



Imagine Education

Student Assessment Cover Sheet

Course Code	CHC50113	Course Name	Diploma of Early Childhood Education and Care
Unit Code	CHCECE019	Unit Name	Facilitate compliance in an education and care service
Due Date	_____	Assessment Name	Workplace Assessment
Student No.	_____	Student Name	_____
Student Phone	_____	Student Email	_____

Student Declaration

I declare that this assessment is my own work and where my work is supported by documents from my workplace placement/employer permission has been granted.

Note: This assessment will not be accepted unless all sections have been completed and the front cover has been signed and dated.

Filling out this coversheet as part of an electronic submission and approving the above information will operate in the same way as physically signing this cover sheet.

Student Signature _____

Office Use Only

Date/s Received:	___/___/___	___/___/___	___/___/___
Date/s Assessed:	___/___/___	___/___/___	___/___/___
Result of Assessment:	_____	_____	_____

Entered on Training Plan

Moderation

Signature

Note for Assessors: Filling out the above Office Use Only section as part of an electronic submission will operate in the same way as physically signing this cover sheet. If not physically signed, Assessor must print their name in signature box.



Imagine Education

Workplace Assessment

Course: CHC50113 Diploma of Early Childhood Education and Care
Unit Code: CHCECE019
Unit Title: Facilitate compliance in an education and care service

Read



To complete this task you will need to access the following readings:

- Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). *Education and Care Services National Regulations*. Retrieved from <http://www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf>
- Australian Children's Education and Care Quality Authority. (2011). *Guide to the National Quality Standard*. ACT: Commonwealth of Australia.
- Australian Children's Education and Care Quality Authority. (2011). *Guide to Developing A Quality Improvement Plan*. ACT: Commonwealth of Australia.
- Australian Children's Education and Care Quality Authority (nd.). *National Quality Framework Information Sheets*. Retrieved from: <http://www.acecqa.gov.au/national-quality-framework/information-sheets>
- Kearns Education (2012). *Quality Improvement Plan (QIP): Key Principles and Process*. Newcastle, NSW: ICCC
- Kearns Education (2012). *Additional Evidence to Support Quality Practices*. Newcastle, NSW: ICCC.

Facilitate Compliance in an Education and Care Service

Self-Assessment Activity Checklist

This checklist has been designed to help the student, in consultation with the Workplace Supervisor, manage time, plan and complete all the requirements for this task.

Student Name:		Complete ✓ / Date	Supervisor Signature
No.	Activity		
1	Action Planning		
2	Preparation for Assessment and Rating Process		
3	Disseminate Information to the Team		
4	Exploring the Outdoor Play Area		
5	Meeting Regulatory Requirements		
6	Checklist for Quality Improvement Plan		
7	The Child's Perspective		
8	The Educator's Perspective		
9	The Parent/Guardian's Perspective		
10	Analysis of Findings for QA3		
11	Report the Findings		
12	Quality Improvement Plan		
13	Reflection on QIP Processes		
All tasks approved and signed by Workplace Supervisor			

Workplace Assessment Task001 – Activity 1




Action Planning

For this activity you will need to devise an action plan for completion of the entire workplace task (activities 2-14).

In consultation with your Workplace Supervisor discuss the entire task and each of the activities involved. Plan the steps you will undertake to complete each activity and use the template provided to document your planned actions and set timeframes for the completion of activities 2-14.



Document your plan on the attached 'Action Planning' Template.

Workplace Assessment Task 001: Activity 1			
ACTION PLANNING			
Activity	 Action	Date/ time	Who is involved
1	Set review dates to monitor your progress		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Workplace Assessment Task001 – Activity 2



Preparation for the Assessment and Rating Process

This activity requires you to meet with your Workplace Supervisor and/or Director and investigate the processes your service uses, or has used, to undertake an Assessment and Rating review under the National Quality Standards (NQS). In particular you will need to discuss and document:

The process the service used to complete the Quality Improvement Plan?

How the service supported educators to understand the National Quality Framework (NQF) including legislation, regulations and the NQS.

Where is the QIP located in the service?

If your service has not yet undergone an assessment discuss with your Workplace Supervisor how the service is preparing for an Assessment and Rating Review.

Include how the service has collected information from staff, children, families and the community to inform self assessment on a regular ongoing basis?

Write a brief report on your findings.



Document your report on the attached 'Preparing for Assessment and Rating Report' Template.

Workplace Assessment Task 001: Activity 2
PREPARING FOR ASSESSMENT AND RATING REPORT

Workplace Assessment Task001 – Activity 3



Disseminate information to team

Disseminate information to all educators advising them that you are required to undertake an assessment of the outdoor play space against the NQS as part of your studies.

