



**Australian Government**

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

**Release: 2**

## CHCECE014 Comply with family day care administration requirements

### Modification History

Release	Comments
Release 2	Updated: <ul style="list-style-type: none"><li>• assessor requirements statement</li><li>• foundation skills lead in statement</li><li>• licensing statement</li><li>• modification history to reflect 2012 standards</li></ul> Equivalent outcome.
Release 1	This version was released in <i>CHC Community Services Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment

## 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.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

## 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

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes.*

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

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 describe those required skills (language, literacy, numeracy and employment skills) 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/>