



CAREERS IN CHILDCARE AND EARLY LEARNING – QUESTIONNAIRE RESPONSE GUIDE

1. ESSENTIAL TRAITS FOR ENTRY

| Trait | Question | Response | Feedback | Assessment Process |
|---------------------------------------|--|----------|--|--------------------|
| 1. Legally able to work with children | The Working with Children Check helps protect children from physical and sexual harm. It assesses a person's suitability to work with children or undertake voluntary child-related work. Are you willing to undergo a Working with Children Check and police check? | Yes | No feedback required. | Continue |
| | | No | All early childhood educators are required to undergo a Working With Children Check and police check. If a jobseeker is unwilling to undergo these checks, then they will not be considered for work in this sector. | Discontinue |
| | | Unsure | All early childhood educators are required to undergo a Working With Children Check and police check. If a jobseeker is unwilling to undergo these checks, then they will not be considered for work in this sector. | Continue |
| 2. Legally able to work with children | To the best of your knowledge, is there any reason why you would be unable to obtain a Working with Children Check and police check? | Yes | If you have any previous history of physically or sexually harming children then you cannot pursue a career in child care and early learning. | Discontinue |
| | | No | No feedback required. | Continue |
| | | Unsure | If you have any concerns or are unsure, please discuss your circumstances with an appropriate person (such as a careers advisor or employment consultant). | Continue |



| Trait | Question | Response | Feedback | Assessment Process |
|---|---|----------|--|---|
| 3. Highly value education and learning for people of all ages | Are you willing to consider entry level training, including first aid, in order to work as an early childhood educator? | Yes | No feedback required | Continue |
| | | No | <p>From 1 January 2014, early childhood educators will be required to hold, or be working towards, an approved qualification as determined by the Australian Children's Education and Care Quality Authority. A Certificate III in Early Childhood Education and Care is the approved entry level qualification to work in this sector. The Certificate III in School Aged Education and Care is the entry level qualification for outside of school hours care.</p> <p>The idea of training can be daunting for some job seekers, and employment services consultants and careers advisors should consider whether foundation skills in literacy, communication and learning need to be addressed before the job seeker is willing to consider entry level training for the child care and early learning sector. The Foundation Skills training package offers qualifications at the Certificate I and II level, including Certificate I in Skills for Vocational Pathways, Certificate I in Access to Vocational Pathways, and Certificate II in Skills for Work and Vocational Pathways.</p> | <p>Discontinue</p> <p><i>And/or</i></p> <p>Consider qualifications from the Foundation Skills training package</p> <p>http://training.gov.au/Training/Details/FSK</p> |
| | | Unsure | <p>From 1 January 2014, early childhood educators will be required to hold, or be working towards, an approved qualification as determined by the Australian Children's Education and Care Quality Authority. A Certificate III in Early Childhood Education and Care is the approved entry level qualification to work in this sector. The Certificate III in School Aged Education and Care is the entry level qualification for outside of school hours care.</p> <p>Employment services consultants and careers advisors should consider whether foundation skills in literacy, communication and learning need to be addressed before the job seeker is willing to consider entry level training for the child care and early learning sector. The Foundation Skills training package offers qualifications at the Certificate I and II level, including Certificate I in Skills for Vocational Pathways, Certificate I in Access to Vocational Pathways, and Certificate II in Skills for Work and Vocational Pathways.</p> | Continue |



| Trait | Question | Response | Feedback | Assessment Process |
|---|---|----------|--|--------------------|
| 4. Comfortable doing a variety of different types of work | <p>Are you able to undertake a variety of work (ranging from light lifting and outdoor work through to completing forms and reading documents)?</p> <p>Early childhood educators undertake a wide variety of tasks and activities in the course of a day's work.</p> | Yes | No feedback required. | Continue |
| | | No | If you have any concerns or are unsure about your capacity to undertake the required variety of tasks, please discuss your circumstances with an appropriate person (such as a careers advisor or employment consultant). | Continue |
| | | Unsure | Minor workplace adjustments can be made to address individual worker's needs (e.g. a ladder might be installed for toddlers to climb to a nappy change table with assistance rather than the worker being required to lift children, or policy documents might be provided in an enlarged typeface for a worker with a visual impairment). If you have any concerns or are unsure about your capacity to undertake the required variety of tasks, please discuss your circumstances with an appropriate person (such as a careers advisor or employment consultant). | Continue |
| 5. Values early childhood education | <p>The child care and early learning sector is going through a period of reform to improve outcomes for children. Do you think working with children would be a rewarding career?</p> <p>Ensuring that children receive quality education and care in the early years can impact on their education and employment prospects later in life. So, those who work with children play an important role in the community and get to support children play, learn and grow.</p> | Yes | No feedback required. | Continue |
| | | No | If you think strongly that working with children is not the career for you, then speak to your employment services consultant about other career options that may be more suitable to your skills and attributes. | Discontinue |
| | | Unsure | <p>Working with children can be a tough job, particularly if you are not sure about whether a career in the sector is right for you. The training and support you receive will assist you to understand the benefits of working with children and the rewards that go along with it. Having access to child care and early learning can change a child's life for the better.</p> <p>If you are unsure about your interest in undertaking a career in child care and early learning, you should find out more about what it involves before making a final decision.</p> | Continue |



