



RCC Evidence Assessment

Certificate III of Children's Services – CHC30402

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 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
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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



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UNIT CHCCN3C Prepare nutritionally balanced food in a safe and hygienic manner

Unit Descriptor

This unit covers the preparation of nutritionally balanced food for babies, children and young people applying basic food handling practices including personal hygiene. This unit supports the implementation of national and state food safety legislation and regulations.

ELEMENTS

1. Plan food and drink provision
 2. Maintain food safety while carrying out food handling activities
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UNIT CHCCN4D Respond to illness accidents and 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
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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.

This unit is equivalent to SRC CRO 007A Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities which is a prerequisite to SRCCRO009A Conduct a recreation program for older persons.

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 CHCORG3B Participate in the work environment

Unit Descriptor

Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.

ELEMENTS

1. Contribute to the effective operation of the workgroup
2. Review and develop own work performance
3. Work cooperatively with others
4. Contribute to the development of policies, practices and structures of an organisation



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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.
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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



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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 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
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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
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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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