

<b>UNIT CODE</b>	<b>CHCECE039</b>
<b>UNIT TITLE</b>	<b>Comply with family day care administration requirements</b>
<b>APPLICATION</b>	<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>
<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. Complete service administration.	<p>1.1 Read and correctly interpret the administration practices and requirements of the 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 required 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.	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
Writing skills to:	<ul style="list-style-type: none"> <li>record information according to organisational policies and procedures.</li> </ul>
Oral communication skills to:	<ul style="list-style-type: none"> <li>ask open and closed questions and actively listen to seek information and confirm understanding.</li> </ul>
Numeracy skills to:	<ul style="list-style-type: none"> <li>plan and perform basic business calculations</li> </ul>
Initiative and enterprise skills to:	<ul style="list-style-type: none"> <li>determine and use appropriate template for reporting, according to organisational policies and procedures.</li> </ul>
Technology skills to:	<ul style="list-style-type: none"> <li>complete and submit documentation using digital media.</li> </ul>
<b>UNIT MAPPING INFORMATION</b>	Pending
<b>LINKS</b>	Companion Volume Implementation Guide

<b>TITLE</b>	<b>Assessment Requirements for CHCECE039 Comply with family day care administration requirements.</b>
<b>PERFORMANCE EVIDENCE</b>	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and: <ul style="list-style-type: none"> <li>meet all family day care administrative requirements across two reporting periods.</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>■ role of the coordination unit in family day care and relationship with individual providers</li> <li>■ administration requirements for family day care in relation to: <ul style="list-style-type: none"> <li>○ types of information to be collected about children: <ul style="list-style-type: none"> <li>● contact details</li> <li>● parent/carer consents</li> <li>● emergency information</li> <li>● child health</li> </ul> </li> <li>○ reporting requirements and formats</li> <li>○ family fee subsidies</li> <li>○ privacy and confidentiality requirements</li> </ul> </li> <li>■ small business operation obligations in relation to: <ul style="list-style-type: none"> <li>○ legal and regulatory requirements</li> <li>○ financial requirements</li> <li>○ taxation requirements</li> <li>○ insurance requirements</li> <li>○ risk management</li> <li>○ work, health and safety</li> </ul> </li> <li>■ organisational standards, policies and procedures.</li> </ul>
<b>ASSESSMENT CONDITIONS</b>	<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"> <li>■ information technology</li> <li>■ documentation requirements and templates of the coordination unit</li> <li>■ regulatory requirements for family day care administration</li> <li>■ National Quality Framework: <ul style="list-style-type: none"> <li>○ Education and Care Services National Regulations</li> <li>○ National Quality Standard</li> </ul> </li> </ul> <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>
<b>LINKS</b>	Companion Volume Implementation Guide