

UNIT CODE	CHCECE039
UNIT TITLE	Comply with family day care administration requirements
APPLICATION	<p>This unit describes the performance outcomes, skills and knowledge required to comply with the administrative tasks established for family day care operations.</p> <p>This unit applies to educators who offer family day care services under the auspices of an approved family day care coordination unit in Australia.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Early Childhood Education and Care
UNIT SECTOR	Children's Education and Care

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Complete service administration.	<p>1.1. Read and correctly interpret the administration practices and requirements of the Family Day Care coordination unit.</p> <p>1.2. Follow organisational processes to update coordination unit regarding changes to families' contact details and care requirements.</p> <p>1.3. Provide administrative, policy and procedural information to parents according to organisational and legislative requirements.</p> <p>1.4. Communicate leave and alternative care arrangements to families according to required timelines.</p> <p>1.5. Monitor the number of children in care according to legislative requirements.</p> <p>1.6. Maintain records in a secure and confidential manner.</p>
2. Record information using appropriate forms.	<p>2.1. Gather and complete receipts and timesheets according to approved coordination unit procedures.</p> <p>2.2. Clearly and accurately communicate service costs, availability and care arrangements for families according to legislative requirements.</p> <p>2.3. Accurately complete attendance records and practices for arrival and departure of a child.</p> <p>2.4. Accurately record information by using standard forms to record all required information.</p>
3. Follow organisational requirements for taxation and insurance.	<p>3.1. Keep receipts and calculate and record details to meet audit and taxation requirements.</p> <p>3.2. Plan a schedule that ensures timely taxation payments.</p> <p>3.3. Provide details of insurance coverage required for the home-based child care business as defined by legislation and regulations.</p>

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Writing skills to:	<ul style="list-style-type: none"> record information according to organisational policies and procedures.
Oral communication skills to:	<ul style="list-style-type: none"> ask open and closed questions and actively listen to seek information and confirm understanding.
Numeracy skills to:	<ul style="list-style-type: none"> perform basic business calculations.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> determine and use appropriate template for reporting, according to organisational policies and procedures.
Technology skills to:	<ul style="list-style-type: none"> complete and submit documentation using digital media.
UNIT MAPPING INFORMATION	Supersedes and is equivalent to CHCECE014 Comply with family day care administration requirements.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for CHCECE039 Comply with family day care administration requirements
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> • meet all family day care administrative requirements across two reporting periods.

KNOWLEDGE EVIDENCE	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> • role of the coordination unit in family day care and relationship with individual providers • administration requirements for family day care in relation to: <ul style="list-style-type: none"> ◦ types of information to be collected about children: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> ◦ legal and regulatory requirements ◦ financial requirements ◦ taxation requirements ◦ insurance requirements ◦ risk management ◦ work, health and safety • organisational standards, policies and procedures.
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ASSESSMENT CONDITIONS	<p>Skills may be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.</p> <p>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.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • information technology for determining requirements and completing documentation • documentation templates of the coordination unit • regulatory requirements for family day care administration • National Quality Framework: <ul style="list-style-type: none"> ◦ Education and Care Services National Regulations ◦ National Quality Standard. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide