

UNIT OUTLINE



CHCECE013 USE INFORMATION ABOUT CHILDREN TO INFORM PRACTICE

This unit describes the skills and knowledge required to gather information about children through observation and other sources as a basis to inform program-planning cycles and to share with children and their families.

UNIT OBJECTIVES

On successful completion of this unit you will be able to:

1. Gather information about the child through observation
2. Gather information about the child from secondary sources
3. Record observations appropriately
4. Use observations and information collected to contribute to program planning

TRAINING AND SKILL PRACTICE

You will receive a copy of the McGraw Hill textbook "The Early Childhood Educator for Certificate III" which includes in indepth look at this unit in Part 4, Chapter 16.

To support your training, you will be given a series of activities to complete which include making observations on children's learning and experiences, reflecting on observations to identify strengths and opportunites for extension, writing learning stories, completing developmental checklists, identifying the correct type of observation technique for different circumstances, communicating with families, interpreting children's records, practising the use of unbiased language when recording and communicating information.

You are required to practice skills such as communication, research, writing, documenting, and reflection.

ASSESSMENT TASKS

For this unit assessment consists of a theory test, workplace observations and evidence gathering which build on the skills and knowledge required to make effective and useful observations about children to inform your practice. Assessment will ensure that you are able to complete accurate, unbiased documentation of observations using various method for children of all ages. You will be required to interact with families to contribute to planning and undertake effective reflection practices.

FEEDBACK

Regular feedback is encouraged, and you can provide this to your Trainer at each visit or you are welcome to forward your comments direct to our administrative team. There is also a feedback section on our website which provides another option for you.

Should you wish to make a complaint or lodge an appeal please refer to your Terms and Conditions or our website for information on the procedure for this.

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AVAILABLE SUPPORT

Your Trainer is available to you from 8:30am to 4:30pm each weekday and will provide you their contact details.

Alternately our office is available 8:30am to 4:30pm each weekday and our CEO is available 24 / 7.

Full contact details for our team are available on our website.

REFERENCE MATERIAL

You will need access to the National Quality Standards, National Quality Framework (NQF) and national approved learning framework for your service.

You will need access to the United Nations Convention on the Rights of the Child.

You will need access to centre policies and procedures including programs or platforms used to write Observations and Learning Stories.

Other reference material to support your training and assessment is listed at the end of the relevant textbook chapter.