

<b>UNIT CODE</b>	<b>CHCECE044</b>
<b>UNIT TITLE</b>	<b>Facilitate compliance in an education and care service</b>
<b>APPLICATION</b>	<p>This unit describes the performance outcomes, skills and knowledge required to facilitate legislative, regulatory and National Quality Framework compliance in an education and care service.</p> <p>This unit applies to educators working in children's education and care services. They provide guidance to others and have responsibilities in relation to continuous improvement of services provided.</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>
<b>PREREQUISITE UNIT</b>	Nil
<b>COMPETENCY FIELD</b>	Early Childhood Education and Care
<b>UNIT SECTOR</b>	Children's Education and Care

<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Interpret the National Quality Framework.	<p>1.1 Analyse the National Quality Framework (NQF) and the relevance of the various components to the service.</p> <p>1.2 Identify sources of advice and seek assistance from those sources if clarification is required on interpretation of any aspect of the framework.</p> <p>1.3 Support staff understanding of the NQF and other legislation and regulations relevant to the service through clear and consistent provision of information.</p> <p>1.4 Interpret details and requirements of the assessment and rating process and share information with all staff in the service.</p>

2. Facilitate service self-assessment.	<p>2.1 Determine ways to collect information from staff, children, families and the community to inform self- assessment on a regular ongoing basis.</p> <p>2.2 Share ideas with colleagues and involve them in the collection of information to inform the self-assessment.</p> <p>2.3 Record the information collected during the self-assessment process against the standards and elements in the NQF.</p> <p>2.4 Make self-assessment data available at the service to inform discussion of the assessment and rating process.</p>
3. Facilitate the development of a quality improvement plan.	<p>3.1 Use the information gathered in the self-assessment process to inform the development of the quality improvement plan.</p> <p>3.2 Collaborate with stakeholders to identify strengths and key improvements sought within the service.</p> <p>3.3 Determine how key improvements sought will be reflected in the improvement plan.</p> <p>3.4 Clearly and concisely record all of the required information in the plan.</p> <p>3.5 Plan collaboration with stakeholders on a regular basis to review the quality improvement plan.</p>
4. Coordinate the service for a rating and assessment visit.	<p>4.1 Provide timely advice about assessment visit and schedule meetings with stakeholders and staff to ensure adequate preparation.</p> <p>4.2 Check for accuracy and completion of all documentation required for rating and assessment.</p> <p>4.3 Provide clear information to staff about individual and team requirements during the rating and assessment visit.</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
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■
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:	■ access information using digital media.
<b>UNIT MAPPING INFORMATION</b>	No equivalent unit.
<b>LINKS</b>	

<b>TITLE</b>	<b>Assessment Requirements for CHCECE044 Facilitate compliance in an education and care service.</b>
<b>PERFORMANCE EVIDENCE</b>	<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"> <li>■ facilitate self-assessment and development of a quality improvement plan for two quality areas in an education and care service.</li> </ul>

<b>KNOWLEDGE EVIDENCE</b>	<p>Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> <li>■ key components of the National Quality Framework and their content: <ul style="list-style-type: none"> <li>○ National Quality Standard: <ul style="list-style-type: none"> <li>● requirements of each of the quality areas</li> </ul> </li> <li>○ Education and Care Services National Law and Regulations: <ul style="list-style-type: none"> <li>● key purpose of the law and associated regulations</li> </ul> </li> <li>○ Assessment and quality rating process: <ul style="list-style-type: none"> <li>● levels of quality rating</li> <li>● steps in the process</li> </ul> </li> <li>○ Relevant approved learning frameworks:</li> </ul> </li> <li>■ other legislation, standards and regulations relevant to the context of the quality area</li> <li>■ key stakeholders in the quality improvement process and how they may be engaged at different stages: <ul style="list-style-type: none"> <li>○ educators</li> <li>○ children</li> <li>○ families</li> <li>○ local community</li> </ul> </li> <li>■ compliance support resources, including government and non-government</li> <li>■ contemporary principles and emerging trends in service delivery areas.</li> </ul>
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<b>ASSESSMENT CONDITIONS</b>	<p>Skills must be demonstrated in a regulated education and care service in Australia:</p> <ul style="list-style-type: none"> <li>■ interactions with children must be supervised by an approved early childhood educator.</li> </ul> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> <li>■ information technology</li> <li>■ existing policies and procedures of a regulated service</li> <li>■ quality improvement plan template</li> <li>■ National Quality Framework for Early Childhood Education and Care: <ul style="list-style-type: none"> <li>○ National Law</li> <li>○ National Regulations</li> <li>○ National Quality Standard</li> <li>○ the relevant approved learning framework</li> </ul> </li> <li>■ children and educators in a regulated education and care service</li> <li>■ families / carers of the above children.</li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors.</p>
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