



Australian Government

CHCECE040 Attend to daily functions in home-based child care

Release: 1

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Modification History

Release 1. CHCECE040 Attend to daily functions in home-based child care supersedes and is equivalent to CHCECE015 Attend to daily functions in home based child care.

Application

This unit describes the performance outcomes, skills and knowledge required to plan, provide, and review care with families. It requires the ability to respond to unexpected situations often encountered in this context.

This unit applies to those providing home-based care who work independently. This may include nannies, governesses, home tutors or home helps.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Early Childhood Education and Care

Unit Sector

Children's Education and Care

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Clarify and plan for daily functions related to the provision of care.
 - 1.1. Gather information from primary carer(s) about the home-based care to be provided.
 - 1.2. Work in consultation with families about the expectations and limitations of the home-based care role.
 - 1.3. Identify specific needs of children and develop plan to accommodate these needs in collaboration with primary carer(s).
 - 1.4. Clarify with primary carer(s) the processes by which concerns about care provisions or plans can be reviewed or renegotiated.
2. Attend to agreed daily functions of home-based care.
 - 2.1. Attend to developmental needs of children within scope of home-based care practice and standards.
 - 2.2. Support the health and safety of children in provision of all home-based care.
 - 2.3. Follow agreed processes, policies or standards for reporting health and safety concerns of children in home-based care.
 - 2.4. Use strategies that support the family's cultural, spiritual and value base when caring for the child.
 - 2.5. Respect and ensure confidentiality of family information accessed as part of job role and within provisions of legislation and duty of care.
3. Respond to unexpected changes in home-based care.
 - 3.1. Work in consultation with primary carer(s) about provision for unforeseen circumstances that may occur in home-based care.
 - 3.2. Discuss, clarify and document changes to expected daily tasks, to address unexpected circumstances and ensure best possible outcomes for the child.
 - 3.3. Communicate inability to attend to daily functions to child's primary carer(s) to provide opportunity for alternative arrangements.
 - 3.4. Communicate promptly to primary carer(s) any emergency situations relating to changes to home-based care arrangements.
4. Review daily care functions.
 - 4.1. Conduct a daily review of intended care functions and make variations according to the needs of the child and in consultation with the primary carer(s).
 - 4.2. Modify home-based care experiences to incorporate information gained from regular consultations with primary carer(s).
 - 4.3. Communicate regularly with primary carer(s) about relevant issues or needs of children in home-based care environment.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Writing skills to:	accurately record information.
Oral communication skills to:	- ask open and closed questions and actively listen to seek information and confirm understanding - interact and engage with children and families to build rapport.
Problem-solving skills to:	identify issues in relation to scheduling of care arrangements and determine actions to address them.
Initiative and enterprise skills to:	- determine methods of relaying information in a culturally appropriate manner - use appropriate support strategies when opportunities arise.
Self-management skills to:	interpret information from written and/or verbal directions and action appropriately.
Technology skills to:	access and record activities, routines and schedules using digital media.

Unit Mapping Information

Release 1. CHCECE040 Attend to daily functions in home-based child care supersedes and is equivalent to CHCECE015 Attend to daily functions in home based child care.

Links

Companion Volume implementation guides are found in VETNet -

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