

# Self-Evaluation Guide



RPL Resource

CHC30121 Certificate III in Early  
Childhood Education and Care

# Who should use this guide?

This guide has been designed for experienced early childhood educators holding a pre-CHC30113 Certificate III qualification and experienced primary school teachers seeking recognition for the CHC30121 Certificate III in Early Childhood Education and Care.

## How to use this guide



Complete all of the sections



Save your completed guide to a flash drive, and gather your evidence in a single location



Contact a registered training organisation (RTO)



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Version 5, February 2023

We acknowledge the Traditional Owners and Custodians of the Lands across Australia. We also acknowledge and extend our respect to Elders, past and present. We recognise and celebrate the contributions of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia, including their role in the education and care of children. We also acknowledge and recognise the rich histories and diverse cultures of Aboriginal and Torres Strait Islander peoples, and the valuable contribution their diversity brings.

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# Recognition of prior learning

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which they meet the requirements specified in a training product.

Training products include AQF qualifications, units of competency, skill sets and accredited short courses.

# Introduction

This guide has been designed to help you gather and record evidence to support an RPL assessment against the CHC30121 Certificate III in Early Childhood Education and Care.

As an early childhood educator, you must hold – or be actively working towards – this National Quality Framework (NQF) approved qualification or its equivalent to work with children preschool age and under in a family day care or centre-based service.

To be awarded the CHC30121 Certificate III in Early Childhood Education and Care, you will need to meet the requirements of fifteen (15) core units of competency and two (2) elective units of competency.

To streamline the assessment process, these units have been grouped into the following skill areas:

- ▷ Skill Area 1: Children's Health & Safety
- ▷ Skill Area 2: Professional Practice
- ▷ Skill Area 3: Relationships with Children
- ▷ Skill Area 4: Families & Communities

Each skill area contains a group of related (similar) units which have been consolidated to remove all duplicated/equivalent content. This means you will not have to repeat any steps – or answer the same question more than once – as you work through this guide.

Once you've answered the questions and gathered a portfolio of evidence, you'll be able to identify:

- ▷ the skill areas where your current strengths are
- ▷ the skill areas where you need to gather further evidence, or undertake gap training, to meet the full requirements of the CHC30121 Certificate III in Early Childhood Education and Care (or units of competency from the qualification).

To validate the RPL process, you'll need to provide this completed guide and your evidence portfolio to a registered training organisation (RTO) with the CHC30121 Certificate III in Early Childhood Education and Care on its scope of registration. An assessor from the RTO will ask you to participate in an interview, and they may also ask you to complete specific tasks in a workplace to demonstrate that your skills and knowledge are current.

To discover more about RTOs, go to the 'Where To From Here?' section at the back of this guide.

## Step 1

Self-evaluation

## Step 2

Evidence review

## Step 3

Knowledge questions

## Step 4

Workplace observation

## Step 5

Third-party reporting

## Step 6

Assessment decision

# Instructions

The RPL process promoted in this guide involves the following six steps.

### Step 1: Self-evaluation

Answer the self-evaluation questions and complete the tables in this guide. This is a self-paced activity, so take as much time as you need. Remember to save your work at regular intervals by pressing Ctrl+S.

As you work through the self-evaluation questions, you will be prompted to gather a portfolio of documents, photos and videos – collectively known as ‘evidence’ – to support your RPL assessment. This guide (once completed) will form part of your evidence.

You will need to save a copy of your completed guide, along with digital copies of the evidence you gather, to a flash drive or file hosting service.

### Step 2: Evidence review

An assessor from an RTO will review your completed guide and portfolio of evidence.

### Step 3: Knowledge questions

The assessor will interview you on two (or more) occasions, where they will ask you a series of knowledge-based questions.

### Step 4: Workplace observation (if required)

If required, the assessor will observe you complete one or more work tasks in a children’s education and care service or simulated work environment.

### Step 5: Third-party reporting (if required)

If required, referee reports will be requested from suitably qualified people who have worked with you in positions of responsibility.

### Step 6: Assessment decision

The assessor will review all of the evidence gathered through Steps 1 to 5, and then decide if you meet the requirements of the CHC30121 Certificate III in Early Childhood Education and Care.