| Trait | Question | Response | Feedback | Assessment Process |
|--|---|----------|--|--|
| 6. Genuinely like and are interested in a wide variety of people | <p>I work well with people of different ages, genders, race, religion or political opinions and people with disability.</p> <p>Early childhood educators may be required to work with people of different ages, genders, race, religion or political opinions, and people with disability. This might include co-workers, children and their families.</p> | Yes | Many different kinds of people work in, and access, child care and early learning services. It is important that you are able to work with people of different ages, genders, race, religion or political opinions, and people with disability. | Continue |
| | | No | If you are interested in developing your people skills, talk to your careers advisor or employment services consultant about support that may be available. If you definitely feel that you cannot work with many different kinds of people, then you may need to discuss other career options with you careers advisor or employment services consultant. | Support with training, development or work experience Discontinue |
| | | Unsure | Talk to your careers advisor or employment services consultant about support that may be available to help you develop your people skills. | Continue and support with training, development or work experience |



2. EMPLOYABILITY SKILLS

If the job seeker responds NO to the majority of the employability skills questions, then the employment services consultant or careers advisor should consider whether foundation skills in literacy, communication and learning need to be addressed before the job seeker can consider entry level training for the child care and early learning sector. The Foundation Skills training package offers qualifications at the Certificate I and II level, including Certificate I in Skills for Vocational Pathways, Certificate I in Access to Vocational Pathways and Certificate II in Skills for Work and Vocational Pathways.

Further information regarding employability skills and how to determine them in young people and adults can be found on the My Future website.

Support can also be provided for skills development as part of integrated delivery of competencies in the Certificate III in Early Childhood Education and Care. See the [training website](#) for further information, or talk to your training provider.

| Skill | Question | Response | Feedback | Assessment Process |
|-------------|--|----------|---|-------------------------|
| 1. Teamwork | I enjoy working with others in a team. Working in child care and early learning services requires teamwork as educators share skills and experiences to provide quality care for children. Working with others in a team is vital to gaining a qualification in child care and early learning, and in your role as an early childhood educator. | Yes | Those who enjoy working in a team would be well suited to this sector and could consider working in long day care, preschool and outside of school hours care settings. | Continue |
| | | No | While working in a team is important in child care and early learning services, there are options for educators to work on their own and in their own homes through family day care. You would still be required to undertake training and work experience placements in a team environment, and would also need to meet strict regulations and housing requirements. If you strongly dislike working with others in a team environment, then speak to your employment services provider about support available, or other career options that may be more suitable to your skills and attributes. | Continue Discontinue |
| | | Unsure | Talk to your careers advisor or employment services consultant about what training or development may be available to assist you. Undertaking a traineeship in child care and early learning may also be a good introduction to working within a team while being supported with mentoring and induction. | Continue |



