



Australian Government

Department of Education, Employment and Workplace Relations

CHCAL523D Manage home based 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 manage home based care administration requirements

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

PERFORMANCE CRITERIA

1. Manage administration responsibilities

1.1 Investigate prospective care providers according to criteria of the scheme

1.2 Grant approval according to procedures of the scheme and to maintain quality of care provided

1.3 Facilitate *contract process* within legislative requirements

1.4 Deal with breaches of approval conditions according to guidelines of the scheme

2. Coordinate service provision in the scheme

2.1 Record positions for care and times and hours available and keep up to date

2.2 Inform parents of places available and carers that suit parental criteria and the child's needs

3. Monitor to ensure requirements are being met

3.1 Monitor the number of children in care at any one time is and develop strategies as needed

3.2 Monitor workers to ensure they comply with legislative and service requirements

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:

- Quality care outcomes
- State/territory legislative requirements
- Guidelines of scheme
- Procedures for supplementary payments
- Approval and re approval processes
- Relevant accreditation principles (e.g. QIAS) and service standards

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Monitor workers to ensure compliance with legislative and service requirements

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

- The individual being assessed must provide evidence

EVIDENCE GUIDE

and evidence required to demonstrate this unit of competency:

- of specified essential knowledge as well as skills
- Evidence must include observation of performance in the work environment or in a simulated work setting

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:
 - an appropriate workplace or to an accurately simulated workplace environment where assessment can take place
 - equipment and resources normally used in the workplace

Method of assessment may include:

- Observations
- Questioning
- Evidence gathered from the workplace environment
- Demonstration over a period of time to ensure consistency of performance

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.

Criteria for approval may include:

- Safety of home
- Health/medical condition of care providers
- Police checks

Contract process may be between:

- Care provider and parent/s
- Scheme and parent/s

Requirements may include:

- Regulations
- Guidelines and procedures of scheme
- Insurance requirements
- Legislation
- Participation agreements
- Codes of conduct in state regulations

Unit Sector(s)

Not Applicable