

## PERSONAL LEARNING REQUIREMENTS

### CHC50121 Diploma of Early Childhood Education and Care

The skills and abilities required to study in this course and work in the industry include:

#### Communication Skills

- Ability to appropriately give and receive feedback to colleagues or clients
- Ability to lead meetings with team members / stakeholders
- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Ensure positive verbal and non-verbal communication with children in the context of a child care setting (e.g. leading activities, promoting healthy eating and sun care, creating a safe environment, general childhood development,
- High level communication skills to discuss child development with parents and guardians
- High level communication skills to lead a team
- Listen actively (e.g. understand instructions and client feedback)
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- Speak clearly and directly with clients, colleagues and stakeholders

#### Physical Skills

- Ability to undertake Cardiopulmonary Resuscitation (CPR) - please note that CPR must be practiced on a manikin located at ground level
- Ability to undertake frequent handwashing including in chemically based substances
- Capacity to use computers/smart devices
- Good hand and eye co-ordination (e.g. setting up and participating in activities in a child care setting)
- Gross motor abilities and good mobility, including the ability to move around freely in order to efficiently care for any child up to the age of 8 years. This role may also involve participating in youth activities.
- Hand, arm and core strength (e.g. lifting and carrying babies and toddlers, carrying and set up of equipment)
- Touch / tactile ability (e.g. feeling and detecting changes in surface temperature and texture of client's skin, feeling and detecting the temperature of food and drink provided to clients)

#### Cognitive Skills

- Ability to observe children to gather information to form program planning and feedback to parents and guardians
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Capacity to develop, apply and maintain child care industry knowledge e.g. undertaking professional development
- Research skills, with the ability to interpret information and apply to industry requirements
- Understand other people's perspectives/opinions and respect their choices

#### Behavioural & Social Skills

- Ability to remain alert, focused and engaged with clients, community groups and staff
- Ability to work as part of a team and/or independently
- Attention to detail

- Be responsible for self and others' health and safety
- Capacity to develop, apply and maintain child care industry knowledge
- Commitment to sustainable work practices
- Demonstrate mental wellness and sufficient behavioural stability
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Enthusiasm for customer service
- Genuine interest in interacting and working with people
- Integrity (e.g. honest and ethical)
- Understand other people's perspectives/opinions and respect their choices
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

### Technical Skills

- Operational knowledge of computers/smart devices, including capacity to use industry specific software
- Use information technology to support communication (e.g. computers for reports, email)

### Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

### Work Placement Skills

Specific skills in addition to those listed above that will be required during work placement include:

- Ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces)
- Ability to establish and enforce personal boundaries (e.g. professional relationships)
- Ability to manage personal emotions and behaviour effectively, as working with children and youth can present complex and unpredictable human situations
- Ability to observe children to gather information to form program planning and feedback to parents and guardians
- Ability to transport self to and from work placement
- Ability to work with children and provide an environment to support physical, social, emotional, cognitive, communication development
- Adaptability/flexibility (e.g. being open to change and considerable variety in workplace)
- Capacity to maintain focus and concentration (e.g. to ensure accurate and safe care of clients)
- Comply with legal and/or licencing requirements of industry
- Maintain neat personal appearance, including a high level of personal hygiene
- Stress tolerance (e.g. deal calmly with stressful situations or under pressure)
- Tolerate close proximity with individuals (including physical contact)
- Understand and follow policies and procedures relating to the care of children (e.g. risk management, work instructions, WHS, health and hygiene, learning frameworks)

- Willingness to provide emergency first aid in a child care setting
- Willingness to set and maintain required and appropriate standards for children in a child care setting (e.g. setting behaviour boundaries, cultural competency)

### Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry
- Working with Children Check will be required to for Work Placement and to work in this industry
- Updated vaccinations e.g. whooping cough will likely be required for Work Placement
- Police Check may be required for some Work Placement

### Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

**Phone:** 03 5225 0500

**Email:** [courinfo@gordontafe.edu.au](mailto:courinfo@gordontafe.edu.au)

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disability-support>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learning-support>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/career-services>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skills-and-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>