

## FACT SHEET

# Trainee Educator support guide



Starting your journey in early childhood education and care is both exciting and rewarding. As a trainee, you will learn by doing, with hands-on training in a real workplace. You will gain practical skills, build meaningful relationships, and help young children develop and grow. It might feel overwhelming at first, but you will have support. This guide will help you understand what to expect, what you're responsible for, and how to succeed.



## Getting Started

It's normal to feel a bit nervous when starting a new job. Don't worry, your supervisor and other educators are there to help you.

To help you feel confident and prepared, here's what to expect as you settle into your new role:

- You will go to an induction session to learn about the centre and meet the team.
- Before you start, complete essential paperwork given to you by the service Director/HR.
- You might get a trainee badge, please wear if needed.
- Personal hygiene is important:
  - Wear clean clothes.
  - Use deodorant.
  - Tie back long hair.
- Dress appropriately:
  - Wide-brimmed hat for outdoor play.
  - Closed-in shoes.
  - No leggings, short skirts, short shorts and no denim
  - Bring a water bottle each day.
- If you're under 18, you must always be with a supervisor when working with children. You are not allowed to be left alone with them.



### Example!:

*Before Mia started her traineeship at a childcare centre in Perth, she did a health check and got her Working with Children Check (WWCC). These are things you must do before working with children.*

*On her first day, her supervisor introduced her to the team, showed her around the service, explained how to sign in and out, wash her hands properly, and follow safety and hygiene rules. This is what most trainees do when they start, and it helps them feel ready and supported in their new job.*

## Trainee Responsibilities

As a trainee, you are part of the team. Here's how you can make the most of your time and learn as much as possible:

### 1. Be on time and reliable. How?

- ✔ Arrive early, at least 5–10 minutes before your shift.
- ✔ Check your roster and be ready in the room before your start time.
- ✔ If you're running late, call your supervisor as soon as you can.
- ✔ If you are sick, follow the centre's policies for calling in sick.

### 2. Talk and work together. How?

- ✔ Offer to help. Ask things like: "Can I help with anything?"
- ✔ If it's quiet, use that time to clean, tidy, or help set up the room.
- ✔ Tell someone when leaving the room. For example: "I'm going to get the broom."

### 3. Be professional and focused on the children. How?

- ✔ Know how many children each educator can supervise. For example: 1 educator for every 4 babies.
- ✔ Use positive words: say "Let's walk inside" instead of "Don't run!"
- ✔ Speak to children at their eye level: bend down so you are face-to-face.
- ✔ Help children do things on their own, like putting on sunscreen or a hat.
- ✔ Keep clean and safe. Wash hands often and help with nappy changing, nose wiping etc.
- ✔ Keep things private: no gossip or discussing children outside of work.

These responsibilities will help you follow the National Quality Standards (NQS), especially:

- Quality Area 4 – working well with other staff.
- Quality Area 5 – building positive and safe relationships with children.

## New Room Checklist

Before starting the daily routine of the room, take a moment to go through this list with your supervisor:

- Learn the names of the children and staff.
- Ask where bottles, hats, and bags are kept.
- Know where the emergency exits are and where to find medical charts.
- Look at and understand the daily routine, attendance roll, and safety checklists.
- Learn how to fill out incident reports, meal records and nappy change charts.
- Understand how to prepare bottles, help with toileting, and where you need to supervise the children.

### Example:

Before Liam started helping in his centre, he spent time with his supervisor going through important things to learn. First, he learned all the children's and staff members' names so he could address them properly. Then, his supervisor showed him where the children's bottles, hats, and bags were kept. Liam learned where the emergency exits are and how to quickly find medical charts in case of an emergency. They looked at the daily routine together, and Liam saw how to use the attendance roll and safety checklists. His supervisor explained how to fill out incident reports, meal records, and nappy change charts. Finally, Liam learned how to prepare bottles, help children with toileting, and the best spots to supervise them safely. This helped Liam feel ready and confident before joining the team.

## Daily Tasks for Trainees

Trainees' complete tasks with help from their supervisor and/or qualified educators. This makes sure everything is done safely and in line with best practices in early childhood education and care. Here are some examples of daily tasks!

### Engaging with Children. How?

- ✔ Set up crafts, read books and join outdoor play.
- ✔ Organise simple games, like: What's the time Mr. Wolf?
- ✔ Offer comfort and support when children need it.

### Supporting Learning & Inclusion. How?

- ✔ Help to set up activities that welcome all cultural backgrounds.
- ✔ Help with sensory play and learning experiences.
- ✔ With guidance, start noticing and recording children's learning.

### Daily Routines & Hygiene. How?

- ✔ Set up and clean beds/cots.
- ✔ Serve meals or snacks under supervision.
- ✔ Help with bottles, toileting, and nappy changes.
- ✔ Keep the space clean and hygienic.

### Workplace Safety & Teamwork. How?

- ✔ Help with safety checks and reporting incidents.
- ✔ Join team meetings and family or community events when possible.

These tasks will help you follow the National Quality Standards (NQS), especially:

- Quality Area 2 – creating a good learning environment.
- Quality Area 7 – leadership and good management.

Your traineeship is a great chance to learn and grow. By being professional, talking clearly, and following safety and quality rules, you will help create a good place for children to learn. Embrace the learning process and welcome to the start of an exciting journey!