



Australian Government

Department of Education, Employment and Workplace Relations

CHCAL307A Comply with family day care administration requirements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to comply with the additional administrative tasks specifically required by care providers within family day care

Application of the Unit

Application

This unit applies to workers involved in family day care

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Apply knowledge of Commonwealth and jurisdiction administrative requirements

PERFORMANCE CRITERIA

- 1.1 Identify administration practices and requirements of the coordination unit
- 1.2 Identify practices required to update coordination unit regarding changes to families' contact details and care requirements
- 1.3 Identify implementation plan to advise parents and the coordination unit when leave is required
- 1.4 Explain how the number of children in care is to be monitored at all times to ensure the number is within legislative limits
- 1.5 Use effective practices to keep records up to date in a secure and confidential manner
- 1.6 Outline requirements and implementation plans to manage all records for audit according to guidelines

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 2. <i>Use appropriate forms</i> to record required information | 3.1 Demonstrate correct use of receipts and time sheets |
| | 3.2 Apply accurate understanding of legislative guidelines for charging fees |
| | 3.3 Demonstrate correct use of attendance records and practices for arrival and departure of a child |
| | 3.4 Demonstrate accurate understanding of standard forms required for recording all contact details, parent/carer consent, emergency information, child health and individual needs |
| 3. Apply accurate understanding of taxation and insurance requirements | 3.1 Outline requirements and implementation plans to keep receipts and other details for taxation purpose for the required period |
| | 3.2 Outline requirements and implementation plans for recording details to meet taxation requirements |
| | 3.3 Outline requirements and implementation plans to ensure timely taxation payments |
| | 3.4 Provide details of <i>insurance coverage</i> required for the home based child care business as defined by legislation |
| 4. Identify requirements for promoting family day care services | 4.1 Provide accurate details on the guidelines for advertising family day care services |
| | 4.2 Clearly and accurately communicate service costs, availability and care arrangements for families |
| 5. Design and distribute <i>information to parents</i> | 5.1 Provide a clear statement about the philosophy of care, as required |
| | 5.2 Provide <i>information to parents</i> about the child care services, routines, practices and expectations |
| | 5.3 Communicate leave arrangements to parents, including alternative care |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

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 identified work role

These include knowledge of:

- Relevant jurisdiction regulations and requirements e.g. number of children in care
- Family Day Care National Standards
- Family Day Care Quality Assurance Principles
- Taxation requirements
- Audit and compliance requirements
- Insurance requirements
- Policies and guidelines of the coordination unit
- Commonwealth requirements, including Child Care Benefit rules
- Administrative formats of service

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Plan for specific requirements of working in the family day care system

In addition, the candidate must be able 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 identified work role

These include the ability to:

- Apply skills in:
 - book keeping
 - computer literacy
 - working with child care benefit rules
 - records management

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is best assessed in the workplace or in a realistic simulated workplace setting under the normal range of workplace conditions

Access and equity considerations:

- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities

Context of and specific resources for assessment:

- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
- Resources required for assessment include access to:
 - a workplace or to an accurately simulated work environment where assessment can take place

EVIDENCE GUIDE

Method of assessment:

- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Resources may include:

- Calculators
- Computer software
- Local information on tax agents
- Insurance brochures
- Stationary items
- Standard forms

RANGE STATEMENT

Information to parents may include:

- Philosophy of care provided
- Outline of program requirements and routines
- Particular cost structures and additional costs e.g. for food or travel
- Child care benefit brochures
- Standard forms
- Promotional brochures

Insurance coverage may include:

- Income protection insurance
- Extra insurance arrangements e.g. home, car

Legislative standards and/or requirements may include:

- State/territory legislation and regulations
- National standards
- Child care accreditation systems
- Federal government acts and regulations

Unit Sector(s)

Not Applicable