The assessor may determine that you meet the requirements of some, but not all, of the units that make up the qualification. If this is the case, you will need to undertake ‘gap training’ before you can be awarded the CHC30121 Certificate III in Early Childhood Education and Care.

# What type of evidence do I need to gather?

## Evidence

As mentioned previously, this guide has been designed to help you gather evidence to support an RPL assessment against the CHC30121 Certificate III in Early Childhood Education and Care (or units from the qualification).

Evidence is critical to the RPL assessment process. An assessor will need to carefully consider the evidence you provide when they make a decision about your competence, and they must be certain the evidence meets the following rules:

- ▷ It is related to the units of competency (valid)
- ▷ There is enough to make a decision (sufficient)
- ▷ It shows that you are competent 'now' (current)
- ▷ It is your own work (authentic).

### Digital evidence

It is recommended that you digitise the evidence you gather and save it to an easy-to-find folder on a flash drive or file hosting service (e.g. Dropbox, Google Drive, iCloud or OneDrive). This will make it easier when it comes time to provide your completed guide and evidence portfolio to an RTO.

If you decide to use a file hosting service to store your digital evidence, you will need to be aware of any file size/storage limits, as this may impact your capacity to upload large files such as videos and photographs. You will also need to ensure the file hosting service has rigorous data security measures in place if you intend to upload sensitive information.

### Hard-copy evidence

While it is recommended that you digitise your evidence, you certainly don't have to. You may have a storage box, or a desk drawer, where you keep all of your work-related documentation. If your evidence is mostly hard-copy in nature, you will need to ensure it is easily transportable to an RTO.

### Using the evidence tables in this guide

At various points in this guide, you'll be prompted to list your evidence in an evidence table, including its name, date, type and location. You'll also need to identify the question number or unit of competency it relates to. Try to be as accurate as possible when you record this information.

You can identify the same piece of evidence (e.g. a reflective journal) more than once, but only if it is relevant. If you do list something more than once, make sure you specify the question numbers and/or units it relates to.

# What type of evidence do I need to gather?

## Evidence (cont.)

### Type of evidence

The type of evidence you gather is entirely up to you, and it is only limited by your imagination. However, you may consider gathering and storing the following evidence as you work through this guide:

- ▷ Your resume or curriculum vitae
- ▷ Photos or videos of your work activities (noting images of children must have requisite approvals, permissions and consents)
- ▷ Certificates or transcripts from courses you have completed
- ▷ Records of professional development activities you have completed
- ▷ Reflective journals or work-related diaries you have kept
- ▷ Letters or references from employers, families and community groups
- ▷ Job descriptions of your current and previous work roles
- ▷ Performance reviews you have undertaken
- ▷ Service procedures you have followed, such as:
  - communication procedures
  - emergency evacuation procedures
  - excursions procedures
  - diversity and inclusion procedures
  - mandatory reporting procedures
- ▷ Minutes of meetings you have conducted or attended
- ▷ Footage from webinars you have conducted or attended
- ▷ Reports, articles or publications you have prepared or contributed to
- ▷ Email, text or video-based communications with employers, families, colleagues and community groups
- ▷ Awards you have received.

### Service procedures

If you include a service procedure as evidence, you must clarify how, when and why you followed the procedure. For example, an email exchange with your supervisor or employer (with redactions to protect their privacy) would be sufficient to confirm that you have followed a particular procedure.

If the procedure is not a public document, you will need written permission to use it (from the document owner).

## How can I address the mandated work hours?

# Mandated work hours

To achieve the CHC30121 Certificate III in Early Childhood Education and Care, you will need to have completed at least 160 hours (e.g. 4–5 weeks) of work in a regulated children’s education and care service in Australia.

This is specified in the following five units of competency:

- ▷ CHCECE031 Support children’s health, safety and wellbeing
- ▷ CHCECE032 Nurture babies and toddlers
- ▷ CHCECE033 Develop positive and respectful relationships with children
- ▷ CHCECE035 Support the holistic learning and development of children
- ▷ CHCECE036 Provide experiences to support children’s play and learning

You must have performed the activities outlined in these five units over a collective period of 160 hours, and you must have evidence to confirm this.

If you currently work (or have previously worked) in a children’s education and care service, you can provide performance reviews or references from your employers as evidence that you have met the mandated work hours.

