



Australian Government

Department of Education, Employment and Workplace Relations

CHCIC303B Work within a regulatory framework specific to children's services

Release: 1

CHCIC303B Work within a regulatory framework specific to children's services

Modification History

Version 3	Version 4	Comments
CHCIC303A Work within a regulatory framework specific to children's services	CHCIC303B Work within a regulatory framework specific to children's services	Unit updated in V4. ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit describes the skills and knowledge required to meet the regulatory obligations of practice within the children's services industry

Application of the Unit

Application

This unit applies to a range of children's services work environments and job roles

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. Identify regulatory requirements

PERFORMANCE CRITERIA

- 1.1 Access current, comprehensive information that includes the full range of *legislation and regulatory requirements* applicable to own job role and children's service workplace
- 1.2 Identify regulatory requirements with *supervisor*
- 1.3 Clarify and confirm understanding of regulatory requirements including standards of practice to ensure consistency of interpretation and application
- 1.4 Obtain clarification from supervisor about the integration of regulatory and standards requirements into practice framework for children's services
- 1.5 Seek advice from supervisor when regulations and/or legislations appear to conflict with practice within the service

ELEMENT**PERFORMANCE CRITERIA****2. Comply with regulatory requirements**

- 2.1 Perform work duties in accordance with regulatory and standards requirements for children's services
- 2.2 Reflect on own performance and seek feedback from others to ensure compliance with children's services regulations and quality assurance standards
- 2.3 Identify and maintain a process for monitoring changes to regulatory requirements that impact on the job role and children's services workplace

3. Report incidents of non compliance with regulations and industry standards

- 3.1 Raise *breaches of regulations, standards and legislation* with the supervisor according to organisation processes
- 3.2 Identify and report to the supervisor *inadequacies in workplace procedures* that may contribute to non compliance of regulations, standards or legislation

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:

- Range of legislation, standards and regulations that apply to children service workers and the children services environment
- Organisation policies and procedures for ensuring compliance with regulations, standards and legislation
- Relationship between quality assurance standards and regulations
- Relevant bodies with carriage and enforcement responsibilities for standards, regulations and legislation
- Variance in regulatory compliance across jurisdictions
- Organisations process for maintaining up to date knowledge of compliance requirements in the children's services industry

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Locate and interpret copies of regulations and quality assurance standards provided by the children's services workplace
- Apply regulations and quality assurance standards for children's services workers into daily duties
- Seek clarification to increase understanding of regulatory requirements and how to apply them in the job role
- Self reflect and monitor own compliance with regulatory requirements
- Communicate with others about complex information such as legislation and related materials for quality assurance standards and regulatory requirements
- Use technology to access information on legislation, standards and regulations related to children's services

REQUIRED SKILLS AND KNOWLEDGE

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:

- Use literacy skills to read and interpret complex information
- Follow processes and guidelines as required to implement regulatory requirements in the workplace
- Assess situations of non compliance and identify implications and consequences of non compliance for the children, organisation, worker and others

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 most appropriately assessed in the workplace or in a simulated workplace setting under the normal range of workplace conditions
- Assessment must demonstrate consistency of application of skills and knowledge described in this unit of competency

EVIDENCE GUIDE

- 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 relevant workplace or simulated realistic workplace setting where assessment may take place
- Method of assessment:*
- Assessment may include observation, questioning and evidence gathered from a workplace environment

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.

RANGE STATEMENT

Legislation and regulatory requirements may include:

- Child Care Quality Assurance Standards
- Legislation and regulations:
 - work health and safety (WHS)
 - duty of care
 - child protection and relevant mandatory reporting requirements
 - privacy
 - anti-discrimination
- Regulations relating to:
 - administration of medications
 - safe physical environments
 - communications
 - emergency procedures
 - staff and child ratios
 - food and hygiene handling and preparation
 - transportation
 - inclusiveness and diversity
 - police and criminal history checks
 - staff qualifications
 - group sizes
 - safe sleeping
 - infection control

Supervisor may include:

- Group leader
- Coordinator
- Team Leader
- Director
- Management body

Breaches of regulations, standards and legislation may include:

- Intentional breaches by staff, supervisor, parent/ carer
- Negligence
- Unintentional breaches by staff, supervisor, parent/carer

RANGE STATEMENT

Inadequacies in workplace procedures may include:

- Invalid policies and procedures due to changes in regulations, work environment or legislation
- Unrealistic procedures which hinder the capacity to comply with legislation
- Inadequate resources available
- Timeframes for completion of tasks
- Lack of training to support understanding and compliance with procedure

Unit Sector(s)

Not Applicable