

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.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.</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.	1.1 Read and correctly interpret the administration practices and requirements of the coordination unit. 1.2 Follow organisational processes to update coordination unit regarding changes to families' contact details and care requirements. 1.3 Provide administrative, policy and procedural information to parents according to organisational requirements. 1.4 Communicate leave and alternative care arrangements to families according to required timelines. 1.5 Monitor the number of children in care according to legislative limits. 1.6 Maintain records in a secure and confidential manner.
2. Record required information using appropriate forms.	2.1 Gather and complete receipts and timesheets according to approved unit procedures. 2.2 Clearly and accurately communicate service costs, availability and care arrangements for families according to legislative requirements. 2.3 Accurately complete attendance records and practices for arrival and departure of a child. 2.4 Accurately record information by using standard forms to record all required information.

3. Follow organisational requirements for taxation and insurance.	3.1 Keep receipts and calculate and record details to meet audit and taxation requirements. 3.2 Plan a schedule that ensures timely taxation payments. 3.3 Provide details of insurance coverage required for the home-based child care business as defined by legislation and regulations.
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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
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■ plan and perform basic business calculations
Learning skills to:	■
Problem-solving skills to:	■
Initiative and enterprise skills to:	■
Teamwork skills to:	■
Planning and organising skills to:	■
Self-management skills to:	■
Technology skills to:	■ interpret administration requirements, and to complete and submit documentation using digital media.
UNIT MAPPING INFORMATION	No equivalent unit.
LINKS	

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/carer consents ● emergency information ● child health ○ reporting requirements and formats ○ family fee subsidies ○ taxation requirements ○ insurance requirements ○ privacy and confidentiality requirements ■ 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>Assessment must ensure access to:</p> <ul style="list-style-type: none"> ■ information technology ■ documentation requirements and templates of the coordination unit ■ regulatory requirements for family day care administration ■ National Quality Framework for Early Childhood Education and Care <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	