If you have not worked in a regulated children’s education and care service in Australia, you may need to contact an RTO and discuss the possibility of arranging one or more work placements with suitable employers to address the mandated work hour requirement.



# What is NQF- approval?

## NQF-approval

The National Quality Framework (NQF) offers a national approach for early childhood education and care services across Australia. Among many other things, the NQF identifies:

- ▷ approved Certificate III level qualifications for early childhood educators
- ▷ approved first aid qualifications for early childhood educators
- ▷ approved learning frameworks for early childhood education and care services.

### Approved Certificate III level qualifications

As a minimum requirement, early childhood educators must hold – or be actively working towards – an approved Certificate III level education and care qualification.

The CHC30121 Certificate III in Early Childhood Education and Care is the most current NQF-approved Certificate III level qualification. This guide has been designed to support RPL assessments against this qualification.

For information on approved Certificate III level qualifications, go to:  
[www.acecqa.gov.au/qualifications/nqf-approved](http://www.acecqa.gov.au/qualifications/nqf-approved)

### Approved first aid qualifications

Early childhood educators must hold an approved first aid qualification that covers asthma and anaphylaxis emergencies.

For information on approved first aid qualifications, go to:  
[www.acecqa.gov.au/qualifications/nqf-approved](http://www.acecqa.gov.au/qualifications/nqf-approved)

### Approved learning frameworks

There are two nationally approved learning frameworks which outline practices that support and promote children's learning. There is also one approved learning framework specific to Victoria.

For more information on approved learning frameworks, go to:  
[www.acecqa.gov.au/nqf/national-law-regulations/approved-learning-frameworks](http://www.acecqa.gov.au/nqf/national-law-regulations/approved-learning-frameworks)



# My Background

# Personal details

First Name

Mobile

Address

State

Date of Birth

USI (if known)

Are you an Australian resident?

Last Name

Email

City/Suburb

Postcode

Place of Birth

Do you need an interpreter?

If you have any specific assessment needs (e.g. having family or community members present during interviews), please list them below.

Press **Ctrl+S**  
to save your work

# Employment details

## Current employment

What is your current job title?

How long have you been in the job?

Who is your current employer?

List your current duties below, and make sure you list your current job description (as evidence) on page 14.

## Previous employment

RPL recognises that you may have gained valuable skills and knowledge in paid and unpaid working roles. When you complete the table below, think about any of your previous jobs that may be relevant to early childhood education and care. Make sure you list any corresponding job descriptions (as evidence) on page 14.

Job Title	Employer	Start Date	End Date	Duration

List the tasks you have undertaken in paid and unpaid work that relate to early childhood education and care.

Press **Ctrl+S**  
to save your work

# Other related details

## Non-work experiences

RPL also recognises that you may have gained skills and knowledge through experiences such as informal training, hobbies, volunteering, sport or club roles. If you have any relevant (non-work) experiences, please list them below.

## Qualifications and awards

If you have any qualifications or awards that relate to your early childhood education and care working roles, please list them below. Make sure you list any corresponding transcripts (as evidence) on page 14.

Qualification or Award Title	Issued By	Year Issued

Press **Ctrl+S**  
to save your work

## Evidence table

If you have a current resume or curriculum vitae, please list it below. You should also list your current job description, previous job descriptions and any transcripts of the qualifications you identified on page 13.

#	Name	Date	Type	Location	Related Section/s
1	e.g. Resume	October 2022	PDF	Laptop (Home)	All Sections
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Press **Ctrl+S**  
to save your work

### Evidence table (cont.)

If you have a current resume or curriculum vitae, please list it below. You should also list your current job description, previous job descriptions and any transcripts of the qualifications you identified on page 13.

#	Name	Date	Type	Location	Related Section/s
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					



# Skill Area 1

## Children's Health & Safety

The following questions relate to the workplace tasks of an early childhood educator. By selecting honest responses to each question, you will be able to clarify whether you have the required skills (and evidence) to support an RPL assessment against the following units of competency:

- ▷ CHCECE031 Support children's health, safety and wellbeing
- ▷ CHCECE032 Nurture babies and toddlers
- ▷ CHCPRT025 Identify and report children and young people at risk
- ▷ HLTWHS001 Participate in workplace health and safety
- ▷ HLTAID012 Provide first aid in an education and care setting\*

\*For information on first aid qualifications, go to page 8.



