



Australian Government

Department of Education, Employment and Workplace Relations

CHC51008 Diploma of Children's Services (Outside school hours care)

Release: 2

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Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC51008 Diploma of Children's Services (Outside school hours care)	CHC51008 Diploma of Children's Services (Outside school hours care)	Updated in V4 ISC upgrades of un Updated entry requ

Description

This qualification covers workers who are responsible for day-to-day running of a before and after school care and/or vacation care service, including planning, implementing and managing programs which address licensing, accreditation and duty of care requirements. At this level:

- Workers have responsibility for supervision of other staff and volunteers
- In most states this diploma is the minimum qualification required under the national standards for outside school hours care coordinator positions.

Occupational titles may include:

- Director
- Group coordinator
- Group leader
- Outside school hours care coordinator
- Outside school hours care worker
- Program leader
- Service director
- Service manager
- Team leader
- Vacation care coordinator

Pathways Information

Not Applicable

Licensing/Regulatory Information

Refer to Description

Entry Requirements

Entry requirements

To gain entry into *CHC51008 Diploma of Children's Services (Outside school hours care)* candidates must demonstrate competence through a recognised training program or recognition process, in the following units of competency:

CHCCHILD401B Identify and respond to children and young people at risk

CHCCN301C Ensure the health and safety of children

CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner

CHCCS400C Work within a relevant legal and ethical framework

CHCFC301A Support the development of children

CHCOSHC401A Support children to participate in outside school hours care

CHCOSHC402B Develop and implement activities in outside school hours care

CHCOSHC403B Work effectively with children in outside school hours care

CHCPR301C Provide experiences to support children's play and learning

HLTFA311A Apply first aid

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTWHS300A Contribute to WHS processes

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

18 units are required for award of this qualification including:

- 11 core units
- 7 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B elective which is compulsory in some jurisdictions
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages

Core units

CHCCN511B Establish and maintain a safe and healthy environment for children

CHCFC512A Foster physical development in middle childhood

CHCFC513A Foster social development in middle childhood

CHCFC514A Support emotional and psychological development in middle childhood

CHCFC515A Foster cognitive development in middle childhood

CHCIC501A Manage children's services workplace practice to address regulations and quality assurance

CHCIC510A Establish and implement plans for developing cooperative behaviour

CHCIC512A Plan and implement inclusion of children with additional needs

CHCPOL504B Develop and implement policy

CHCPR510B Design, implement and evaluate programs and care routines for children

CHCRF511A Work in partnership with families to provide appropriate care for children

The importance of culturally aware and respectful practice

All workers undertaking children's services work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group A electives - recommended for culturally aware and respectful practice

The children's services workplace is regarded as having particular potential for engendering stronger and more respectful relationships between non-Aboriginal Australians and Aboriginal and/or Torres Strait Islander Australians and across the diverse groups in the community.

It is therefore highly recommended that this qualification includes one of the following units to provide a foundation of knowledge and skills for:

- Staff to support and promote respect for and awareness of Aboriginal and/or Torres Strait Islander communities where there are no Aboriginal and/or Torres Strait Islander children attending or residing in the local area
- Staff who work specifically with Aboriginal and/or Torres Strait Islander children and families

CHCIC302A Support Aboriginal and/or Torres Strait Islander families to participate in children's services

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

As cultural diversity is a feature of our community, one of the following electives is also recommended for inclusion:

CHCIC511A Implement and promote inclusive policies and practices in children's services

PSPMNGT605B Manage diversity

Group B elective - compulsory in some jurisdictions

The following unit may be compulsory in some jurisdictions:

CHCORG506D Coordinate the work environment

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. The following list of relevant electives is intended to facilitate selection. Employers may specify certain electives as required to address specific workplace needs.

Children's services electives

CHCDIS301B Work effectively with people with a disability

CHCFAM503B Work with a child focused approach

CHCFC507A Use music to enhance children's experience and development

CHCFC508A Foster children's aesthetic and creative development

CHCFC520C Promote ethical understanding of children

CHCIC511A Implement and promote inclusive policies and practices in children's services

CHCPR502E Organise experiences to facilitate and enhance children's development

CHCPR509A Gather, interpret and use information about children

CHCPR515A Develop and implement a program to support sustainable practice

CHCPR614C Observe children and interpret observations (Note pre-requisite:

CHCPR509A)

CHCRH505C Conduct a program for children and young people with special needs

Client support and professional practice electives

CHCICS406A Support client self management

CHCLD415A Confirm client developmental status

CHCLD515A Analyse client information for service planning and delivery (Note pre-requisite CHCLD415A)

CHCORG428A Reflect on and improve own professional practice

Children's contact services electives

CHCCONS401B Facilitate changeover

CHCCONS402B Facilitate and monitor contact

CHCCONS403B Support families to develop relationships

Advocacy and diversity electives

CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander communities

CHCCN520C Advocate for the rights and needs of children and young people

CHCCS421A Undertake community sector work within own community

Business administration electives

BSBMGT608B Manage innovation and continuous improvement

BSBR501A Manage risk

BSBSMB406A Manage small business finances

BSBSUS501A Develop workplace policy and procedures for sustainability

CHCADMIN508B Manage limited budgets and financial accountabilities

CHCAL523D Manage home based care administration requirements

CHCINF302C Maintain the organisation's information systems

CHCINF403D Coordinate information systems

CHCINF407D Meet information needs of the community

CHCNET402A Establish and maintain effective networks

CHCORG423B Maintain quality service delivery

CHCORG614B Manage a community sector organisation

CHCPOL402B Contribute to policy development

Leadership and supervision electives

BSBLED401A Develop teams and individuals

BSBMGT401A Show leadership in the workplace

CHCCS502B Maintain legal and ethical work practices

CHCCS513B Maintain an effective community sector work environment

CHCORG406B Supervise work

CHCORG529B Provide coaching and motivation

CHCORG610B Manage change in a community sector organisation

CHCORG611B Lead and develop others in a community sector workplace

CHCORG620C Promote and represent the service

CHCORG624D Provide leadership in community services delivery

CHCORG627B Provide mentoring support to colleagues

HLTOHS401A Maintain workplace OHS processes

HLTOHS501A Manage workplace OHS processes

Food safety electives

HLTFS309C Oversee the day-to-day implementation of food safety in the workplace

HLTFS310C Apply and monitor food safety requirements

HLTNA303C Plan and modify meals and menus according to nutrition care plans

HLTNA304C Plan meals and menus to meet cultural and religious needs

First aid electives

(Note, one or both first aid units may be required by some jurisdictions)

HLTFA302B Provide first aid in remote situation *(Note pre-requisite: HLTFA301C)*

HLTFA402C Apply advanced first aid *(Note pre-requisite: HLTFA301C)*

Oral health

CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402A Support and encourage clients and groups to learn practical aspects of oral health care

