

# Employer’s Report to support entry to the CHC50125 Diploma of Early Childhood Education and Care

## INSTRUCTIONS FOR THE APPLICANT/EDUCATOR

- Include your full name, contact information, and relevant certification details
- If you have worked casually or had multiple employers, include documentation (dates and service centres or payslips) to verify that your experience equates to a minimum of 12 months (full-time equivalent) based upon a 38-hour week.
- Ensure that all Information provided is accurate.

## INSTRUCTIONS FOR THE SUPERVISOR(S)

- Review educator’s details and certification details at the beginning of the report.
- Acknowledge their workplace participation and tasks completed and sign accordingly.
- Sign the declaration to confirm the report’s accuracy and provide your signature and contact details.

## INSTRUCTIONS FOR THE SERVICE DIRECTOR

- Review educator’s details and certification details at the beginning of the report.
- Complete the director’s declaration and provide your details and signature.

## GLOSSARY

Term	Additional Information/Explanation
Full-Time Equivalent	<p>Full time equivalent could be:</p> <ul style="list-style-type: none"> <li>• An educator’s full-time experience of approximately 38 hours per week for one year.</li> <li>• An educator’s part-time experience of approximately 17.5 hours per week for 2 years.</li> <li>• Over 5 years, a combination of casual, part time and full-time work that equates to (1824 hours).</li> </ul>
Registered Training Organisation (RTO)	The RTO will review the Educator’s Submission or alternative evidence to determine entry to the CHC50125 Diploma of Early Childhood Education and Care.
Supporting Documentation	<p>This report is a support document used to demonstrate an educator’s qualifications and experience. It is not an assessment document, and the responses are not graded.</p> <p>Other forms of documentation can be used including payslips, CV’s or reference letters.</p>
Supervisor	The supervisor must hold a current Diploma in Early Childhood Education and Care. Multiple supervisors can sign the Employer’s Report, if required.
Title	Supervisors and directors may hold diverse titles (e.g. centre manager, centre director, service director, or approved supervisor). More than one supervisor can sign off an educator’s report.

CHC50125 Diploma of Early Childhood Education and Care – Employer’s Report

Applicant's details	
Applicant/Educator's name:	

Workplace Activity	I confirm that I have completed all tasks listed in a regulated children's education and care service in Australia.
<ul style="list-style-type: none"> <li>• Manage daily care routines for children aged birth to 5 years</li> <li>• Develop and maintain positive partnerships with families</li> <li>• Maintain records of a child's development and daily data</li> <li>• Create and conduct a learning experience to connect children with the natural environment using the Early Years Learning Framework (EYLF)</li> <li>• Embed Aboriginal and Torres Strait Islander perspectives into children's learning using the EYLF</li> <li>• Support the learning of a child with additional needs using the EYLF</li> <li>• Promote children's health, wellbeing and physical exercise using the EYLF</li> <li>• Ensure your practice is in accordance with the national quality standards</li> <li>• Demonstrate knowledge of the State or Territory Child Safe Standards or equivalent</li> <li>• Demonstrate knowledge of the centre's health and safety and policies and procedures</li> <li>• Completed recent professional development to remain current with industry standards</li> </ul>	

Supervisor's Declaration	
Early Childhood Service Name:	
Address:	
Phone:	
Supervisor's name (please print):	
Supervisor's contact details:	
Supervisor's qualification(s) (minimum diploma):	

**Declaration by the applicant/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. I understand I may be contacted to verify this report's content.

Additional Comments:	
Supervisor's signature:	
Date:	

Director's Declaration	
Director's name (please print):	
Director's contact details:	

**Declaration by the director of the service:**

I..... confirm that..... has been employed at ..... for ..... [months/years], as an early childhood Educator. I understand I may be contacted to verify this reports content.

Additional Comments:	
Director's signature:	
Date:	