



RCC Evidence Assessment

Advanced Diploma of Children's Services

CHC60202

Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

- **The pink dot indicates units that should have been completed in the ECTARC Diploma of Children's Services qualification. If you have completed these units in the Diploma you will receive credit for these units.**
- **Units that are required to be completed for the upgrade from Diploma of Children's Services (or equivalent) to the Advanced Diploma of Children's Services.**

- **UNIT CHCCHILD1C Identify and respond to children and young people at risk of harm**

Unit Descriptor

This unit applies to all those workers (including the professions) involved in delivering services to children and young people including in community services, health, policing, juvenile justice, recreation, family services, education, alcohol and other drugs work, mental health.

ELEMENTS

1. Implement work practices which support the protection of children and young people
2. Report indications of possible risk of harm

-
- **UNIT CHCCN1D Ensure children's health and safety**

Unit Descriptor

ELEMENTS

1. Maintain a clean and hygienic environment
2. Provide a safe environment
3. Supervise the safety of children
4. Travel with children safely
5. Administer medication within guidelines



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● UNIT CHCCN2C Care for children

Unit Descriptor

This unit describes the skills required by anyone working with children to ensure that their physical and emotional well being is maintained and their self-sufficiency nurtured. Workers may be under direct supervision or working autonomously.

ELEMENTS

1. Provide physical care
 2. Create opportunities for children to develop their understanding of physical needs
 3. Establish an environment that encourages children to complete tasks themselves
 4. Respond to the emotional needs of children
 5. Settle new arrivals
-

● UNIT CHCCN4D Respond to illness accidents & emergencies

Unit Descriptor

ELEMENTS

1. Implement procedures for infection control and prevention
2. Recognise and respond to signs of potential illness
3. Respond to emergencies and accidents
4. Respond to threats and situations of danger



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● UNIT CHCCN5C **Care for babies**

Unit Descriptor

This unit describes the skills required by anyone working with babies/infants to ensure that their physical and emotional well being is maintained. Workers may be under direct supervision or working autonomously.

ELEMENTS

1. Respond to babies/infants cues and need
 2. Develop and maintain a nurturing relationship with babies/infants
 3. Settle new arrivals
 4. Provide an environment that promotes security for children
-

● UNIT CHCCS301A **Work within a legal and ethical framework**

Unit Descriptor

This unit describes the knowledge and skills required by the workers to work within a legal and ethical framework that supports duty of care requirements.

ELEMENTS

1. Demonstrate an understanding of legislation and common law relevant to work role
2. Follow the organisation's policies and practices
3. Work ethically
4. Recognise and respond when the clients rights and interests are not being protected



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● UNIT CHCFC1C Support the development of children in the service

Unit Descriptor

This unit applies to workers who support the physical, social, emotional, psychological, language and creative development of children of the relevant age group.

ELEMENTS

1. Support the development of children within the relevant age group
 2. Support the physical development of children within the relevant age group
 3. Support the social development of children within the relevant age group
 4. Support the emotional and psychological development of children of the same age
 5. Support the language development of children of the relevant age
 6. Support the creative development of children of the relevant age
 7. Support the cognitive development of children within the relevant age group
-

● UNIT CHCIC1C Interact effectively with children

Unit Descriptor

This unit describes the communication skills required by anyone working with children to ensure they can develop and maintain effective relationships and promote positive behaviour in the childcare environment. Workers may be under direct supervision or working autonomously.

ELEMENTS

1. Communicate positively with children on an ongoing basis
2. Promote positive behaviour
3. Collaborate with children about their interests
4. Respect similarities and differences and encourage children to respect these differences
5. Support children in learning about the decision making process



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● UNIT CHCOHS301A Participate in workplace safety procedures

Unit Descriptor

On completion of this unit, the worker will be able to identify occupational health and safety hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating and contributing to OHS management issues.

ELEMENTS

1. Identify hazards and assess risk.
 2. Follow procedures and strategies for risk control.
 3. Contribute to OHS in the workplace.
-

● UNIT CHCPR1C Deliver services/activities to stimulate children's development and enhance their leisure

Unit Descriptor

This unit relates to conducting a range of activities that assist in enhancing children's developmental and leisure experiences. Work will be undertaken under direct supervision and will be in accordance with appropriate health and safety requirements and programs plans.