# Skill Area 1

Children's Health & Safety

## Self-evaluation

CHCECE031  
Support children's health,  
safety and wellbeing

Press **Ctrl+S**  
to save your work

### 1. Support children to wash their hands

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 2. Support children during mealtimes

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 3. Support children with toileting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 4. Support children with dressing and undressing

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE031  
Support children's health,  
safety and wellbeing

CHCECE032  
Nurture babies and  
toddlers

Press **Ctrl+S**  
to save your work

### 5. Support children to meet their individual sleep needs

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 6. Supervise a group of children for a complete activity or play period

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 7. Respond to situations where the health or safety of children may be compromised

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 8. Change nappies

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE032  
Nurture babies and  
toddlers

Press **Ctrl+S**  
to save your work

### 9. Assist toddlers with toileting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 10. Prepare bottles, bottle feed babies and clean equipment

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 11. Prepare pre-made solid food and feed babies

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 12. Assist toddlers during mealtimes

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE032  
Nurture babies and  
toddlers

Press **Ctrl+S**  
to save your work

### 13. Respond appropriately to baby and toddler signs and cues

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 14. Prepare and settle babies and toddlers for sleep

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 15. Encourage babies and toddlers to explore their environment and practise gross motor skills

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 16. Develop relationships with babies and toddlers and their families

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

# Skill Area 1

Children's Health & Safety

## Self-evaluation

CHCPRT025  
Identify and report children  
and young people at risk

HLTWHS001  
Participate in workplace  
health and safety

Press **Ctrl+S**  
to save your work

### 17. Report risk-of-harm indicators

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 18. Use child-focused and ethical work practices to protect children and young people at risk of harm

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 19. Apply safe work practices in a children's education and care setting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 20. Contribute to a safety meeting or inspection in a children's education and care setting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

HLTWHS001  
Participate in workplace  
health and safety

HLTAID012  
Provide First Aid in an  
education and care setting

Press **Ctrl+S**  
to save your work

### 21. Identify and report hazards in a children's education and care setting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 22. Conduct a risk assessment in a children's education and care setting, and record the results

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 23. Respond to a simulated emergency situation in a children's education and care setting

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 24. Do you have a current approved first aid qualification that covers asthma and anaphylaxis emergencies?

YES

NO

If you answered 'Yes' to this question, please list the qualification as evidence on page 21.

# Skill Area 1

Children's Health & Safety

## Evidence

CHCECE031  
Support children's health,  
safety and wellbeing

CHCECE032  
Nurture babies and  
toddlers

CHCPRT025  
Identify and report children  
and young people at risk

HLTWHS001  
Participate in workplace  
health and safety

HLTAID012  
Provide First Aid in an  
education and care setting

Press **Ctrl+S**  
to save your work

## Evidence table

If you have documents, photos or videos that can be used to support your responses to questions 1 to 24, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
1.1	e.g. First Aid Certificate	January 2023	Hard Copy	Storage (Home)	24
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
1.9					
1.10					
1.11					
1.12					
1.13					
1.14					
1.15					
1.16					
1.17					
1.18					
1.19					

# Skill Area 1

Children's Health & Safety

## Evidence

CHCECE031  
Support children's health,  
safety and wellbeing

CHCECE032  
Nurture babies and  
toddlers

CHCPRT025  
Identify and report children  
and young people at risk

HLTWHS001  
Participate in workplace  
health and safety

HLTAID012  
Provide First Aid in an  
education and care setting

Press **Ctrl+S**  
to save your work

## Evidence table (cont.)

If you have documents, photos or videos that can be used to support your responses to questions 1 to 24, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
1.20					
1.21					
1.22					
1.23					
1.24					
1.25					
1.26					
1.27					
1.28					
1.29					
1.30					
1.31					
1.32					
1.33					
1.34					
1.35					
1.36					
1.37					
1.38					
1.39					





## Skill Area 2

### Professional Practice

The following questions relate to the workplace tasks of an early childhood educator. By selecting honest responses to each question, you will be able to clarify whether you have the required skills (and evidence) to support an RPL assessment against the following units of competency:

- ▷ CHCECE034 Use an approved learning framework to guide practice
- ▷ CHCECE055 Meet legal and ethical obligations in children's education and care
- ▷ CHCECE056 Work effectively in children's education and care
- ▷ CHCPRP003 Reflect on and improve own professional practice\*

\*Elective unit

## Self-evaluation

CHCECE034  
Use an approved learning framework to guide practice

CHCECE055  
Meet legal and ethical obligations in children's education and care

Press **Ctrl+S**  
to save your work

### 25. Participate in the implementation of an approved learning framework

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 26. Investigate and explain the vision, principles and practices of an approved learning framework

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 27. Reflect on the use of an approved learning framework in a children's education and care service

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 28. Fulfil your legal and ethical obligations in a children's education and care service

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE055  
Meet legal and ethical obligations in children's education and care

CHCECE056  
Work effectively in children's education and care

Press **Ctrl+S**  
to save your work

### 29. Contribute to workplace improvements to meet your legal and ethical obligations

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 30. Respond appropriately to legal and ethical issues in a children's education and care service

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 31. Source information about employment and service procedures in children's education and care

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 32. Use effective work practices in a children's education and care service

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE056  
Work effectively in  
children's education and  
care

CHCPRP003  
Reflect on and improve  
own professional practice

Press **Ctrl+S**  
to save your work

### 33. Work collaboratively in a children's education and care service

I can do this task  
*and I have evidence to confirm this*

I can do this task  
*but I do not have evidence to confirm this*

I haven't done this task

### 34. Develop your professional practice as an early childhood educator

I can do this task  
*and I have evidence to confirm this*

I can do this task  
*but I do not have evidence to confirm this*

I haven't done this task

### 35. Reflect on and improve your own work practice

I can do this task  
*and I have evidence to confirm this*

I can do this task  
*but I do not have evidence to confirm this*

I haven't done this task

### 36. Create a personal development plan with goals, timeframes and progress measures

I can do this task  
*and I have evidence to confirm this*

I can do this task  
*but I do not have evidence to confirm this*

I haven't done this task

# Skill Area 2

Professional Practice

## Evidence

CHCECE034  
Use an approved learning framework to guide practice

CHCECE055  
Meet legal and ethical obligations in children's education and care

CHCECE056  
Work effectively in children's education and care

CHCPRP003  
Reflect on and improve own professional practice

Press **Ctrl+S**  
to save your work

## Evidence table

If you have documents, photos or videos that can be used to support your responses to questions 25 to 36, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
2.1	e.g. Self Development Plan	October 2022	Word	Desktop (Work)	35, 36
2.1					
2.2					
2.3					
2.4					
2.5					
2.6					
2.7					
2.8					
2.9					
2.10					
2.11					
2.12					
2.13					
2.14					
2.15					
2.16					
2.17					
2.18					
2.19					

# Skill Area 2

Professional Practice

## Evidence

CHCECE034  
Use an approved learning framework to guide practice

CHCECE055  
Meet legal and ethical obligations in children's education and care

CHCECE056  
Work effectively in children's education and care

CHCPRP003  
Reflect on and improve own professional practice

Press **Ctrl+S**  
to save your work

## Evidence table (cont.)

If you have documents, photos or videos that can be used to support your responses to questions 25 to 36, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
2.20					
2.21					
2.22					
2.23					
2.24					
2.25					
2.26					
2.27					
2.28					
2.29					
2.30					
2.31					
2.32					
2.33					
2.34					
2.35					
2.36					
2.37					
2.38					
2.39					



## Skill Area 3

### Relationships with Children

The following questions relate to the workplace tasks of an early childhood educator. By selecting honest responses to each question, you will be able to clarify whether you have the required skills (and evidence) to support an RPL assessment against the following units of competency:

- ▷ CHCECE033 Develop positive and respectful relationships with children
- ▷ CHCECE035 Support the holistic learning and development of children
- ▷ CHCECE036 Provide experiences to support children's play and learning
- ▷ CHCECE037 Support children to connect with the natural environment
- ▷ CHCECE038 Observe children to inform practice

## Self-evaluation

CHCECE033  
Develop positive and respectful relationships with children

CHCECE035  
Support the holistic learning and development of children

Press **Ctrl+S**  
to save your work

### 37. Communicate positively and respectfully with children (aged birth to six years)

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 38. Reflect on how relationships are developed in a children's education and care service

