



Australian Government

Assessment Requirements for CHCECE039

Comply with family day care administration requirements

Release: 1

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Modification History

Release 1. CHCECE039 Comply with family day care administration requirements supersedes and is equivalent to CHCECE014 Comply with family day care administration requirements.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- meet all family day care administrative requirements across two reporting periods.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role of the coordination unit in family day care and relationship with individual providers
- administration requirements for family day care in relation to:
 - types of information to be collected about children:
 - contact details
 - parent or carer consents
 - emergency information
 - child health
 - reporting requirements and formats
 - family fee subsidies
 - privacy and confidentiality requirements
- small business operation obligations in relation to:
 - legal and regulatory requirements
 - financial requirements
 - taxation requirements
 - insurance requirements
 - risk management
 - work, health and safety
- organisational standards, policies and procedures.

Assessment Conditions

Skills may be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.

Assessment must ensure access to:

- information technology for determining requirements and completing documentation
- documentation templates of the coordination unit
- regulatory requirements for family day care administration
- National Quality Framework:
 - Education and Care Services National Regulations
 - National Quality Standard.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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