



**Australian Government**

**Assessment Requirements for CHCEDS004  
Contribute to organisation and  
management of classroom or centre**

**Release: 2**

## Assessment Requirements for CHCEDS004 Contribute to organisation and management of classroom or centre

### Modification History

Release	Comments
Release 1.1	Minor corrections to formatting to improve readability. Corrections to errors and metadata.
Release 1.0	This version was released in <i>CHC Community Services Training Package release 1.0</i> and meets the requirements of the New Standards for Training Packages.  Significant changes to elements and performance criteria.  New evidence requirements for assessment, including volume and frequency requirements.

### Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be demonstrated evidence that the candidate has completed the following tasks at least once:

- managed duties and tasks in specified timeframes
- effectively communicated with colleagues, preventing misunderstandings
- prepared and maintained resources
- used equipment and teaching aids, including computers and other current technology, effectively
- selected, utilised and maintained equipment according to instructions and job role

## Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. These include knowledge of:

- school/centre's policies and procedures
- duty of care responsibilities
- types of equipment and technology used in school/centres
- processes for reordering supplies
- communication strategies
- equipment operation.

## Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessment must ensure use of:

- educational equipment and teaching aids.

Additionally, it must involve:

- supervising teacher and/or other colleagues.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

## Links

Companion volumes are available from the CS&HISC website - <http://www.cshisc.com.au/>