In your communication inform educators that you will be seeking their contribution to help inform your assessment. You may like to include some preparation questions and/or ideas for them to think about in regards to the assessment.

Choose an appropriate method to disseminate this information to your fellow educator's e.g. via email, written note to all educators, or a notice on the staff noticeboard.

Documentation Required:

- a. Communication method used.
- b. Copy of the information distributed to educators.



Document your report on the attached 'Information Sharing' Template.

Workplace Assessment Task 001: Activity 3		
SHARING INFORMATION		
This information will be disseminated via:		
<input type="checkbox"/> E-mail	<input type="checkbox"/> Written note	<input type="checkbox"/> Noticeboard
<input type="checkbox"/> Other:		
Provide a copy of the information given to your fellow educators.		
Supervisor Name:	Supervisor Signature:	Date:

Workplace Assessment Task001 – Activity 4



Exploring the Outdoor Play Area

In consultation with your workplace supervisor identify the outdoor play area that you will assess. (For example, your service may have separate play areas for infants/toddlers and preschool children). Draw a sketch of this play area on the template provided. Show how the area is accessed from indoors; include fixtures – sandpit, gardens, trees, storage sheds, gates, shade areas, paving, grassed areas, any fixed equipment.

List the range of equipment and resources available within this area. **Note:** You are **not** required to list every item of equipment - rather you should list general items available e.g. Sand play equipment, water play equipment, bikes etc. You should also indicate any indoor equipment/resources that are **regularly** used outdoors.

Documentation Required:

- a. Sketch of outdoor play area.
- b. List of equipment/resources used in the outdoor area.



Document your sketch and equipment list on the attached 'Exploring the Outdoor Area' Template.

Workplace Assessment Task 001: Activity 4

EXPLORING THE OUTDOOR AREA– SKETCH OF ENVIRONMENT

Outdoor Play Area Selected:

Workplace Assessment Task001 – Activity 5



Meeting Regulatory requirements

For this activity you will need to investigate how the outdoor play area you have selected meets the requirements of Regulation 113 and 114.

Firstly you will need to provide a description, including examples and photographs, of how the outdoor area complies with these regulations.

Next you will analyse your findings and write a brief report on your findings. Comment on any challenges the service may have in meeting these requirements (for example natural elements).

Documentation Required:

- a. Description of how the outdoor area meets Regulation 113 and 114 (include examples and photographs where appropriate).
- b. Report on findings.



Document your sketch and equipment list on the attached 'Meeting Regulatory Requirements' Template.

Workplace Assessment Task 001: Activity 5
MEETING REGULATORY REQUIREMENTS

How does the outdoor play area meet Regulation 113 Outdoor space – natural environment? (Provide examples/photographs where appropriate)

How does the outdoor play area meet Regulation 114 Outdoor space – shade? (Provide examples/photographs where appropriate)

Workplace Assessment Task 001: Activity 5

MEETING REGULATORY REQUIREMENTS – REPORT ON FINDINGS

Workplace Assessment Task001 – Activity 6



Quality Indicator Checklist (QIP)

For this task you are required to assess the outdoor play environment in relation to the National Quality Standard, specifically:

Standard 3.2: The service environment is inclusive, promotes competence and supports exploration and play based learning.

Element 3.2.1 Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

In order to do this you will need to complete the Quality Indicator Checklist for your selected outdoor play area. You may add to or modify the checklist to suit your service. As you are completing this checklist think about how the children and educators use the various elements of the play area and how it supports quality outcomes for the children.

Write a report on your findings. The focus of the report is to identify **key strengths**. You should also identify any challenges in relation to the outdoor physical environment and recommend any areas for improvement.

Documentation Required:

- a. Assessment of environment against Quality Indicator checklist
- b. Report on findings, identifying strengths and challenges.



Document your sketch and equipment list on the attached 'Quality Indicator Checklist' Template.

Workplace Assessment Task 001: Activity 6	
QUALITY INDICATOR CHECKLIST	
Quality Indicators	How does the outdoor play area support this quality indicator?
Comfortable seating is available for children and educators to sit and observe or interact	
The children have access to water and are encouraged to be water wise	
Water play is made available each day	
There is space for active play such as running, kicking/throwing a ball	
There is space for messy and noisy play	
There are spaces for quiet play	
The children have easy access to gardens	
There is sufficient space for children to play alone, in pairs and in small groups	
The equipment can accommodate children with a range of physical skills	
The play area layout encourages social play	
The equipment encourages social play	
The play area and equipment promotes independence	
The equipment is open-ended and can be used in a variety of ways	
There are loose parts and moveable equipment	
The sandpit is large enough to accommodate the number of children accessing it	
The play area provides opportunities	

for children to interact with natural materials – plants, bark, leaves, grass, soil, water, rocks, boulders, logs, sticks, shells, etc	
There are pathways for bikes and other ride-on equipment	
Climbing equipment offers appropriate challenge	
There are opportunities for a level of age-appropriate risk-taking play	
Children are encouraged to care for and respect the environment and natural resources	
Children have access to a range of recycled materials	
The outdoor environment reflects the cultural diversity of children attending the program	
The outdoor area is accessible to children with physical disabilities.	
The play area promotes problem-solving, investigation and discovery	
Key Strengths:	
Challenges:	
Recommendations:	
Supervisor Name:	Supervisor Signature:
	Date:

