

CHC50302

Diploma of Children's Services



The Illawarra
Business College



Compulsory

CHCCHILD2C Support the rights and safety of children within duty of care requirements

CHCIC12C Plan the inclusion of children with additional needs

CHCCN11C Establish, manage and monitor the implementation of a safe and healthy environment

CHCOHS501A Manage workplace OHS management system

CHCCN8B Plan care routines

CHCPR10C Design, implement and evaluate programs of the service

CHCFC2C Foster and enhance children's development

CHCPR2C Arrange/organise experiences which facilitate and enhance children's development

CHCFC3C Foster and enhance children's social, emotional and psychological development

CHCPR9C Document, interpret and use information about children

CHCFC5C Foster and enhance children's cognitive and language development

CHCRF11B Work in partnership with families to care for the child

CHCIC10C Establish and implement plans for developing responsible behaviour

Electives

CHCFC6C Provide experiences which facilitate children's expressive development

CHCPR14B Observe children and interpret observations

CHCFC7C Use music as a medium to enhance children's experience and development

CHCORG14B Manage a service organisation

CHCFC8A Provide experience which enhance children's development and learning

CHCORG11B Lead and develop others

CHCIC11B Implement and promote inclusive practices and policies

HLTFA2A Apply advanced first Aid

Descriptor

This qualification covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most States it is the highest qualification required at director or service manager level. 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 Worker — Qualified, Team Leader

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 Worker — Qualified, Team Leader, Group Leader, Program Leader, Service Manager, Service Director

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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Pathways into the qualification

The Certificate III in Children's Services (CHC30402) is a pre-requisite for the Diploma of Children's Services (CHC50402)

Employability Skills for CHC50402 Diploma of 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. Establishing and using networks
8. Sharing information (*eg. with other staff and clients, including children*)
9. Negotiating responsively (*eg. re own work role and/or conditions, and with clients, including children*)
10. Persuading effectively (*ie. within scope of own work role, including with children*)
11. Being appropriately assertive (*eg. in relation to safe or ethical work practices and own work role, including with children*)
12. 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 range of situations
5. Identifying and utilising the strengths of other team members
6. Giving feedback, coaching and mentoring

Problem solving

1. Developing practical and creative 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. Applying a range of strategies in problem solving
5. Using numeracy skills to solve problems (*eg. in relation to client assessment and management*)
6. Testing assumptions and taking context into account (*ie. with an awareness of assumptions made and work context*)
7. Listening to and resolving concerns in relation to workplace issues (*ie. within scope of own role*)
8. Resolving customer concerns relative to workplace responsibilities (*ie. in relation to direct client 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. Generating a range of options in response to workplace matters
5. Translating ideas into action (*ie. within own work role*)
6. Developing innovative solutions (*ie. within a team or supervised work context and within established guidelines*)

Planning and organising

1. Collecting, analysing and organising information (*ie. within scope of own role*)
2. Using *organisation* systems for planning and organising (*ie. if applicable to own role*)
3. Being appropriately resourceful
4. Taking 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 (*ie. within scope of own role*)
9. Managing time and priorities (*ie. in relation to tasks required for own role*)
10. Adapting resource allocations to cope with contingencies (*ie. as 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 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 and as a coach/mentor*)
8. Applying a range of learning approaches (*ie. as provided*)
9. *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 (*ie. within scope of own role*)
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