



**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	<p>Updated:</p> <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> <p>Equivalent outcome.</p>
Release 1	<p>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.</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.

*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

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes.*

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

2. Record required information using appropriate forms	<p>1.3 Provide administrative, policy and procedural information to parents in line with organisational requirements</p> <p>1.4 Communicate leave arrangements to families, including alternative care arrangements</p> <p>1.5 Monitor the number of children in care in line with legislative limits</p> <p>1.6 Maintain records in a secure and confidential manner</p>
3. Follow organisational requirements for taxation and insurance	<p>2.1 Correctly use receipts and timesheets</p> <p>2.2 Clearly and accurately communicate service costs, availability and care arrangements for families in line with legislative requirements</p> <p>2.3 Accurately complete attendance records and practices for arrival and departure of a child</p> <p>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</p> <p>3.1 Keep receipts and record details to meet audit and taxation requirements</p> <p>3.2 Plan a schedule to ensure timely taxation payments</p> <p>3.3 Provide details of insurance coverage required for the home-based child care business as defined by legislation and regulations</p>

**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 Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>