

## Placement/Work Integrated Learning (WIL) FAQ's

### GD204 – Graduate Diploma in Early Childhood Education

#### What are my placements?

- ***Belonging in the Early Years – Praxis (TCHE2684)***
  - 25 days
  - Age: 3-5 years
- ***Belonging in the Early Years – Child in Community (TCHE2686)***
  - 10 days
  - Age: Birth-2 years
- ***Becoming an Early Childhood Professional (TCHE2687)***
  - 25 days
  - Age: 3-5 years

#### Where will I do my placement/WIL?

- Your placement will be found for you by the WIL Team except for students who live in regional Victoria or Interstate. These students must source their own placement.
  - Tips for sourcing your placement (regional/interstate only):
    - Visit or telephone the centre (Many centre directors are very busy so prefer a phone call)
    - Let the centre know that you are a Graduate Diploma student (not a Diploma)
    - Date of placement
    - Age range of children to be placed with
    - Centre may ask you to visit for a face to face interview, complete an induction or provide a resume (each centre varies)
    - Have the centre complete the Acceptance Form
- You need to ensure your address is correct on MyRMIT as we will place you based on this address. If you have moved since you first enrolled please notify the WIL Team via email [education.placements@rmit.edu.au](mailto:education.placements@rmit.edu.au) and advise of your updated address
- RMIT's policy is that you may have to travel up to 1.5 hours to your placement, this could be more if you rely on public transport
- You must update InPlace with the following information:
  - You rely on public transport
  - You have a conflict of interest with a centre. These are centres:
    - Where you work
    - Where you previously worked
    - Have children or other family member attend centre
    - Have a financial interest in centre
- Once placements have been allocated you are unable to swap centres
- You will be notified via InPlace of your placement
- The placement is not confirmed until the centre has completed and signed the Acceptance Form. Please note that some centres may require you to have an interview and/or induction prior to confirming the placement.

## What hours will my placement be?

- Minimum 7 hours per day excluding lunch break (minimum 30 minute lunch break)
- Your placement centre will inform you of your work hours/shift. We encourage you to experience an opening & closing shift.
- You cannot miss university classes to attend placement

## What do I need to do before I start my placement?

- All students **MUST** have a valid **Working With Children Check (WWCC)**
- We recommend the Volunteer WWCC as there is no cost involved
  - Complete application online <http://www.workingwithchildren.vic.gov.au/>
  - Apply for a Check
  - What kind of check do you need? **Volunteer**
  - Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? **Yes**
    - Organisation Name: **RMIT University**
    - Address Line 1: **GPO 2476**
    - Town/City: **Melbourne**
    - State: **Victoria**
    - Postcode: **3001**
    - Phone: **0399252000**
  - Occupational Fields
    - Child care services
      - Centre-based long day care (14)
      - Occasional care (16)
    - Children's services
      - Children's services including kindergartens or preschools under the *Children's Services Act 1996 and Education and Care Services National Law (Victoria) Act 2010* (26)
    - Educational institutions
      - State school (all primary, secondary, technical, and special state schools) (44)
      - Non government schools (all primary, secondary and special non-government schools) (46)
      - Other institutions providing children's study or training programs (52)

**Once you have received your WWCC card, log into RMIT InPlace Student Portal and upload a copy (instructions on how to complete this is on the InPlace section of this website)**

### If you already have a card:

If you have a Working with Children Card you need to add RMIT University as an organisation. You can do this under the **Update my details** section on the website (<http://www.workingwithchildren.vic.gov.au/>) The information required is listed above.

**Failure to upload a copy of your WWCC Card to InPlace before commencement of placement will mean you are unable to commence and complete this course.**

*When attending placement, you **MUST** have your WWCC card on you at all times.*

- All students **MUST** have a RMIT **Work Integrated Learning (WIL) Agreement**
  - You will receive a notification via InPlace to action this.
  - The WIL Agreement is completed once for the entirety of your program
- You are required to complete the following training module prior to the commencing your placement:

- WIL Ready Cred - <https://www.rmit.edu.au/study-with-us/levels-of-study/short-courses/wil-ready>
- Child Safety Module - <https://rmit-catalog.rmit.edu.au/browse/catalog/soc/courses/child-safety-for-students>

## Consider Risks?

- Are you pregnant or have a medical condition that may affect your ability to fulfil all duties on placement?
- Discuss with your doctor and provide the WIL team with a medical clearance
- You may wish to inform the centre of any safety risks (e.g., recovering from a broken arm)

## Do I have to have immunisations?

- Some centres require proof of immunisations (Measles, Mumps, Rubella, Flu Vaccination and Whooping Cough)
- If you are unsure about your immunisations, please consult with your Doctor

## During placement?

- If you are absent from placement (illness) please notify your centre and RMIT Mentor. You will need to make up any days absent
- Upload to InPlace your medical certificate if you are absent for three (3) or more days.
- Be polite and respectful
- Meet with your mentor at the start of placement and discuss your learning objectives
- You will also meet with your mentor at mid placement to complete the Interim Placement Report
- Have tea & lunch breaks as directed by the centre
- Get down to the children's level and interact
- Familiarise yourself with centre policies such as allergy (no nuts)
- When children are sleeping it is not time for you to sleep. Assist staff with clean up, set up etc
- Excursions, planning time and professional development days count towards placement days
- If you have any issues or concerns, please contact your RMIT mentor.

## At the end of placement?

- Meet with your mentor to discuss End Placement Report
- Upload the signed End Placement Report and Attendance Sheet to InPlace and Canvas

## Who are the WIL/Placement Team?

- WIL Administrator: Claudia Johnstone & Cecilia Xie
- Email: [education.placements@rmit.edu.au](mailto:education.placements@rmit.edu.au)

## For Placement information and documentation?

- Please refer to the Education Placements website: <https://sites.rmit.edu.au/educationplacements/>