



HumanAbility

# Employer's Report



## Employer's Report to support entry to the SS50XXX Diploma of Early Childhood Education and Care

The Employer's Report can assist experienced, qualified individuals to demonstrate that they have been employed for at least 12 months (full-time equivalent) within the last three years in a regulated education and care service in Australia. Educators are not required to use this report to gain entry to the Diploma as they may find other ways to provide verifiable evidence of their qualification and experience. The Report helps educators to collate evidence that they can present to an RTO when they want to enrol in the *CHC50XXX Diploma of Early Childhood Education and Care*. If used, the report should be completed by the following individuals: the Educator, a diploma-qualified supervisor, and the Director of the Service.

### Instructions for the Educator:

- Provide your full name, contact information, and relevant certification details.
- Provide specific examples of how you have demonstrated each of the required skills and behaviours to reflect your practical experience.
- Discuss each activity with your supervisor to address how you applied your knowledge and experience to real world situations.
- Reflect on your performance and any feedback provided to you by your supervisor. This reflection is important for your continuous growth and improvement as an Educator.
- Review the accuracy of the provided information.
- If you have been employed on a casual basis, or had multiple employers during the three years, attach separate documentation of your employment that includes dates and service names (including locations). This could include statements of employment and/or your resume. The total amount of work listed should equate to 12 months (full-time equivalent). This document supports the verification of your eligibility to enrol in the diploma qualification and should be able to be verified by the RTO.

### Instructions for the Supervisor:

- Ensure that the Educator has correctly provided their full name, contact information, and relevant certification details at the top of the report.
- The Educator will have provided an example of demonstrating each of the listed activities (e.g., managing daily care routines).
- If you can affirm that the Educator has demonstrated the activities in the workplace, please sign your initials.
- Provide additional feedback (optional).
- Complete the supervisor's declaration to confirm that the information provided in the report is accurate.

- Provide your details and signature at the end of the report.

**Instructions for the Service Director:**

- Ensure that the Educator has correctly provided their full name, contact information, and relevant certification details at the top of the report.
- Complete the Service Director's declaration.
- Provide your details and signature at the end of the report.

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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 (where and how they were involved)	Affirmed by Supervisor:
Manage daily care routines for children aged birth to 2 years		Supervisor's initials:
Manage daily care routines for children aged 2 to 5 years		Supervisor's initials:
Develop and maintain positive partnerships with families		Supervisor's initials:

Maintain records of a child's development and daily data		Supervisor's initials:
Create and conduct a learning experience to connect children with the natural environment		Supervisor's initials:
Embed Aboriginal and Torres Strait Islander perspectives into children's learning		Supervisor's initials:
Support the learning of a child with additional needs		Supervisor's initials:
Promote children's health, wellbeing and physical exercise		Supervisor's initials:
Ensure your practice is in accordance with the national quality standards		Supervisor's initials:
Describe a recent professional development experience and its benefit to you		Supervisor's initials:

## Declarations:

Early Childhood Service Name:

Address:

Phone:

Email:

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. Additional comments (optional):

Supervisor's name (please print):

Supervisor's early childhood education and care qualification:

Supervisor's email:

Date:

Can we contact you to verify this report's content: Yes / No

Declaration by the Director of the Service: I \_\_\_\_\_ confirm that \_\_\_\_\_ has been employed at \_\_\_\_\_ for \_\_\_\_\_ [months / years], as an early childhood Educator. Additional comments (optional):

Director's name (please print):

Director's email:

Date:

Can we contact you to verify this report's content: Yes / No

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