Workplace Assessment Task001 – Activity 7



This may be done through, for example:

Observing

how children move into and out of the outdoor area;

where children tend to congregate;

what appears to be the most popular play spaces;

how children use equipment;

how children use play spaces.

Discussing (where appropriate)

what they like or don't like about the area;

what, if anything, they would like to add to the play area or change;

what is their favourite space?

Make sure you get down to the child's level and observe what the environment looks, feels and sounds like from their height. Consider whether the environment promotes their sense of safety and security yet at the same time support them to take risks and challenges.



Document your findings on the attached 'Report on The Child's Perspective' Template.

Workplace Assessment Task 001: Activity 7**REPORT ON THE CHILD'S PERSPECTIVE**

Age Group:	Date:
How children move into and out of the outdoor play area?	
Where do children tend to congregate?	
What appears to be the most popular play spaces?	
How do children use equipment?	

How do children use the play spaces?

What are the children's thoughts about the area? – what do they like/not like? What would they add to or change about the play area? What is their favourite space etc.?

Get down to the child's level and consider how does the environment promote their sense of safety and security yet at the same time support them to take risks and challenges.

Other observations/findings:

Supervisor Name:

Supervisor Signature:

Date:

Workplace Assessment Task001 – Activity 8



The Educator's Perspective.

For this task you are required to consult with your fellow educators to investigate their perspectives on the outdoor play space. Develop a list of questions to ask educators that will determine their opinions, ideas and perspectives on the following:

- ease of access;
 - ease of supervision;
 - ease of access to equipment;
 - effectiveness of specific play spaces;
 - what they believe children like about the plays spaces;
 - what they like/don't like about the play area;
 - what, if anything, they would change or add (if finances were available);
- Meeting best practice principles and emerging trends

During your consultation with educators you should also discuss how they go about engaging with children to support and challenge children's learning in the outdoor play space.

Document any other relevant findings from your conversations with your fellow educators.



Document your sketch and equipment list on the attached 'Report on the Educator's Perspective' Template.

Workplace Assessment Task 001: Activity 8
REPORT ON THE EDUCATOR'S PERSPECTIVE

Ease of access to the outdoor play environment and the areas within it.

Ease of supervision.

Ease of access to equipment.

Effectiveness of specific play spaces.

Aspects that educators like/dislike about the outdoor play environment.

What ideas (additions/changes) would the educators like to implement within outdoor play environment, if any?

How do educators engage with children to support and challenge learning in the play space?

Meeting best practice principles and emerging trends

Any other relevant findings.

Supervisor Name:

Supervisor Signature:

Date:

Workplace Assessment Task001 – Activity 9



Task 1: Guardian's Perspective

As part of your assessment of the outdoor environment you are required to talk to 3 parents/guardians to gain their perspective of the outdoor space at the service. Areas you will need to discuss with the parent include:

How important is outdoor play to the parent/guardian?

What does the parent/guardian like about the outdoor play space?

What, if anything, would they change or improve?

Document any other relevant information provided the parent/guardian.

Documentation Required:

- a. Three (3) copies of the attached parent/guardian perspectives template.



Document your findings on the attached 'Report on the Parent's Perspective' Template.

Workplace Assessment Task 001: Activity 9 REPORT ON THE PARENT'S/GUARDIANS PERSPECTIVE 1		
Parent's First Name:		Date:
Importance of play.		
What the parents/guardians like about the space.		
What, if anything, would they change or improve?		
Other relevant findings.		
Supervisor Name:	Supervisor Signature:	Date:

Workplace Assessment Task 001: Activity 9 REPORT ON THE PARENT'S/GUARDIANS PERSPECTIVE 2		
Parent's First Name:	Date:	
Importance of play.		
What the parents/guardians like about the space.		
What, if anything, would they change or improve?		
Other relevant findings.		
Supervisor Name:	Supervisor Signature:	Date:

Workplace Assessment Task 001: Activity 9 REPORT ON THE PARENT'S/GUARDIANS PERSPECTIVE 3		
Parent's First Name:		Date:
Importance of play.		
What the parents/guardians like about the space.		
What, if anything, would they change or improve?		
Other relevant findings.		
Supervisor Name:	Supervisor Signature:	Date:

Workplace Assessment Task001 – Activity 10



Activity 10 Findings for Quality Area 3

For this task you are required to gather all the data you have collected and reflect on and analyse this information to develop a report summarising your findings for:

Quality Area 3 Physical Environment: Standard 3.2 The service environment is inclusive, promotes competence and supports exploration and play based learning.