ELEMENTS

1. Create a stimulating, positive and developmentally appropriate environment to foster development, play and leisure
2. Actively guide and encourage children to undertake a variety of developmentally appropriate activities
3. Facilitate children's play and leisure



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● **UNIT CHCPR3C** **Develop an understanding of children's interests and developmental needs**

Unit Descriptor

ELEMENTS

1. Gather information about the child through observation
 2. Gather information about the child from secondary sources
 3. Record observations appropriately
 4. Use observations and information collected to understand the child and contribute to program planning
-

● **UNIT HLTF1A** **Apply basic First Aid**

Unit Descriptor

A current Senior First Aid Certificate from a Workcover approved provider is required for this unit.

ELEMENTS

1. Assess the situation
2. Apply basic First Aid techniques
3. Communicate details of the incident



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

Unit Descriptor

This unit describes the requirement for worker to establish, manage and monitor the implementation of a safe and healthy environment.

ELEMENTS

1. Assess and improve the safety of environments
 2. Coordinate the response to accidents and emergencies
 3. Plan and monitor supervision
 4. Promote hygiene and safety practices
 5. Promote appropriate practices to respond to illnesses
 6. Monitor travel and excursions
 7. Provide guidance to workers when abuse is identified or investigated
 8. Monitor care provided by others
-

● **UNIT CHCCN8B** **Plan care routines**

Unit Descriptor

This unit relates to working with the parents to detail the specific case needs of children and developing a plan to meet those needs.

ELEMENTS

1. Plan daily routine
2. Adapt and change routines



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

Unit Descriptor

This unit applies to those workers who deliver services to children and relates to the safeguarding of children's rights and interests

ELEMENTS

1. Work ethically
 2. Identify indicators of abuse and act appropriately
 3. Safeguard the rights and interests of children
-

● **UNIT CHCFC2C** **Foster and enhance children's development**

Unit Descriptor

This unit relates to the delivery of activities that are appropriate to children's developmental stages and needs and that foster independence and social interaction. Work would be based on programs developed for that purpose and would comply with relevant health and safety procedures.

ELEMENTS

1. Create opportunities for children to develop and practice a wide range of physical skills that develop independence and autonomy
2. Provide experiences that promote mutual support and cooperation and the value of diversity
3. Provide experiences aimed at developing self esteem, self concept
4. Interact appropriately with the child to foster development



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

Unit Descriptor

ELEMENTS

1. Encourage children's independence and autonomy
 2. Foster children's developing self esteem and developing self concept
 3. Create opportunities and activities that encourage children to express their feelings, needs and ideas
 4. Provide experiences for children to support and cooperate with each other
 5. Provide opportunities for social interaction
-

● **UNIT CHCFC5C** **Foster and enhance children's cognitive and language development**

Unit Descriptor

ELEMENTS

1. Assist children to develop thinking and problem solving skills
2. Stimulate children's awareness
3. Stimulate the child's use and understanding of language
4. Support the child's skills in their own (non English) language as relevant
5. Assess language development of the child and plan strategies for language development



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● **UNIT CHCIC10C** **Establish and implement plans for developing responsible behaviour**

Unit Descriptor

This unit relates to the establishment, monitoring and implementation of both individual and group plans for behaviour modification.

ELEMENTS

1. Identify and review behaviour causing concern
 2. Establish and apply limits and guidelines for behaviour
 3. Develop a plan to guide a particular child's behaviour
 4. Implement and monitor behaviour plan
 5. Support children in learning about the decision making process
-

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

Unit Descriptor

This unit relates to the planning undertaken to ensure activities are defined, and the environment and resources developmentally appropriate to enhance children's leisure and play.

ELEMENTS

1. Establish an environment that can foster children's development
2. Provide creative and challenging opportunities which stimulate learning and development of the child
3. Plan, implement and evaluate developmentally appropriate experiences for children
4. Encourage children's involvement in experiences



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● UNIT CHCIC12C **Plan the inclusion of children with additional needs**

Unit Descriptor

This unit has been written for workers who provide care for a range of children.

ELEMENTS

1. Identify children with additional needs
 2. Develop a plan for inclusion
 3. Implement strategies to meet the child's additional needs
 4. Consult with others about ongoing issues that arise
 5. Monitor and review strategies
-

● UNIT CHCOHS501A **Manage workplace OHS management system**

Unit Descriptor

This competency covers the establishment and maintenance of the OHS system within the area of managerial responsibility, in order to ensure that the workplace is, so far as is practicable, safe and without risks to the health of employees, clients and/or visitors present.

ELEMENTS

1. Establish and maintain participative arrangements for the management of OHS.
2. Establish and maintain procedures for identifying hazards, assessing and controlling risk as well as dealing with hazardous events
3. Establish and maintain an OHS induction and training programs.
4. Establish and maintain a system for OHS records.



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● UNIT CHCPR10C **Design, implement and evaluate programs of the service**

Unit Descriptor

ELEMENTS

1. Design & implement programs with all those involved
 2. Design & implement programs to enhance development of children
 3. Design & implement programs which are relevant to the cultural and social contexts of the children and their community
 4. Develop appropriate settings and environments
 5. Monitor and evaluate programs
-

● UNIT CHCPR9C **Document, interpret and use information about children**

Unit Descriptor

This unit relates to the collection of high quality information on children to assist in program planning

ELEMENTS

1. Gather and document detailed information about the child
2. Monitor children's developmental progress and develop understanding of individual children
3. Use information from observations with others
4. Use information to plan the program
5. Design observation systems with others



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● **UNIT CHCRF11B** **Work in partnership with families to care for the child**

Unit Descriptor

This unit describes the requirement for worker to work in partnership with families to care for the child.

ELEMENTS

1. Consult family members about the child, and the child's needs
2. Reach agreement with family members about care practices
3. Provide opportunities for family members to participate in the service/program
4. Provide information to parents about incidents and develop care strategies together
5. Respond to a family member's concerns about a child

STUDENTS UPGRADING FROM THE DIPLOMA OF CHILDREN'S SERVICES (OR EQUIVALENT) TO THE ADVANCED DIPLOMA OF CHILDREN'S SERVICES MUST COMPLETE THE FOLLOWING UNITS

● **UNIT CHCAD3A** **Undertake systems advocacy**

Unit Descriptor

Describes the competency required to advocate to ensure that the rights & needs of consumers & clients issues are maintained within the broader rights & needs of the general community.

ELEMENTS

1. Obtain, analyse & document information relevant to the needs of clients as a community of interest within the general community
2. Work with consumers, service users, services & other stakeholders to develop strategies to address identified needs
3. Advocate for & facilitate the implementation of strategies developed to address the needs of clients with specific needs



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● UNIT CHCCS4C **Manage the delivery of quality client service**

Unit Descriptor

Ensuring the needs of existing & new clients continue to be met within complex of changing circumstances

ELEMENTS

1. Coordinate service provided to clients
 2. Plan client service delivery
 3. Review client services
-

●UNIT CHCCS7C **Coordinate the assessment & delivery of services to clients with particular needs**

Unit Descriptor

Coordination of programs to ensure that individual needs of clients are met within organisational parameters.

ELEMENTS

1. Identify program requirements for individual clients
 2. Coordinate program delivery to ensure client needs are addressed
-

● UNIT CHCNET4A **Work with other services**

Unit Descriptor

This unit describes the ability to liaise & facilitate linkages between all community services including specialist & generalist services in the community to ensure support of people in need

ELEMENTS

1. Identify & maintain links with relevant services
2. Provide relevant information to services
3. Work with & support community services organisations to deliver appropriate services to people in need



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● UNIT BSBMGT505A **Ensure a safe workplace**

Unit Descriptor

This unit is concerned with establishing, maintaining & evaluating the organisation's OHS policies, procedures & programs in the relevant work area in accordance with OHS legal requirements.

ELEMENTS

1. Establish & maintain an OHS system
 2. Establish & maintain participative arrangements for the management of OHS
 3. Establish & maintain procedures for identifying hazards & assessing & controlling risks
 4. Establish & maintain a quality OHS management system
-

● UNIT CHCORG20B **Promote & represent the service**

Unit Descriptor

Promote & represent the organisation to the community.

ELEMENTS

1. Promote community awareness of the clients, their needs & their importance
 2. Promote the service to increase its profile in the community
 3. Represent the service
 4. Respond to negative publicity & perceptions, as required
-

● UNIT CHCORG21B **Act as a resource to other services**

Unit Descriptor

This unit describes the requirement for worker to act as a resource to other services

ELEMENTS

1. Identify needs/issues in consultation with the service
2. Provide information & advice
3. Develop & implement models & strategies, in consultation with the service



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● UNIT CHCORG24B Provide leadership in community service delivery

Unit Descriptor

Applying a leadership role determined & supported by the community. The leadership role includes providing direction & promotion of community services, processes & outcomes & influencing effective industry practice

ELEMENTS

1. Develop effective leadership role
 2. Provide direction
 3. Promote community work & maintain quality performance
-

● UNIT CHCORG7B Manage workplace issues

Unit Descriptor

Implementing appropriate people management processes & structures to maximise work outcomes

ELEMENTS

1. Manage staff planning & recruitment
 2. Manage work allocation
 3. Evaluate workgroup effectiveness
 4. Implement disciplinary & grievance procedures
-

● UNIT CHCORG19B Develop & maintain the quality of service outcomes

Unit Descriptor

To develop & maintain quality service outcomes within the Community Services industry

ELEMENTS

1. Evaluate outcomes for clients accessing the service
 2. Plan & implement changes/strategies to improve outcomes
 3. Ensure client service standards & codes of practice
 4. Manage quality assurance processes
-



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● UNIT CHCCN20B **Advocate for the rights & needs of children & young People**

Unit Descriptor

This unit focuses on advocating for the child with family/community members, other services/workers & the general public. This unit is not focused on advocating to children.

