



OSHC EDUCATOR MICROCREDENTIAL
ASSESSMENT **POLICY**
MATRIX

POLICY MATRIX

This assessment workbook is 1 of 3 and evidences the skills and knowledge covered in the OSHC Educator Microcredential training sessions.

The microcredential is designed as an industry partnership meaning that the skills, knowledge and behaviours captured in these assessments are required to be demonstrated on-the-job in the workplace AND evidenced by a workplace supervisor.

On successful completion of the assessments, you will be awarded a badge which affirms your attainment of the essential knowledge and skills required of an effective OSHC educator on-the-job.

Assessment Required for Completion:

Workplace Supervisor Report is the only assessment to be verified by QCAN.

Your workplace supervisor must use the Microsoft Form available via the link <https://forms.office.com/r/bKTZ5Ak2V0?origin=IprLink> or QR code to do this. Email admin@qcan.org.au if you need support with this process.

Optional Assessments Evidence Acquired Skills and Knowledge:

You can choose whether you complete the Written Questions and Policy Matrix PDF Writable Assessments. If so, they should be filed at your service.



ACCESS YOUR ORGANISATION'S

Policy and Procedures Document

Link the policies and procedures highlighted in regulation 168 to those in your organisations policy and procedure document in the table below.

Then consider your organisations onboarding process and which steps have been taken to support you with understanding your important compliance responsibilities. Tick all that apply.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

REGULATION 168 - EDUCATION AND CARE SERVICE MUST HAVE POLICIES AND PROCEDURES

(2) Policies and procedures are required in relation to the following -		Which organisational policy and procedure addresses each of these policies and procedures required under Regulation 168?	What steps have been taken within your organization to ensure that you understand and can follow this policy and procedure? Please tick all that apply.
1	(a) health and safety, including matters relating to—	(i) nutrition, food and beverages, dietary requirements	<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
2		(ii) sun protection	<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
3		(iii) water safety, including safety during any water-based activities	<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
4		(iv) the administration of first aid	<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
5		(v) sleep and rest for children	<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____

6	(b) incident, injury, trauma and illness procedures complying with regulation 85		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
7	(c) dealing with infectious diseases, including procedures complying with regulation 88		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
8	(d) dealing with medical conditions in children, including the matters set out in regulation 90		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
9	(e) emergency and evacuation, including the matters set out in regulation 97		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
10	(f) delivery of children to, and collection of children from, education and care service premises, including procedures complying with regulation 99		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
11	(g) excursions, including procedures complying with regulations 100 to 102		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____

12	(ga) if the service transports or arranges transportation of children other than as part of excursions, transportation including procedures complying with Division 7 of Part 4.2 of Chapter 4;			<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
13	(h) providing a child safe environment			<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
14	(i) staffing, including—	(i) a code of conduct for staff members		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
15		(ii) determining the responsible person present at the service		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
16		(iii) the participation of volunteers and students on practicum placements		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
17	(j) interactions with children, including the matters set out in regulations 155 and 156			<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____

18	(k) enrolment and orientation		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
19	(l) governance and management of the service, including confidentiality of records		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
20	(m) the acceptance and refusal of authorisations		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
21	(n) payment of fees and provision of a statement of fees charged by the education and care service		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____
22	(o) dealing with complaints		<input type="checkbox"/> Introduction to the policy and procedure and how this relates to my role <input type="checkbox"/> Training (online, team meeting etc.) <input type="checkbox"/> Time to consider, discuss and clarify how this relates to my role (e.g. through coaching and supervision) <input type="checkbox"/> Other _____

LEARNER DECLARATION

- I declare that I have read, understood and am able to follow the organisational policies and procedures.
- I have the policies and procedures made available to me.
- I have ongoing access to these policies and procedures in a readily accessible format.
- I understand the process for reviewing and updating policies and procedures and how I can provide feedback on them.
- I declare that this work is my own and no part of this assessment has been copied from another person's work.

Learner's Full Name:	
Learner's Signature:	
Date:	

WORKPLACE SUPERVISOR'S DECLARATION

- I declare that this assessment is the work of the above learner under my supervision in the workplace and no part of this assessment has been copied from another person's work.
- I have read through all assessment answers and deem them to be correct and consistent with our organisations expectations.

Supervisor's Full Name:	
Supervisor's Signature:	
Date:	