

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

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| Package / Course Title: | Certificate III in Children's Services - CHC30402 Fulfill family day care administration requirements – CHCAL7B (Elective Unit) |
| Target groups | This unit describes the requirements that family day care staff will develop to comply with the additional administrative tasks specifically required to be care providers with the Family day care unit. Workers at this level will develop an understanding of the taxation, audit and insurance requirements and relevant regulations and policy and procedures for family day care requirements. |

TRAINING DELIVERY

| Strategies | Performance Indicators | Resources |
|----------------------------------|---|--|
| Oral/written | Develop an understanding of the relevant regulations and requirements including tax, audit and insurance for family day care workers. | |
| Case study | Develop the ability to provide information within the guidelines ensuring that families are communicated with. | Access to learner resource manual |
| Work placement and/or simulation | Develop all of the above under the range of working conditions normally encountered. | Access to appropriate workplace or simulation of realistic workplace setting. Access to resources and equipment normally used in the workplace. |

ASSESSMENT

| Strategies | Performance Indicators | Resources |
|---|---|---|
| Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions | Demonstrate ability to comply with workplace requirements in relation to the family day care system. Including providing information to parents and administration tasks. | Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting. |
| Practical exercise | Demonstrate ability to provide appropriate documentation in relation to their taxation, audit, insurance and administration requirements of the family day care system. | |

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| List any special requirements / issues / amendments for any particular target group. |
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