

Position Description



Job Details

Job Title: Diploma Trainee

Reports to: Centre Director

Directorate: City Living

Position Number: TBA

Grade: TRAINEE

Date: May 2026

Objective Doc Ref:

Position Purpose/Job Summary

This position offers an excellent opportunity to learn from experienced, qualified, and professional staff and gain knowledge and understanding of the Early Childhood Education and Care sector. Experience gained during this traineeship can be used toward attaining a Diploma in Early Childhood.

The duration of the traineeship is for a 24-month period, which will combine work and training to gain a Diploma in Children's Services through a registered training organisation. In order to be eligible for a Diploma Traineeship position, you must already have been successful in completing a Certificate III in Children's Services.

As a Diploma trainee, you will work as part of a team to develop relationships with children, their families and stakeholders, provide the care, monitor safety and develop an understanding of child protection practices and obligations, develop child development knowledge, and educational needs of children aged 0-5 years. Trainees will also assist the educators with carrying out observations, planning, record keeping and programming for individual or a group of children, as well as contributing to the service's overall program.

The trainee will carry out routine tasks in the Early Learning Centre and work closely with staff to deliver high-quality service to children and families.

The Trainee will work under the guidance and supervision of experienced educators to learn and develop the skills required to provide high-quality education and care to children.

The trainee must demonstrate a strong commitment to ongoing study, meeting coursework deadlines, attending scheduled training sessions, and applying learning to daily practice within the service.

This position is classified as a child-related role. Applicants are required to have a valid Working with Children Check Clearance Number.

Position Description



Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Education Qualifications:

Minimum:

- completed higher education/HSC or equivalent
- Working with Children Check, or willing to obtain
- Must not already have a certificate II, III or higher qualification in another field to qualify for a traineeship
- Must have a Certificate III in Early Childhood Education

Licences: Driver's Licence (desirable).

Relevant Experience Required

Minimum: Must be a minimum of 18 years of age (Legislative requirement)
Ability to work as part of a team
Customer service focus
Sound computer skills

Skills Required

Minimum:

- **Authority & Accountability:** Responsible for the completion of daily routines in centres in relation to the smooth operation of the centre. Position works as part of a team and receives professional support and guidance.
- **Judgement & Problem Solving:** Judgment and problem-solving skills are required in making decisions relating to daily routines, care and safety of the children.
- **Interpersonal Skills:** Position requires a good level of communication, both verbal and written. Communication requires confidentiality and professionalism, with a high degree of flexibility and the ability to respond to clients' needs.

Desirable:

- Community language
- Skills and knowledge in working with children from culturally diverse backgrounds and with additional needs

Key Accountabilities – Position Specific

1. Educational/Developmental Needs of Children

- Set up activities as planned/directed.
- Be responsible for meeting the emotional needs of children
- Assist with taking observations, evaluations and maintaining individual records
- Assist in developing a program for a group of children
- Provide appropriate role modelling to the children and families
- Supervise children and be aware of safety issues.
- Participate in children's play and encourage positive interactions
- Reflect on children's learning with educators
- Assist in setting up safe learning environments, engaging, and developmentally appropriate

Position Description



for children. • Use positive guidance strategies to support children's social, emotional, and behavioural development. • Develop an understanding of child development and use this knowledge within daily engagement with children and documentation for children or applied in course expectations
2. Communication and Teamwork ▪ Share information with families in a professional and positive manner ▪ Assist in passing on information to families in relation to their child's development/routine/ day ▪ Interact with and positively respond to children at all times ▪ Communicate with families in a way that respects and values individual differences, within professional boundaries ▪ Maintain confidentiality in relation to children/families/staff ▪ Work as a team member ▪ Attend professional development days and actively participate in learning ▪ Listen to others and communicate one's own needs ▪ Contribute to decision making ▪ Attend and participate in all staff meetings ▪ Use open and positive communication with other staff that is concise and useful at regular intervals during the day - verbal/non-verbal. ▪ Contribute to the day-to-day operations of the service, including but not limited to routine tasks. ▪ Model calm and respectful behaviours with all stakeholders ▪ Be punctual and reliable and communicate any changes promptly to the Centre Director.
3. Organisation a) Policy ▪ Work toward an awareness of Best Start Education and Care Policies and procedures ▪ Be aware of relevant legislation and policy ▪ Be aware of and act on Council policies and procedures and Code of Conduct ▪ Identify the need for Centre policies and contribute feedback to policy development ▪ Contribute to the formulation, implementation, and ongoing development of the Centre philosophy ▪ Demonstrate a commitment to child protection and Child Safe Standards by understanding and adhering to all relevant policies and procedures, maintaining professional boundaries, identifying and reporting any concerns regarding a child's safety or wellbeing, and participating in required child protection training as part of the traineeship. b) Health & Safety - Conduct your behaviour and actions consistently supporting the safety and wellbeing of yourself and those around you - Assist in identifying infectious diseases in the Centre and alert the Centre Director - Demonstrate an awareness of safety within the indoor and outdoor environment: - Remove dangerous objects - Assist in identifying maintenance issues and reporting hazards to the Centre Director or Responsible Person. - Role model appropriate sun safety practices for children at all times. - Adhere to the Staffing Policy by wearing appropriate and professional clothing
4. Study & Training

Position Description



- Actively participate in the Certificate III traineeship program, including completing all coursework and assessments through correspondence within required timeframes.
- Attend face-to-face training sessions as scheduled by TAFE.
- Seek clarification or support when needed to ensure understanding of study content.
- Willingness to learn and take feedback from supervisor, colleagues, TAFE workplace supervisor, and reflect on your practices
- Maintain regular communication with the TAFE, workplace supervisor, and mentor regarding study progress.
- Apply new knowledge and skills from training to daily practice in the workplace.
- Manage time effectively to balance study requirements with work responsibilities, effectively utilising study time within your working day and committing to required study hours outside of work hours.
- Ensure you remain on track with your coursework by meeting all TAFE timeframes and assessment deadlines.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct: Nil

No. of Indirect: Nil

Key Relationships

1 Internal

Communicating with	Nature of Communication
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Position Description



Centre Director	Daily exchange of information and direction
Staff	Daily exchange of information to facilitate the running of the centre and the care of children.
Interaction with other Council Departments.	As required.
Coordinator	As required
Manager Children and Family Services	As required
Key Relationships	
2 External	
Communicating with	Nature of Communication
Families	Daily exchange of information
Outside Support Agencies	As required for advice regarding children with additional needs
Registered Training Organisation	As required for training, development and traineeship enquiries
Public	As required regarding waiting list enquiries etc

Position Dimensions

As per Delegation of Authority.

Decision making Authority & Accountability

- The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1
- Required to follow policies and procedures set by Council and Children and Family Services
- Required to comply with the Regulatory, Legislative requirements, including the National Quality Standards
- Contribute to decision-making and conflict resolution

Problem Solving

The holder of this trainee position is expected to possess the ability to analyse problems and determine a suitable course of action for issues that may arise in the execution of their day-to-day duties. Problems faced might include dealing sensitively with children, families and staff issues,

Position Description



managing conflict between themselves and staff, and time management.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description, will be established in partnership with your supervisor. Your supervisor will meet with you regularly to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date