a positive and rewarding placement experience in Early Childhood Education.

A work placement is a fantastic opportunity to explore the early childhood industry and see what it's really like to work with young children. It's a chance to put your classroom learning into action, gain valuable hands-on experience, and learn from educators already doing the job. Many students even find future employment opportunities through their placements.

BEFORE PLACEMENT BEGINS

Student	Host
<ul style="list-style-type: none"> ✔ Practical: Complete a placement agreement and confirm your placement schedule and hours. 	<ul style="list-style-type: none"> ✔ Practical: Complete a placement agreement and confirm your required hours.
<ul style="list-style-type: none"> ✔ Jurisdictional Requirements: Meet all requirements for working with children (e.g. WWCC, police check, first aid). 	<ul style="list-style-type: none"> ✔ Workplace Induction: Conduct a local induction and collect the student's medical information.
<ul style="list-style-type: none"> ✔ Brief Self Summary: Write a short introduction for your employer and families, including your name, placement dates, qualification, training organisation, and reason for pursuing a career in ECEC. 	<ul style="list-style-type: none"> ✔ Information: Outline the work, hazards, risk controls, and relevant policies, procedures, and reporting requirements.
<ul style="list-style-type: none"> ✔ Requirements: Review your placement portfolio so you can complete tasks and have your supervisor sign them off from the start of placement. 	

DURING PLACEMENT

Student	Host
<ul style="list-style-type: none"> ✔ Notify supervisor of any lateness, absence, or issues. ✔ Follow all workplace policies, including confidentiality. ✔ Support educators in providing quality care. ✔ Assist with daily tasks (activities, reading, engaging with children). ✔ Follow safe food handling and hygiene practices. ✔ Complete project portfolio tasks (observations, planning, family support). ✔ Participate in reflection and goal setting. 	<ul style="list-style-type: none"> ✔ Provide direct supervision and ensure supervisor access. ✔ Maintain a safe workplace with first aid and evacuation plans. ✔ Offer on-the-job training and appropriate challenges. ✔ Communicate with the school or RTO about any issues. ✔ Allow time for questions and portfolio completion. ✔ Complete and return all required paperwork.

AFTER PLACEMENT

Student	Host
<ul style="list-style-type: none"> ✔ Evaluation process: Participate in evaluation. 	<ul style="list-style-type: none"> ✔ Provide Feedback: on the students performance, such as a student evaluation or reference.

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Placement Checklist

Staff and Families

- Listen carefully to your room leader and team members.
- Get involved and show initiative.
- Greet parents with a friendly smile.
- Introduce yourself to families.
- If the room leader is busy, chat briefly with parents about their child's day.
- Direct any parent questions or concerns to the room leader.
- Keep all family and child information private.

Personal Attitude

- Be mature and use respectful language.
- Be polite and communicate clearly.
- Stay positive, interested, and enthusiastic.
- Follow the centre's rules, policies, and procedures.
- Listen carefully and follow directions.
- Use your skills and take initiative when you can.

Dress Code & Personal Hygiene

- Wear smart casual clothes — black pants and a polo shirt are usually suitable. Some centres provide uniforms.
- Wear your name badge (if provided) and stay clean and tidy.
- Always wear closed-toe shoes.
- Wear a broad-brimmed hat outside.
- Tie back long hair and remove dangling jewellery.

Attendance

- Arrive on time — aim to be there 15 minutes early.
- Call the centre if you're running late.
- If you can't attend, let the director know as soon as possible. (You'll need to make up any missed time.)

Clarifying Matters

- Ask questions if you're unsure about something.
- Talk to your room leader if you need help or guidance.
- Speak with the room leader or director if you have any concerns.

Health and Safety

- Wash your hands often during the day.
- Wear gloves when handling food or cleaning.
- Report any accidents or incidents right away.
- Clean up spills or messes promptly.
- Know and follow the centre's safety procedures.

