

ASSESSMENT FOUR	CLUSTER FIVE – WORK WITH OTHERS	
Candidate name:		
Units of competency:	CHCRF301D	Work effectively with families to care for the child
	CHCORG303A	Participate effectively in the work environment
	HLTHIR403B	Work effectively with culturally diverse clients and co-workers

SIMULATED APPLICATION

Task # 4.1

Simulated Application

Position Title: Trainee
Position Number: 0695CWT1
Location: Cybele Child Care Centre, Burnie, Tas
Status: Fixed Term, Full-Time (12 months)
Salary: As per Award
Reports to: Director
Closing Date: 2010

PERSON SPECIFICATION

Selection Criteria

- Proven ability to communicate effectively with children, families and staff.
- Capacity to complete a Polytechnic academic component of a Traineeship.
- Demonstrated ability to work as a member of a dedicated team.
- Commitment to assist in implementing the centre's program to meet the developmental needs and interests of each child.
- Understanding of Occupational Health and Safety.
- Must not hold current Certificate III or above qualification.

Desirable Criteria

- Previous childcare industry experience.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Key Responsibility Areas

Service

- To provide for the care, education and well being of each child.
- To work in partnership with parents, families and staff.
- To assist in developing, implementing and evaluating the centre's program.
- To be responsible to families for the quality of service provided for all children.
- To create and maintain positive relationships with parents and families.

Occupational Health and Safety (OH&S)

- To work within OH&S guidelines.
- To attend relevant training in OH&S.
- To actively promote safe work practices.
- To provide a healthy and safe environment for children, families, staff and visitors.
- To actively report and record incidents, accidents, injuries and hazards.

Reporting

- To support the director/teacher in the day-to-day operation of the centre.
- To be an active participant in the organisation's performance management and development system.
- To support the director in meeting reporting requirements of senior management and funding/licensing bodies.

Policy

- To be part of an inclusive team.
- To work co-operatively in achieving the philosophy, aims and objectives of the centre and the organisation.
- To operate in accordance with Government guidelines and policy.
- To have a sound knowledge of and implement Cybele's Child Care Centre Services policies and procedures.
- To be part of a team which achieves and maintains the principles of the *Quality Improvement and Accreditation System*.

You are applying for a position at Cybele Child Care Centre.

- Your application for this position is to answer the selection criteria and attach a resume and cover letter.
- Please address the application.

This task assesses

Evidence for assessment was: Satisfactory Not satisfactory

Feedback to candidate / Action required:

Assessor:

Signature: Date:

Candidate Signature: Date: