

CHCECEXXX Provide family day care administration

Unit code	CHCECEXXX
Unit title	Provide family day care administration
Application	<p>This unit describes the skills and knowledge required to comply with the administrative tasks of an approved family day care service.</p> <p>This unit applies to educators who are approved family day care providers in Australia.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.</p>
Pre-requisite unit	Nil
Competency field	Early Childhood Education and Care
Unit sector	Early Childhood Education and Care
Elements	Performance criteria
1. Complete service administration.	<p>1.1. Read and correctly interpret the administration practices and requirements of the Family Day Care service.</p> <p>1.2. Follow organisational processes to update the coordination unit regarding changes to families' contact details and care requirements.</p>

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	<p>1.3. Provide administrative, policy and procedural information to parents according to organisational and legislative requirements.</p> <p>1.4. Communicate leave and alternative care arrangements to families according to required timelines.</p> <p>1.5. Monitor the number of children in care according to legislative requirements.</p> <p>1.6. Maintain records in a secure and confidential manner.</p>
<p>2. Record information using appropriate forms.</p>	<p>2.1. Gather and complete receipts and timesheets according to approved coordination unit procedures.</p> <p>2.2. Clearly and accurately communicate service costs, availability and care arrangements for families according to legislative requirements.</p> <p>2.3. Accurately complete attendance records and practices for arrival and departure of a child.</p> <p>2.4. Accurately record information by using standard forms to record all required information.</p> <p>2.5 Follow Family Assistance Law with regards to Direct Gap Fee Collection and Child Care Subsidy reporting requirements</p>
<p>3. Follow compliance obligations.</p>	<p>3.1. implement child safety requirements including restricted use of digital devices for taking and storing images of children.</p> <p>3.2. Develop domestic risk management plans.</p> <p>3.3. Provide details of insurance coverage required for the home-based service business as defined by legislation and regulations.</p> <p>3.4 implement professional decision making to ensure regulatory accountability</p> <p>3.5 Integrate pedagogy and compliance in delivery of programs in line with legislative and quality frameworks</p>
<p>Foundation skills</p>	
<p>Range of conditions</p>	
<p>Assessment requirements</p>	

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Performance evidence	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and: <ul style="list-style-type: none">• meet all family day care administrative requirements across two reporting periods.
Knowledge evidence	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: <ul style="list-style-type: none">• National law• National Quality Framework• Family Assistance Law• role of the coordination unit in family day care and relationship with individual providers• administration requirements for family day care in relation to:<ul style="list-style-type: none">○ types of information to be collected about children:<ul style="list-style-type: none">▪ contact details▪ parent or carer consents▪ emergency information▪ child health▪ reporting requirements and formats▪ family fee subsidies○ privacy and confidentiality requirements• small business operation obligations in relation to:<ul style="list-style-type: none">○ legal and regulatory requirements○ financial requirements○ taxation requirements○ insurance requirements○ risk management○ small business sustainability○ work, health and safety○ organisational standards, policies and procedures.• Family Assistance Law including:<ul style="list-style-type: none">○ Direct Gap Fee Collection○ Child Care Subsidy reporting

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	<ul style="list-style-type: none">○ Attendance reporting○ Online portals○ Fee setting● Compliance requirements including:<ul style="list-style-type: none">○ Mandatory child safety training○ Restrictions on use of digital devices○ Domestic risk management including:<ul style="list-style-type: none">▪ Risk identification and mitigation▪ Visitor management▪ Multi-use spaces▪ Shared household members▪ Notifications▪ Relative care restrictions▪ Complying written arrangements○ Professional decision making○ Regulatory accountability○
Assessment conditions	<p>Skills may be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.</p> <p>Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment.</p> <p>Assessment must ensure access to:</p> <ul style="list-style-type: none">● information technology for determining requirements and completing documentation● documentation templates of the coordination unit● regulatory requirements for family day care administration● National Quality Framework:<ul style="list-style-type: none">○ Education and Care Services National Regulations○ National Quality Standard. <p>Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.</p>

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Unit mapping information	
Links	