

UNIT OUTLINE



CHCECE019 FACILITATE COMPLIANCE IN AN EDUCATION AND CARE SERVICE

This unit describes the skills and knowledge required to facilitate legislative, regulatory and National Quality Framework compliance within an education and care service.

A minimum of 120 hours of work in at least one regulated education and care service performing the activities within this unit is required.

UNIT OBJECTIVES

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

1. Interpret the National Quality Framework
2. Facilitate an organisation self- assessment
3. Facilitate the development of a quality improvement plan
4. Coordinate the service for a site visit

TRAINING AND SKILL PRACTICE

You will receive a copy of the McGraw Hill textbook "The Early Childhood Educator for Diploma" which includes in indepth look at this unit in Part 4, Chapter 13.

To support your training, you will be given a series of activities to complete which include researching regulations and legislation pertinent to the child care industry, collaborating and communicating with team members, identifying how service documents reflect regulatory requirements, collecting information to inform service self-assesment, developing QIP documentation, reviewing the QIP, preparing for an assessment and rating visit including communciating with stakeholders.

You are required to practice skills such as communication, research, interpretation, planning, documenting, implementation, and reflection.

ASSESSMENT TASKS

For this unit assessment consists of a theory test, and projects which build on the skills and knowledge required to facilitate compliance including developing a QIP and preparing for an assessment and rating visit. Assessment will ensure that you understand the regulations within the child care industry and are able to apply these by developing QIP documents, including self-assessment, review and effective communciation with all relevant stakeholders.

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 relevant to your service.

You will need access to relevant legislation and regulations for the child care industry.

You will need access to centre standards, policies and procedures including templates for quality improvement plans.

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