

## EVIDENCE PORTFOLIO CHECKLIST

Complete the checklist and attach to your evidence portfolio.

The following evidence is included in my evidence portfolio for:

### CLUSTER 1. THE WORKPLACE

✓	<b>ESSENTIAL EVIDENCE</b>
	Verified copy of your job description and examples of how you meet its requirements
	Examples of how you follow procedures, regulations and policies such as OHS or incident report forms, completed administration documents
	Examples of how you share information with families about the child care service
	Examples of how you support inclusive practice in your service
	Copy of a recent performance review or a supervisor's reference including description of your work performance
✓	<b>ADDITIONAL EVIDENCE</b>
	Identification of hazards /reporting of damaged equipment
	Participation in networks, professional development activities, attendance at conferences, parent meetings, regional meetings, minutes from staff meetings
	Examples of work practices that demonstrate application of Code of Ethics and how you maintain confidentiality
	Feedback from parents
	Document how you fulfil your roles and responsibilities as a child care educator
	Evidence of your understanding of and participation in the accreditation process
	<i>(Other evidence)</i>