| Skill | Question | Response | Feedback | Assessment Process |
|-----------------------------------|--|----------|--|---|
| 2. Teamwork | <p>I like helping others to achieve their goals.</p> <p>Working with children to play, learn and grow is important to early childhood development. Helping children reach their development goals can be incredibly rewarding but does require commitment, patience and teamwork.</p> | Yes | Working with others to achieve their goals is an important part of being an early childhood educator. | Continue |
| | | No | <p>Support is available through training, development and work experience.</p> <p>You may need to discuss other career options with your careers advisor or employment services consultant that are more suited to your skill set and interests.</p> | <p>Continue and support with training, development and work experience</p> <p>Discontinue</p> |
| | | Unsure | Support is available through training, development and work experience. | Continue and support with training, development and work experience. |
| 3. Self-management | <p>I would describe myself as motivated.</p> <p>Child care and early learning employers agree that one of the key traits required to be an early childhood educator is motivation.</p> | Yes | No feedback required | Continue |
| | | No | <p>Motivation is feeling positive about what you are doing, including at work.</p> <p>Talk to your careers advisor or employment services consultant about how to stay motivated in the workplace, and discuss a range of career options to which you may be suited.</p> | Consider support before making a decision about whether to continue. |
| | | Unsure | <p>Motivation is feeling positive about what you are doing, including at work.</p> <p>Talk to your careers advisor or employment services consultant about what keeps you motivated.</p> | Consider support before making a decision about whether to continue. |
| 4. Planning and organising | <p>I am reliable and understand the importance of team work.</p> <p>Working with children requires educators to be reliable and work as part of a team. It is important that early childhood educators are reliable as services are required to provide designated ratios of children to educators. This kind of work also requires you to work as part of a team to ensure the best outcomes for children.</p> | Yes | No feedback required | |
| | | No | Talk to your careers advisor or employment services consultant about how you might be able to develop these skills, or consider other career options. | Consider support with training, development and work experience before making a decision about whether to continue. |
| | | Unsure | Talk to your careers advisor or employment services consultant about how you might be able to develop these skills, or consider other career options. | Consider support with training, development and work experience before making a decision about whether to continue. |



| Skill | Question | Response | Feedback | Assessment Process |
|----------------|--|----------|---|---|
| 5. Flexibility | It is important to be flexible to changing tasks in the workplace. Early childhood educators are often required to take on changing tasks in the workplace and need to be flexible to ensure that all the tasks that need to be done are shared by the team. | Yes | No feedback required. | |
| | | No | Speak to your careers advisor or employment services consultant about why you do not think it is important to be flexible to changing tasks in the workplace. They may be able to consider training, development or work experience to assist you in developing these skills, or you may need to consider other career options. | Consider support with training, development and work experience before making a decision about whether to continue. |
| | | Unsure | Speak to your careers advisor or employment services consultant about why you are unsure about the importance of being flexible to changing tasks in the workplace. They may be able to consider training, development or work experience to assist you in developing these skills, or you may need to consider other career options. | Consider support with training, development and work experience before making a decision about whether to continue. |
| 6. Flexibility | I like doing lots of different tasks throughout my work day. Being an early childhood educator requires you to do a variety of tasks throughout the work day, including setting up indoor and outdoor play equipment, packing up at the end of the day, supervising and playing with children, and completing paperwork. | Yes | No feedback required. | |
| | | No | Your careers advisor or employment services consultant may be able to organise work experience placements in a child care and early learning service to allow you to see first-hand the different tasks that early childhood educators do throughout their day. You can also speak to them about other suitable career options. | Consider work experience before making a decision about whether to continue. |
| | | Unsure | Your careers advisor or employment services consultant may be able to organise work experience placements in a child care and early learning service to allow you to see first-hand the different tasks that early childhood educators do throughout their day. You can also speak to them about other suitable career options. | |



| Skill | Question | Response | Feedback | Assessment Process |
|-------------------------|---|----------|--|---|
| 7. Motivation | I am willing to continually develop my skills to help me do a better job. Early childhood educators are required to undertake regular training and professional development to learn new skills and keep existing skills up to date. This assists them to provide the best quality care for children and is an important part of being an early childhood professional. Examples of training and professional development include mentoring, first aid, communication and management. | Yes | No feedback required. | Continue |
| | | No | If you still do not think that you would be willing to continually develop your skills, talk to your careers advisor or employment services consultant about other suitable career options. | Discontinue |
| | | Unsure | Speak with your careers advisor or employment services consultant about work experience placements available in child care and early learning services. You may be able to attend an information session or speak to someone already working in the sector about the training and professional development they are required to undertake. | Consider work experience placement or information session before making a decision about whether to continue |
| 8. Communication | I have good communication skills. Communication skills include listening, speaking clearly and being able to give and understand instructions. These skills are important when working in a child care and early learning service as educators are required to be able to fill out paperwork, speak with families about the progress of children or if an accident occurs, and be able to give clear instructions. | Yes | No feedback required. | |
| | | No | Communication is one of the most important skills in any workplace and in everyday life. Talk to your careers advisor or employment services consultant about support available to assist you to develop good communication, language and literacy skills. | Consider Foundation Skills training, as well as some work experience in a child care and early learning service before making a decision about whether to continue. |
| | | Unsure | Communication is one of the most important skills in any workplace and in everyday life. Talk to your careers advisor or employment services consultant about support available to assist you to develop good communication, language and literacy skills. | Consider Foundation Skills training, as well as some work experience in a child care and early learning service before making a decision about whether to continue. |



