

# Placement handbook: Learner/Apprentice

CACHE Early Years Educator Qualifications

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## Section 1: Placement details

Use the table below to record details of your placements.

Learner/Apprentice name	
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Placement details and contact number	
Name of mentor	
Age range of children	
Date of induction	
Start date/finish date	

Placement details and contact number	
Name of mentor	
Age range of children	
Date of induction	
Start date/finish date	

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Date of induction	
Start date/finish date	

## Section 2: Induction

Use this table to help you to think about the things that you need to do before starting placement and to record your induction meeting with your mentor at placement.

Induction date	
<p>What time should I arrive? Do I need to sign in?</p> <p>What time do I leave?</p> <p>What room do I go to?</p>	
<p>Is there a dress code?</p> <p>Is there anything I cannot wear?</p> <p>Do I need a uniform?</p> <p>Do I need an ID badge?</p>	
<p>What documentation do I need to take about the qualification I am studying?</p> <p>You should take a copy of the Skills/Be Able Tos from the qualification Learner Handbook.</p>	
<p>Do I need to know about policies and procedures?</p> <p>You need to know about the policies and procedures of the setting.</p>	
<p>Reflection</p> <p>Write about the induction day here.</p> <p>What did you learn about?</p> <p>Do you feel more prepared now?</p> <p>What did you forget to ask?</p>	

### Section 3: Reflecting on progress

Name of assessor:

.....

Contact details:

.....  
.....  
.....

Your assessor will always plan visits with you. When they are coming to see you make sure that you let them know if you are not going to be present in placement that day. Always have any necessary information at placement with you. The assessor will discuss your progress with your mentor as well as offer you feedback on your progress. This feedback should enable you to make progress and plan effectively to meet the necessary assessment criteria.

Your mentor may use the following documentation to record your progress. It is good to reflect on your practice. You could begin to reflect by completing the Professional Skills Profile 1 record at regular intervals, such as every month. Complete Professional Skills Profile 2 towards the end of your placement. As you complete the Professional Skills Profiles reflect on how well you think you are making progress. You can then discuss this with your mentor and assessor.

## Professional Skills Profile 1

No.	Skills Profile	Comments from placement mentor/supervisor
1.	Be a positive role model: <ul style="list-style-type: none"><li>• behaviour</li><li>• confidentiality</li><li>• timekeeping</li><li>• safeguarding and welfare</li><li>• health and hygiene.</li></ul>	
2.	Follow the policies and procedures of the early years setting in relation to reporting.	
3.	Support enabling play environments.	
4.	Communicate effectively with children.	
5.	Communicate effectively with colleagues and others as appropriate.	
6.	Value diversity.	
7.	Contribute to healthy environments for children.	
8.	Show a commitment to own professional skills development.	



9.	<p><b>Own learning</b></p> <p>Use this space to reflect on your learning and experience at placement. Think about ways you could improve your practice.</p>	<p><b>Reflecting on practice</b></p> <p>What have I been involved in?</p> <p>What did I do well/how could I improve my practice?</p>
Name and details of setting (ages of children/days)	Signature and date	

## Professional Skills Profile 2

No.	Skills Profile	Comments from placement mentor/supervisor
1.	Be a positive role model: <ul style="list-style-type: none"> <li>• behaviour</li> <li>• confidentiality</li> <li>• timekeeping</li> <li>• safeguarding and welfare</li> <li>• health and hygiene.</li> </ul>	
2.	Follow the policies and procedures of the early years setting in relation to reporting.	
3.	Communicate effectively with children.	
4.	Communicate effectively with colleagues and others as appropriate demonstrating a good command of the English language in both written and spoken form.	
5.	Work with parents/carers in a way which encourages them to take an active role in their child's play, learning and development.	
6.	Value diversity.	
7.	Contribute to inclusive practice.	
8.	Support children through transition.	
9.	Contribute to the observation, assessment and planning cycle.	

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10.	Contribute to emergent literacy and mathematics for children.	
11.	Work with others to prepare children for school.	
12.	Contribute to healthy environments for children through the implementation of physical care routines for individual children which are responsive to their age/stage and need.	
13.	Show a commitment to own professional skills development.	

<p>14.</p>	<p><b>Own learning</b></p> <p>Use this space to reflect on your learning and experience at placement. Think about ways you could improve your practice*. This will help you to complete Professional Development requirements in the Professional Practice Portfolio 2 in the Learner Handbook (PPP2).</p> <p>*Applicable to the CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) only.</p>	<p><b>Reflecting on practice</b></p>
<p><b>Name and details of setting (ages of children/days)</b></p>	<p><b>Signature and date</b></p>	

# Publication history

A comprehensive Support Materials Publication History, including details of changes made to all CACHE support materials since 2010, is available on [cachezone](#).