

CHCECE039

Comply with family day care administration requirements

Table of Contents (Extract)

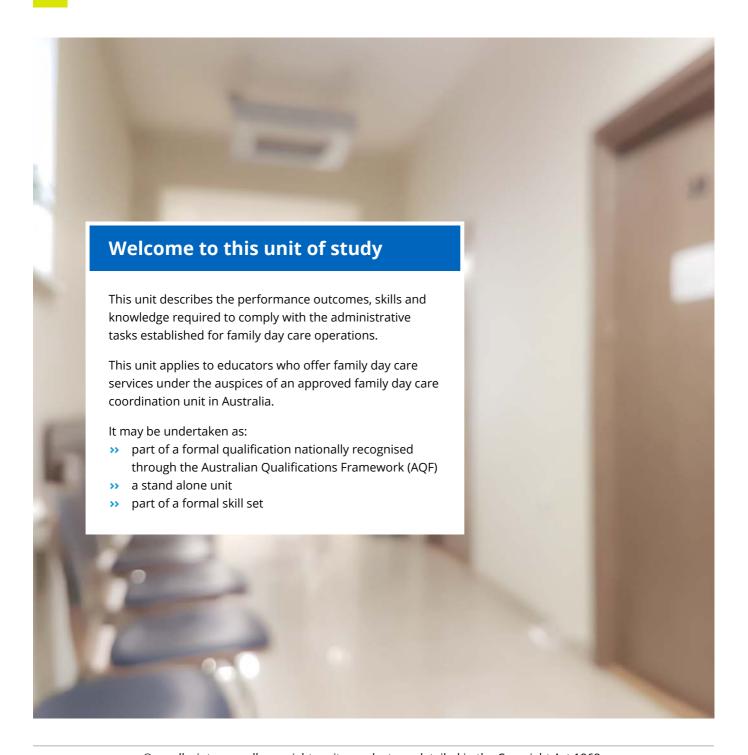
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCECE039.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/CHCECE039/

Trainer/assessor guide CHCECE039 Comply with family day care administration requirements



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Complete service administration	5
Determine the administration requirements of the coordination unit	5
Follow organisational processes to provide updates to the coordination unit	8
Provide administrative, policy and procedural information to parents	10
Communicate leave arrangements to families	12
Monitor the number of children in care	14
Maintain records in a secure and confidential manner	15
Check your understanding	17
Topic 2: Record information using appropriate forms	19
Gather and complete receipts and timesheets	19
Communicate service costs, availability and care arrangements	21
Accurately complete attendance records	24
Accurately record information by using standard forms	26
Check your understanding	29
Topic 3: Follow organisational requirements for taxation and insurance	31
Keep records to meet audit and taxation requirements	31
Plan a schedule that ensures timely taxation payments	33
Provide details of insurance coverage required by law	35
Check your understanding	37
References	39
Assessment workbook	41
Unit information	
What is competency-based assessment?	
How will my competency be assessed?	
Assessment agreement	
Foundation skills checklist	
Skills recognition	
Topic 1: Complete service administration	
Topic 2: Record information using appropriate forms	
Topic 3: Follow organisational requirements for taxation and insurance	
Topic 1: Complete service administration	
Topic 2: Record information using appropriate forms Topic 3: Follow organisational requirements for taxation and insurance	
Projects	74

Practical assessment	79
Overview	79
Instructions for the learner	81
Learner agreement	82
Instructions for trainer/assessor or third party	83
Third party evidence collection agreement	84
Practical demonstration	85
Completion record	103
Unit mapping	104
Trainer/assessor instructions and requirements	107



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Complete service administration
- >> Record information using appropriate forms
- >> Follow organisational requirements for taxation and insurance

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- >> a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- >> instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.