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 39. Support the holistic learning and development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 40. Create experiences to support the physical development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task



## Self-evaluation

CHCECE035  
Support the holistic  
learning and development  
of children

Press **Ctrl+S**  
to save your work

### 41. Create experiences to support the social development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 42. Create experiences to support the emotional development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 43. Create experiences to support the cognitive development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 44. Create experiences to support the communication development of children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE036  
Provide experiences to support children's play and learning

CHCECE037  
Support children to connect with the natural environment

Press **Ctrl+S**  
to save your work

### 45. Create play and learning experiences for children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 46. Reflect on and evaluate the play and learning experiences you have created for children

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 47. Support children to understand and appreciate the natural environment

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 48. Encourage children to engage positively with the natural environment

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

**Self-evaluation**

CHCECE038  
Observe children to inform practice

Press **Ctrl+S**  
to save your work

**49. Collect information about children (aged birth to six years) to inform curriculum planning**

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

**50. Record information about children (aged birth to six years) to inform curriculum planning**

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

**51. Analyse information about children (aged birth to six years) to inform curriculum planning**

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

**52. Use information about children (aged birth to six years) to inform curriculum planning**

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

# Skill Area 3

Relationships with Children

## Evidence

CHCECE033

Develop positive and respectful relationships with children

CHCECE035

Support the holistic learning and development of children

CHCECE036

Provide experiences to support children's play and learning

CHCECE037

Support children to connect with the natural environment

CHCECE038

Observe children to inform practice

Press **Ctrl+S**  
to save your work

## Evidence table

If you have documents, photos or videos that can be used to support your responses to questions 37 to 52, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
3.1	e.g. Play Area Collage	October 2022	Photo	iPhone	45, 47, 48
3.1					
3.2					
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					
3.9					
3.10					
3.11					
3.12					
3.13					
3.14					
3.15					
3.16					
3.17					
3.18					
3.19					

# Skill Area 3

Relationships with Children

## Evidence

CHCECE033

Develop positive and respectful relationships with children

CHCECE035

Support the holistic learning and development of children

CHCECE036

Provide experiences to support children's play and learning

CHCECE037

Support children to connect with the natural environment

CHCECE038

Observe children to inform practice

Press **Ctrl+S**

to save your work

## Evidence table (cont.)

If you have documents, photos or videos that can be used to support your responses to questions 37 to 52, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
3.20					
3.21					
3.22					
3.23					
3.24					
3.25					
3.26					
3.27					
3.28					
3.29					
3.30					
3.31					
3.32					
3.33					
3.34					
3.35					
3.36					
3.37					
3.38					
3.39					



## Skill Area 4

### Families & Communities

The following questions relate to the workplace tasks of an early childhood educator. By selecting honest responses to each question, you will be able to clarify whether you have the required skills (and evidence) to support an RPL assessment against the following units of competency:

- ▷ CHCECE030 Support inclusion and diversity
- ▷ CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- ▷ CHCDIV001 Work with diverse people\*

\*Elective unit

## Self-evaluation

CHCECE030  
Support inclusion and  
diversity

CHCECE054  
Encourage understanding  
of Aboriginal and/or Torres  
Strait Islander peoples'  
cultures

Press **Ctrl+S**  
to save your work

### 53. Explore the impact of your values and biases on the way you interact with children and families

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 54. Support inclusion and diversity with children in daily play and learning experiences

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 55. Support children's understanding of cross-cultural issues and beliefs

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 56. Identify your own perspectives on Aboriginal and/or Torres Strait Islander peoples' cultures

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

## Self-evaluation

CHCECE054  
Encourage understanding  
of Aboriginal and/or Torres  
Strait Islander peoples'  
cultures

CHCDIV001  
Work with diverse people

Press **Ctrl+S**  
to save your work

### 57. Embed local Aboriginal and/or Torres Strait Islander peoples' cultures into your daily practice

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 58. Encourage children's understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 59. Use reflection to identify your perspectives on diversity

