



RCC Evidence Assessment

Certificate IV in Out of School Care (CHC40402) and Diploma of Out of School (Care CHC50202)

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.

● **Units that need to be completed for the Certificate IV in Out of School Hours Care**

● **Units that need to be completed for the Diploma of Out of School Hours Care**

● ● **UNIT CHCADMIN3B Undertake administrative work**

Unit Descriptor

Undertaking a range of administrative functions in the workplace.

ELEMENTS

1. Maintain accounts
 2. Participate in budgeting processes
 3. Operate equipment
 4. Maintain equipment
 5. Monitor equipment use and needs
-

● ● **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
-



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3. Supervise the safety of children
4. Travel with children safely
5. Administer medication within guidelines

● ● 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
-

● ● UNIT CHCCS405A **Work effectively with culturally diverse clients and co-workers**

Unit Descriptor

This unit deals with the cultural awareness required for effective communication & cooperation with persons of diverse cultures.

ELEMENTS

1. Apply an awareness of culture as a factor in all human behaviour
 2. Contribute to the development of relationships based on cultural diversity
 3. Communicate effectively with culturally diverse persons
 4. Resolve cross-cultural misunderstandings
-

● ● 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.



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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

● ● Unit CHCOHS401A **Implement & monitor OHS policies & procedures for a workplace**

Unit Descriptor

On completion of this unit, the worker will be able to accurately implement & monitor defined OHS policies & procedures for a work place or area, within scope of responsibilities. The worker will also be capable of coaching the team in participating & contributing to OHS management issues. The worker will be able to perform duties as a safety committee member or a team leader in an organisation.

ELEMENTS

1. Explain OHS information for co-workers in team
2. Coach co-workers in team
3. Promote consultation & participation
4. Implement & monitor enterprise procedures for identifying hazards & risk
5. Maintain appropriate OHS records

● ● 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 CHCYTH1C **Work effectively with young people**

Unit Descriptor

This unit is for working with & for young people within a ethical, social, political & economic context.

ELEMENTS

1. Develop a professional rapport with young people
 2. Address issues associated with the culture of young people
 3. Recognise that youth culture is distinct
-

● ● 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 SRCCRD007A **Develop recreation programs**

Unit Descriptor

This unit covers the skills & knowledge necessary for programming of recreation activities in a variety of community recreation settings.

ELEMENTS

1. Determine program parameters
 2. Develop a recreation program plan
 3. Implement the program
 4. Evaluate the program
-

● ● 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



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● ● UNIT SRXRIS001A Undertake risk analysis of activities

Unit Descriptor

This unit provides basic knowledge & skills to apply a risk analysis *process* in the context of a recreation activity in accordance with an organisation's risk management procedures.

ELEMENTS

1. Establish the context
 2. Identify risks
 3. Conduct risk analysis
 4. Undertake risk assessment
 5. Treat risks
 6. Monitor & review the risk management plan
-

● ● 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 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 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 CHCRF1C **Work effectively with families to care for the child**

Unit Descriptor

ELEMENTS

1. Establish a positive relationship with family members
2. Exchange information with family members about the child's physical and emotional care needs
3. Respond to a family member's concern about their child
4. Reach agreement with family members about care practices
5. Facilitate child's transition into care

**STUDENTS COMPLETING THE DIPLOMA ARE REQUIRED
TO COMPLETE THE UNITS FOLLOWING AS WELL**

● 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 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 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



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● 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.
-

● UNIT CHCORG5B **Maintain an effective work environment**

Unit Descriptor

Meeting individual responsibilities within a work group

ELEMENTS

1. Work to achieve identified outcomes
2. Establish & maintain appropriate work relationships
3. Facilitate operation of the workgroup
4. Review & develop own performance



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● UNIT CHCPOL4A **Develop & implement policy**

Unit Descriptor

Developing & applying policy initiatives in the workplace

ELEMENTS

1. Research & consult with others to develop policies
 2. Test draft policies
 3. Develop policy materials
 4. Implement & review policies
-

● 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 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 CHCRH5B Conduct a program for children & young people with special needs

Unit Descriptor

This unit covers the skills & knowledge necessary to conduct a program for young people with special needs.

ELEMENTS

1. Plan & prepare a program/activity
 2. Establish operational arrangements
 3. Establish effective communication
 4. Evaluate the effectiveness of the program
-

● 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
-

● 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
-



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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
-

● UNIT CHCINF2B Maintain organisation's information systems

Unit Descriptor

Collecting, storing & providing accurate & current information to clients

ELEMENTS

1. Maintain accurate records
 2. Handle organisational correspondence
 3. Provide information as required
-



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● UNIT CHCNET2B **Maintain effective networks**

Unit Descriptor

Establishing & maintaining formal & informal groups which directly impact on the effective operation of the organization.

ELEMENTS

1. Develop cooperative working relationships & strategic alliances with other organisations
 2. Represent the organisation
 3. Maintain networks
-

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

Unit Descriptor

ELEMENTS

1. Gather information about the child through observation
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 3. Record observations appropriately
 4. Use observations and information collected to understand the child and contribute to program planning
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● UNIT CHCORG14B **Manage a service organisation**

Unit Descriptor

Planning and monitoring the development direction and changes of a complex organisation, range of programs or major program area.

ELEMENTS

1. Coordinate organisational planning
 2. Design and implement the structures and process of the organisation
 3. Implement evaluation processes
 4. Enable organisation to meet legal requirements
 5. Establish the profile of the organisation and market its services
 6. Give direction for the effective management of the organisation
 7. Manage changes in the organisation
-

● UNIT CHCIC11B **Implement and promote inclusive policies and practices**

Unit Descriptor

This unit describes the requirement for worker to implement and promote inclusive policies and practices.

ELEMENTS

1. Support the development of inclusive policies
2. Demonstrate inclusive practices
3. Support the development of inclusive practices in the service
4. Support the development of inclusive resources
5. Promote respect for diversity among children