



## Family Day Care

### Considerations for FDC educators about hosting students on placement from a registered training organisation

Students who are participating in Early Childhood Education and Care studies (not international students) are able to seek permission to have the placement component of their training in a FDC service. This has the potential benefit of encouraging students to consider FDC as a career option on the completion of study.

There are some things that educators should consider before having a student on placement within their FDC service.

#### **Before accepting a student on a FDC site:**

- Does the student have a genuine interest in becoming a FDC educator?
- All students must be over 18 to have their placement in FDC.
- All students must have a current approved Working with Children clearance.
- All students must have completed the RAN-EC online training or an equivalent qualification for volunteers.
- How many hours a day/week will the placement be? How many days or weeks in total?
- Is there an expectation that the educator will need to observe the student at work and then subsequently sign off the student's workbook? The educators will need to consider the impact of this upon their own workload.
- Who will be responsible for the assessment of the student? This could lead to extra work for the educator if the responsibility lies with them or if written feedback is required to inform the assessment.
- What will be the role of the registered training organisation?
- Are you aware if the lecturer (adult stranger) will be visiting your service during the placement? How will you manage this?
- Does the registered training organisation's (RTO) public liability insurance cover the student on placement?
- Have you obtained prior written approval or advice from your FDC public liability insurance provider?
- Can the educator cease the placement at any time? For example, if the student is not suitable. What is the process for discussing any concerns with the RTO?
- What are the RTO's grievance procedures?

#### **Educators have the final say when it comes to accepting a student on placement in the service.**



## **If you decide to accept a student for placement you will need to:**

- Advise the scheme of any placements at least 2 weeks prior to the commencement of the placement.
- Add information about having students on placement to your service information.
- Obtain copies of child protection certificates, Working with Children clearance and confirmation of placement from the RTO.
- Ask the student to complete a flyer or a newsletter to families explaining their role, how long they will be on placement and how this could positively affect care.
- Seek informed consent from families for the student to be on placement. This will include consent for the student to gather information regarding children in care and for the student to have interactions with children.
- Provide the scheme with copies of Working with Children clearance, RAN-EC or child safe certificates, confirmation from RTO, flyer or newsletter from the student and the name of lecturer or any other adults visiting.
- Gather the names of students and lecturers and share this information with families.
- Consider and plan how the student will be introduced to the children and families.
- Inform parents of children in care of any proposed visit by the lecturer or RTO staff member to the premises during placement.
- Ensure that the student signs in and out each day when they arrive and depart your premises.
- Supervise students at all times.
- Advise students that changing children's nappies, helping children to dress or change clothes, toileting, feeding, settling or greeting children at or after sleep times, administering medication, first aid, behaviour guidance and transporting children are the sole responsibility of the educator.

For further information please contact your Family Day Care scheme office.