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task

### 60. Recognise and respect the needs of people from diverse social and cultural backgrounds

I can do this task  
and I have evidence to confirm this

I can do this task  
but I **do not** have evidence to confirm this

I haven't done this task



# Skill Area 4

Families & Communities

## Evidence

CHCECE030  
Support inclusion and diversity

CHCECE054  
Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

CHCDIV001  
Work with diverse people

Press **Ctrl+S**  
to save your work

## Evidence table

If you have documents, photos or videos that can be used to support your responses to questions 53 to 60, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
4.1	e.g. Inclusive Play Video	August 2022	Video	Dropbox	54; CHCECE030
4.1					
4.2					
4.3					
4.4					
4.5					
4.6					
4.7					
4.8					
4.9					
4.10					
4.11					
4.12					
4.13					
4.14					
4.15					
4.16					
4.17					
4.18					
4.19					

# Skill Area 4

Families & Communities

## Evidence

CHCECE030  
Support inclusion and diversity

CHCECE054  
Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

CHCDIV001  
Work with diverse people

Press **Ctrl+S**  
to save your work

## Evidence table (cont.)

If you have documents, photos or videos that can be used to support your responses to questions 53 to 60, please list them here. Make sure you identify the question numbers and/or units that each piece of evidence relates to.

#	Name	Date	Type	Location	Questions/Units
4.20					
4.21					
4.22					
4.23					
4.24					
4.25					
4.26					
4.27					
4.28					
4.29					
4.30					
4.31					
4.32					
4.33					
4.34					
4.35					
4.36					
4.37					
4.38					
4.39					

## How do I find an RTO?

# Where to from here?

Once you've completed the questions in this guide and gathered a portfolio of evidence, you'll need to undertake a formal RPL assessment against the CHC30121 Certificate III in Early Childhood Education and Care.

This will confirm whether you have the necessary skills and knowledge to work as an educator in a regulated children's education and care service.

The formal assessment will need to be undertaken by a qualified assessor through a registered training organisation (RTO).

It is worth noting that RTOs are required to offer RPL to individual learners, as this is a condition of their registration.\*

Use the following steps to find RTOs in your state or territory that currently offer the CHC30121 Certificate III in Early Childhood Education and Care:

- ▷ Go to the National Register of VET (<https://training.gov.au>)
- ▷ Type 'CHC30121' in the keyword search box
- ▷ Make sure the 'Nationally recognised training' button is selected
- ▷ Click the 'Search' button
- ▷ When the qualification details open, scroll down and click 'Find RTOs approved to deliver this qualification'
- ▷ Select your state or territory from the filter boxes at the left of screen

In some situations, the most suitable RTO may be located in another state or territory. If so, be sure to check if government subsidies are available for RPL assessments in your own state/territory, and whether these still apply if you enrol with an RTO in another jurisdiction.

---

\*Clause 1.12, Standards for Registered Training Organisations (RTOs) 2015

# Make sure you have...



...completed all of the sections in this guide



...saved your completed guide to a flash drive, and gathered your evidence in a single location



...contacted a registered training organisation (RTO)

## Acknowledgements

This guide was designed and prepared by Andrew Jones (purple infinity) on behalf of the Australian Government Department of Employment and Workplace Relations.

The images used in this guide are attributable as follows:

- ▷ Yan Krukov (p1, 10, 46)
- ▷ Ketut Subiyanto (p16)
- ▷ Ksenia Chernaya (p25)
- ▷ Oleksandr Pidvalnyi (p31)
- ▷ Bruna Saito (p38)

## Acronyms

The following acronyms are used throughout this guide:

ACECQA	Australian Children's Education and Care Quality Authority
AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority
DEWR	Department of Employment and Workplace Relations
NQF	National Quality Framework
PDF	Portable document format
RPL	Recognition of prior learning
RTO	Registered training organisation
USI	Unique student identifier
VET	Vocational education and training

## Websites

The following websites were referenced in the development of this guide:

ACECQA	<a href="https://www.acecqa.gov.au">https://www.acecqa.gov.au</a>
ASQA	<a href="https://www.asqa.gov.au">https://www.asqa.gov.au</a>
DEWR	<a href="https://www.dewr.gov.au">https://www.dewr.gov.au</a>
National Register of VET	<a href="https://training.gov.au">https://training.gov.au</a>



RPL Resource

CHC30121 Certificate III in Early  
Childhood Education and Care