



CATAPULT

CHCEDS004

Contribute to organisation and management of classroom or centre

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/CHCEDS004/>

Trainer/assessor guide

CHCEDS004

Contribute to organisation and management of classroom or centre

Welcome to this unit of study

This unit describes the skills and knowledge required to support the effective functioning of a classroom or other learning environment. It deals with practical issues such as administration, equipment, teaching aids and other supplies.

This unit applies to education support work in a variety of contexts and work is to be undertaken with appropriate guidance, support and supervision by a nominated teacher or other education professional.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Manage self in classroom	5
Day-to-day duties.....	5
Communication strategies	15
Feedback.....	20
Assistance from others	22
Check your understanding	27
Topic 2: Select and utilise equipment effectively	29
Equipment	29
Equipment checks.....	36
Equipment operation	38
Specialist equipment	39
Equipment faults.....	43
Check your understanding	45
Topic 3: Prepare and maintain teaching aids, materials and resources	47
Materials and resources	47
Quantities of resources.....	53
Teaching aids.....	54
Efficient use of supplies	56
Clean-up duties	58
Check your understanding	61
Topic 4: Monitor classroom supplies	63
Stock levels	63
Obtain information.....	65
Discrepancies	67
Check your understanding	69
Topic 5: Process and maintain information (documents and records)	71
Process information	71
Security and confidentiality	74
Check your understanding	79
Topic 6: Operate computers, printers and current technological equipment used in classroom activities	81
Technology	81
Check your understanding	85
Topic 7: Contribute to the organisation and coordination of school/centre activities	87
Safety and legal requirements	87
Supervise students	92
Check your understanding	99
References.....	101

Assessment workbook	103
Unit information	105
What is competency-based assessment?.....	106
How will my competency be assessed?	107
Assessment agreement	108
Foundation skills checklist.....	109
Skills recognition	110
Topic 1: Manage self in classroom	111
Topic 2: Select and utilise equipment effectively	112
Topic 3: Prepare and maintain teaching aids, materials and resources	113
Topic 4: Monitor classroom supplies	114
Topic 5: Process and maintain information (documents and records)	115
Topic 6: Operate computers, printers and current technological equipment used in classroom activities	116
Topic 7: Contribute to the organisation and coordination of school/centre activities	117
Knowledge questions	118
Topic 1: Manage self in classroom	119
Topic 2: Select and utilise equipment effectively	124
Topic 3: Prepare and maintain teaching aids, materials and resources	130
Topic 4: Monitor classroom supplies	136
Topic 5: Process and maintain information (documents and records)	139
Topic 6: Operate computers, printers and current technological equipment used in classroom activities	141
Topic 7: Contribute to the organisation and coordination of school/centre activities	144
Topic 8: Specific knowledge evidence	147
Performance tasks	148
Third party evidence collection agreement	149
Topic 1: Manage self in classroom	150
Topic 2: Select and utilise equipment effectively	152
Topic 3: Prepare and maintain teaching aids, materials and resources	153
Topic 4: Monitor classroom supplies	154
Topic 5: Process and maintain information (documents and records)	155
Topic 6: Operate computers, printers and current technological equipment used in classroom activities	157
Topic 7: Contribute to the organisation and coordination of school/centre activities	158
Completion record	159
Unit mapping and assessment checklist	160
Trainer/ assessor user instructions	163

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Manage self in classroom
- » Select and utilise equipment effectively
- » Prepare and maintain teaching aids, materials and resources
- » Monitor classroom supplies
- » Process and maintain information (documents and records)
- » Operate computers, printers and current technological equipment used in classroom activities
- » Contribute to the organisation and coordination of school/centre activities

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.

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