

CHC30402

Certificate III in Children's Services



The Illawarra
Business College



Compulsory

CHCCHILD1C	Identify and respond to children and young people at risk of harm	CHCIC1C	Interact effectively with children
CHCCN1D	Ensure children's health and safety	CHCOHS301A	Participate in workplace safety procedures
CHCCN2C	Care for children	CHCPR1C	Deliver services/activities to stimulate children's development and enhance their leisure
CHCCN4D	Respond to illness, accidents and emergencies	CHCPR3C	Develop an understanding of children's interests and developmental needs
CHCCS301A	Work within a legal and ethical framework	HLTFA1A	Apply basic First Aid
CHCFC1C	Support the development of children in the service		

Electives

CHCAL7B	Fulfill family day care administration requirements	CHCRF1C	Work effectively with families in caring for the child
CHCCN3C	Prepare nutritionally balanced food in a safe and hygienic manner	CHCORG3B	Participate in the work environment
CHCCN5C	Care for babies		

Descriptor

This qualification covers workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously. In some settings, the worker may also have limited supervisory responsibilities of volunteers. Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Possible job titles include:

Child Care Assistant, Family Day Carer, Nanny

Mode of delivery:

This course is available to overseas students holding approved visas only on a full-time basis.

Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

Child Care Assistant, Family Day Carer, Nanny, Out of School Hours Care Assistant, Recreation Assistant, Unqualified Child Care Worker

* Depending on jurisdiction. Some jurisdictions require CHC40402 Certificate IV in Out of School Hours Care

Course Duration: 1 year (52 weeks)

Assessment:

Assessments will be conducted to determine the achievement of competency-based learning outcomes. Assessments will include written assignments, projects, observations, practical skills demonstrations, participation in role plays, written reports and may be conducted in real and/or simulated workplace environments.



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Employability Skills for CHC30402 Certificate III in Children's Services

Communication

1. Listening to and understanding *work instructions, directions and feedback, including communicating with children*
2. Speaking clearly/directly *to relay information, including to children*
3. Reading and interpreting workplace related documentation, *such as safety requirements and work instructions*
4. Writing to address audience needs, *such as work notes and reports*
5. Interpreting the needs of internal/ external customers , *including children*
6. Applying numeracy skills to workplace requirements *involving measuring and counting*
7. Sharing information (*eg. with other staff and clients, including children*)
8. Negotiating responsively (*eg. re own work role and/or conditions, and with clients, including children*)
9. Being appropriately assertive (*eg. in relation to safe or ethical work practices and own work role, including with children*)
10. Empathising (*eg. in relation to others, including with children*)

Teamwork

1. Working as an individual and a team member
2. Working with diverse individuals and groups
3. Applying knowledge of own role as part of a team
4. Applying teamwork skills to a *limited* range of situations
5. Identifying and utilising the strengths of other team members

Problem solving

1. Developing practical solutions to workplace problems (*ie. within scope of own role*)
2. Showing independence and initiative in identifying problems (*ie. within scope of own role*)
3. Solving problems individually or in teams (*ie. within scope of own role*)
4. Using numeracy skills to solve problems (*eg. time management, stock rotation, shift handover*)
5. Testing assumptions and taking context into account (*ie. with an awareness of assumptions made and work context*)
6. Listening to and resolving concerns in relation to workplace issues
7. Resolving customer concerns relative to workplace responsibilities (*ie. if role has direct customer contact*)

Initiative and enterprise

1. Adapting to new situations (*ie. within scope of own role*)
2. Being creative in response to workplace challenges (*ie. within relevant guidelines and protocols*)
3. Identifying opportunities that might not be obvious to others (*ie. within a team or supervised work context*)
4. Translating ideas into action (*ie. within own work role*)
5. Developing innovative solutions (*ie. within a team or supervised work context and within established guidelines*)

Industry/enterprise requirements for this qualification include the following facets:

Planning and organising

1. Collecting, analysing and organising information (*ie. within scope of own role*)
2. Using basic business systems for planning and organising (*ie. if applicable to own role*)
3. Being appropriately resourceful
4. Taking limited initiative and making decisions within workplace role (*ie. within authorised limits*)
5. Participating in continuous improvement and planning processes (*ie. within scope of own role*)
6. Working within or establishing clear work goals and deliverables
7. Determining or applying required resources (*ie. within scope of own role*)
8. Allocating people and other resources to tasks and workplace requirements (*only for team leader or leading hand roles*)
9. Managing time and priorities (*ie. in relation to tasks required for own role*)
10. Adapting resource allocations to cope with contingencies (*ie. if relevant to own role*)

Self management

1. Being self-motivated (*ie. in relation to requirements of own work role*)
2. Articulating own ideas and vision (*ie. within a team or supervised work context*)
3. Balancing own ideas and values and vision with workplace values and requirements
4. Monitoring and evaluating own performance (*ie. within a team or supervised work context*)
5. Taking responsibility at the appropriate level

Learning

1. Being open to learning new ideas and techniques)
2. Learning in a range of settings including informal learning
3. Participating in ongoing learning
4. Learning in order to accommodate change
5. Learning new skills and techniques
6. Taking responsibility for own learning (*ie. within scope of own work role*)
7. Contributing to the learning of others (*eg. by sharing information*)
8. Applying a range of learning approaches (*ie. as provided*)
9. Developing own learning pathways
10. Participating in developing own learning plans (*eg. as part of performance management*)

Technology

1. Using technology and related workplace equipment (*ie. if within scope of own role*)
2. Using basic technology skills to organise data
3. Adapting to new technology skill requirements (*ie. within scope of own role*)
4. Applying OHS knowledge when using technology
5. Applying technology as a management tool