ELEMENTS

1. Advocate for the child about a specific right or need
 2. Promote the rights, interests & needs of children
 3. Challenge stereotypes
-

● UNIT CHCFC20B **Promote the ethical understandings of children**

Unit Descriptor

This unit applies to workers in childcare settings & refers to the role of workers in assisting & promoting the development of children's ethical understandings

ELEMENTS

1. Assist children to consider the consequences of their actions
2. Assist children to make decisions about the fairness of their actions
3. Respond to children's questions about issues & principles
4. Assist children to develop their role as members of a community



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● UNIT CHCINF4B **Manage the organisation's information systems**

Unit descriptor

Coordinating information systems including as a supervisor of a work area/program.

ELEMENTS

1. Identify & address information requirements
 2. Supervise day to day processes for collection, use, storage & dissemination of information
 3. Establish & manage systems to record, store, process & distribute information
 4. Support & supervise the development of information & educational resources
-

● UNIT CHCORG28A **Reflect & improve upon professional practice**

Unit Descriptor

This unit describes the knowledge & skills required to evaluate own work, continuing self-development & effective supervision within an ethical code of practice

ELEMENTS

1. Reflect upon own practice
2. Ensure continuing self-support & supervision
3. Operate within an agreed ethical code of practice/ethics



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Units and Elements

You need to be able to provide evidence to prove that you have the skills and knowledge that are outlined in the elements for each unit. For example, in the Unit CHCCHILD1C Identify & respond to children and young people at risk of harm, *Element 2 is Report indications of possible risk of harm*. You are required to provide evidence that you know how to spot the signs of a child at risk and who to report it to. Examples of evidence may be a copy of a Service's reporting forms, copy of a written observation you have made in the past, copies of meeting minutes where an observation you have made has been documented etc. Please don't hesitate to contact an ECTARC Training Officer if you are having trouble thinking of suitable evidence for an element. An ECTARC Training Officer can discuss this with you and offer ideas for collecting evidence.

● UNIT PSPMNGT605A **Manage diversity**

Unit Descriptor

This unit covers utilising diversity as productive resource to maximise business unit &/or organisational effectiveness. Key Area – Management.

ELEMENTS

1. Contribute to the development, implementation & review of a diversity strategy to maximise business unit &/or organisational effectiveness
 2. Facilitate the development of a workforce that promotes & values diversity
 3. Communicate with a diverse workforce
-

● UNIT SRXTEM003A **Work autonomously**

Unit Descriptor

This unit covers competency for working as a member of a team or as an individual for periods of time without direct supervision & for coaching & mentoring colleagues.

ELEMENTS

1. Undertake work activities
2. Accept responsibilities
3. Set performance requirements
4. Maintain team performance
5. Act as a team leader as required
6. Contribute to team meetings
7. Respond to stress & conflict in the team



RCC Evidence Assessment

Advanced Diploma of Children's Services

CHC60202

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● UNIT CHCORG10B **Manage organisational change**

Unit Descriptor

Fostering & implementing constructive & beneficial change in a complex organisation

ELEMENTS

1. Ensure practices of the organisation are appropriate
 2. Respond to change in the community
 3. Initiate & implement organisational change within a planning framework
-

● UNIT CHCORG11B **Lead & develop others**

Unit Descriptor

Achieving identified work outcomes through managing, leading & developing individuals & teams in the work group or organisation

ELEMENTS

1. Provide leadership, direction & guidance to the organisation
2. Maximise own performance outcomes
3. Manage effective work relationships
4. Manage & improve the performance of individuals
5. Support, participate & review group development
6. Support & develop managers



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● UNIT CHCORG12B Review organisational effectiveness

Unit Descriptor

Managing the continuous improvement of practices of the organization.

ELEMENTS

1. Respond to the external environment
 2. Implement continuous improvement
 3. Refocus the organisation/service
-

● UNIT CHCORG16B Manage training

Unit Descriptor

Planning, developing & implementing training as a specialist activity to address individual skill levels to optimise organisational performance

ELEMENTS

1. Maintain training records
2. Report & advise on training
3. Manage training expenditure & resources
4. Maintain training activities within organisational & legal requirements