3. JOB SPECIFIC SKILLS

| Question | Response | Feedback | Action | Units of competency to support development |
|---|---|---|----------|---|
| 1. I have experience providing care for children aged 0 – 5. | I have experience providing care to my own children, or children of my family and friends. | Great, all experience counts and undertaking training in child care and early learning will help you build your skills even further. Working towards a qualification will provide you with training and work experience placements that will help you gain experience looking after children in an approved service. | Training | Core units: CHCECE005 Provide care for babies and toddlers CHCECE003 Provide care for children |
| | I have experience working in a child care and early learning service. | Check with your Registered Training Organisation to see if you are eligible for Recognition of Prior Learning (RPL). This can assist you in gaining your qualification by recognising your previous experience. | RPL | |
| | I have no experience providing care to children aged 0 – 5. | That's ok. By working towards a qualification in child care and early learning, you will be provided with training to help you gain experience providing care to children aged 0 – 5. You will be supported by an accredited trainer and assessor, and will undertake work experience placements in a variety of settings, including long day care and preschool. | Training | |



| Question | Response | Feedback | Action | Units of competency to support development |
|--|---|---|---|---|
| 2. I am prepared to build good relationships with children and families from diverse backgrounds. | I am prepared to build good relationships with children and families from diverse backgrounds. | No feedback required. | Training | Core units: CHCECE001 Develop cultural competence CHCECE007 Develop positive and respectful relationships with children |
| | I would need some training to support me to build good relationships with children and families from diverse backgrounds. | Training is available to support you to develop positive and respectful relationships with children and their families, and is included in the entry level qualification, Certificate III in Early Childhood Education and Care. | Training, LLN support | Elective units: HLTHIR403C Work effectively with culturally diverse clients and co-workers Foundation Skills: Oral Communication |
| | I'm not interested in building good relationships with children and families. | Training is available to support you to develop positive and respectful relationships with children and their families, and is included in the entry level qualification, Certificate III in Early Childhood Education and Care. Speak to your careers advisor or employment services consultant about options for training, or about other careers to which you may be suited. | Consider training and other support before making a decision to continue. | |
| 3. I feel confident that I could support children's play and learning. | I feel confident that I could support children's play and learning. | No response required. | Training | Core units: CHCECE011 Provide experiences to support children's play and learning |
| | I would feel confident to support children's play and learning if I had the right training. | See Units of competency from Certificate III in Early Childhood and Care to support development | Training | CHCECE009 Use an approved learning framework to guide practice |
| | I do not feel that I would be able to support children's play and learning. | Training is available to support you to develop confidence and an understanding of how to engage in play-based learning with children. Speak with your careers advisor or employment services consultant about training available, or about other careers to which you may be suited. | Consider training and other support before making a decision to continue | Electives: SRCCRO008B Interact positively with infants, toddlers and parents in a recreation environment |



| Question | Response | Feedback | Action | Units of competency to support development |
|---|---|---|--|--|
| 4. If a child in my care was involved in an accident or other incident I would be able to report it and fill out the necessary paperwork. | I would be able to report the incident to my supervisor and fill out the necessary paperwork. | No feedback required. | Training and work experience | Core units: CHCECE002 Ensure the health and safety of children |
| | I would need training and support in communication skills and filling out paperwork. | See Units of competency from Certificate III in Early Childhood Education and Care to support development | Training and work experience | HLTAID004 Provide an emergency first aid response in an education and care setting |
| | I would not feel comfortable reporting the incident and filling out the paperwork. | Training is available to support you to develop confidence and an understanding of how to engage in play-based learning with children. Speak with your careers advisor or employment services consultant about training available, or about other careers to which you may be suited. | Consider training and other support before making a decision to continue | HLTWHS001 Participate in work health and safety Foundation skills: Oral communication Reading Writing |

