



**Australian Government**

# **CHCECE014 Comply with family day care administration requirements**

**Release: 1**

## CHCECE014 Comply with family day care administration requirements

### Modification History

Release	Comments
Release 1	<p>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.</p> <p>Significant changes to elements and performance criteria.</p> <p>New evidence requirements for assessment.</p>

### Application

This unit describes the skills and knowledge required to comply with the administrative tasks established for family day care operations.

This unit applies to educators working in a family day care context.

*No licensing, legislative or certification requirements apply to this unit at the time of publication.*

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

*Elements define the essential outcomes.*

*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*

1. Perform administration activities in line with legislative and organisational requirements

- 1.1 Identify administration practices and requirements of the coordination unit
- 1.2 Follow organisational processes to update coordination unit regarding changes to families' contact details and care requirements
- 1.3 Provide administrative, policy and procedural information to parents in line with organisational requirements
- 1.4 Communicate leave arrangements to families, including alternative care arrangements
- 1.5 Monitor the number of children in care in line with legislative limits
- 1.6 Maintain records in a secure and confidential manner

2. Record required information using appropriate forms

- 2.1 Correctly use receipts and timesheets
- 2.2 Clearly and accurately communicate service costs, availability and care arrangements for families in line with legislative requirements
- 2.3 Accurately complete attendance records and practices for arrival and departure of a child
- 2.4 Accurately record information by using standard forms to record all contact details, parent/carer consents, emergency information, child health and other required documentation

3. Follow organisational requirements for taxation and insurance

- 3.1 Keep receipts and record details to meet audit and taxation requirements
- 3.2 Plan a schedule to ensure timely taxation payments
- 3.3 Provide details of insurance coverage required for the home-based child care business as defined by legislation and regulations

## Foundation Skills

*The foundation skills described those required skills (language, literacy and numeracy) that are essential to performance.*

- *Reading* – in order to interpret and apply applicable legislative and regulatory requirements relevant to operating a family day care service
- *Numeracy* – in order to plan and perform basic business calculations

The remaining foundation skills essential to performance are explicit in the performance criteria of this unit.

## Unit Mapping Information

No equivalent unit.

## Links

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