Your summary will include:

Documentation of the relevant policies and procedures that demonstrate evidence of this standard.

Documentation of the practices processes etc. that demonstrate evidence of meeting the standard and elements. Use bullets points to highlight key points.

Identified strengths in relation to the standard and elements.

Identified areas for further development. These may be any gaps, issues, or areas of non-compliance or they may be related to developing existing quality practices to a higher standard.

Ideas for quality improvements.

Remember your findings and evidence should link directly to the information you have gathered including the perspectives from children, educators and parent/guardians.

Please Note: You will be presenting this report to your fellow educators so ensure it is succinct.



Document your findings on the attached 'Summary of Finding for QIP' Template.

Workplace Assessment Task 001: Activity 10		
SUMMARY OF FINDINGS FOR QIP		
NQS Area	QA3 Physical Environment	
Stand ard	3.2 The service environment is inclusive, promotes competence and supports exploration and play based learning.	
Related Policies/Procedures:		
Element		Evidence of practices, processes etc.
3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.	
3.2.2	Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.	
3.2.3	The service cares for the environment and supports children to become environmentally responsible.	
Identified Strengths		
Identified Areas for Further Development		

Ideas for Quality Improvements		
Supervisor Name:	Supervisor Signature:	Date:

Workplace Assessment Task001 – Activity 11



Report Findings

For this task you will need to seek approval from your Workplace Supervisor to circulate and present your summary of findings for the QIP for discussion at a team/staff meeting. Your workplace supervisor must approve your report before it is disseminated.

When circulating your report advise the team that you will be briefly presenting the report at the next team/staff meeting and that you will be seeking feedback or suggestion for continuous improvement to support quality outdoor play.

At the meeting **briefly** talk about your findings and ask for feedback/recommendations for continuous improvement.

Write a brief report on the outcomes of the meeting in relation to the feedback given about your report and suggestions for continuous improvement.



Document your findings on the attached 'Feedback and Ideas for Continuous Improvement' Template.

Workplace Assessment Task 001: Activity 11
FEEDBACK AND IDEAS FOR CONTINUOUS IMPROVEMENT

Feedback on Report

Suggestions for Continuous Improvement

Supervisor Name:

Supervisor Signature:

Date:



Quality Improvement Plan

Using your summary of findings for the QIP and the information gathered from the team/staff meeting; develop a Quality Improvement Plan for **one element** within Standard 3.2. The service environment is inclusive, promotes competence and supports exploration and play-based learning.

For your chosen element you must:

Identify the issue/s you are seeking to improve (no more than 3).

Suggest an improvement for each of your identified issues.

Provide a reason for your suggested improvement.

Provide an outline of the strategies or steps that will or can be taken to achieve this improvement.

Please Note: you are only required to complete the plan in regards to the outdoor environment.



Document your findings on the attached 'Quality Improvement Plan for QA3' Template.

Workplace Assessment Task 001: Activity 12**QUALITY IMPROVEMENT PLAN FOR QUALITY AREA 3 (modified for student assess****Key improvement sought for QA 3.2. The service environment is inclusive, promotes competence and supports p**

Element	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in Replace with the element you have chosen to base your QIP on)	
	Identified Issues	

Improvement Plan

Suggested improvement	Reason	How t

Work Assessment Task001 – Activity 13



Activity 13: Reflect on the QIP Process

This task requires you to reflect on the process you have undergone to complete the QIP. In your reflection you need to address:

The skills/knowledge you have developed – for example, time management, understanding of how to assess quality areas etc.

How you felt about the process – how it is managed and the challenges of gathering and documenting evidence.

Questions you may have about the review and assessment process and suggestions for the future.

Documentation Required:

- Reflections on your knowledge and role in the process.
- Reflection on the process of assessing and planning for quality improvement.
- Questions and suggestions for consideration in the future.



Document your findings on the attached 'Reflection on QIP Processes' Template.

Workplace Assessment Task 001: Activity 13
REFLECTION ON QIP PROCESSES

Reflection on your knowledge and role in the process

Reflection on the process of assessing and planning for quality improvement.

Questions and suggestions for consideration in the future.

Supervisor Name:

Supervisor Signature:

Date: