

# UNIT OUTLINE



## CHCLEG001 WORK LEGALLY AND ETHICALLY

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

### UNIT OBJECTIVES

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

1. Identify and respond to legal requirements
2. Identify and meet ethical responsibilities
3. Contribute to workplace improvements

### 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 1, Chapter 2.

To support your training, you will be given a series of activities to complete which include researching and identifying the legal and regulatory requirements for the child care industry, understanding the impact of these requirements to your job role, interpreting workplace policies and procedures, identifying reporting requirements, understanding ethical responsibilities of the industry, your service and your job role, communicating in an ethical manner, identifying workplace opportunities for improvement, understanding of the workplace complaints procedure, contributing to an legal and ethical workplace, contributing to policy and procedure reviews and improvement.

You are required to practice skills such as communication, research, reading, improvement, and review.

### ASSESSMENT TASKS

For this unit assessment consists of a theory test and evidence gathering which build on the skills and knowledge required to ensure you are working legally and ethically within your job role. Assessment will ensure that you are able to identify and understand what your legal and ethical requirements are as set by the regulations and laws that govern the child care industry. Using scenarios you will demonstrate how you are able to accurately identify the correct handling of legal and ethical dilemmas with the workplace and your job role. You will review policies and procedures to identify any opportunities for improvement and accurately report this as required by your workplace.

### 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 current legislation, regulations and codes of practice relevant to the child care industry.

You will need access to relevant ethical frameworks for the child care industry.

You will need access to the Universal Declaration of Human Rights.

You will need access to centre standards, policies and procedures.

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