CATAPULT

CHCEDS034

Contribute to the planning and implementation of educational programs

Table of Contents (Extract)

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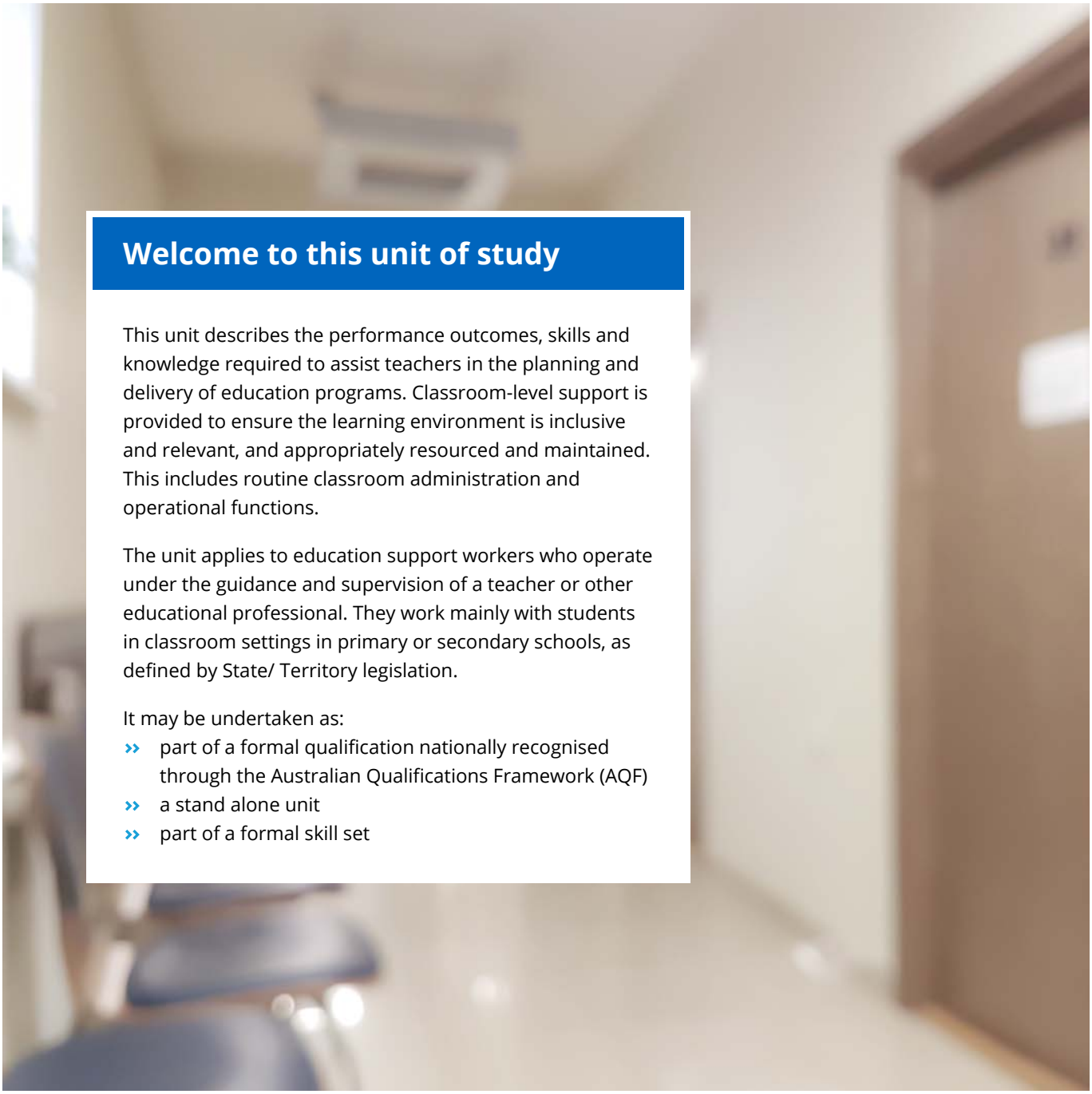
Trainer/assessor guide
CHCEDS034
Contribute to the planning and implementation of educational programs



Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to assist teachers in the planning and delivery of education programs. Classroom-level support is provided to ensure the learning environment is inclusive and relevant, and appropriately resourced and maintained. This includes routine classroom administration and operational functions.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/ Territory legislation.

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

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Contents

About this trainer/assessor guide **4**

Learning resource **5**

Topic 1: Contribute to planning and preparation 5

Contribute to planning in collaboration with the teacher or other education professional 5

Understand program objectives and outcomes and their influence on the curriculum 7

Prepare according to teacher direction, safety and legal requirements, school policies and procedures and job role 9

Check your understanding 11

Topic 2: Implement program under guidance of teacher 13

Organise and distribute resources and student work 13

Help students locate and use relevant materials 15

Classroom strategies that support individual needs 17

Coordinate the provision of identified equipment and resources relevant to a program 19

Help the teacher establish students' educational needs 21

Check your understanding 25

Topic 3: Contribute to a consistent and stable learning environment 27

Clarify requirements and implement classroom routines 27

Manage routine duties and tasks according to school policies and procedures 29

Promote cooperation and good relationships 31

Identify possible environmental modifications 33

Check your understanding 35

Topic 4: Contribute to individual and group assessment 37

Accurately record and report observations according to requirements 37

Contribute to student reviews and case conferences 40

Check your understanding 41

Topic 5: Review the implementation of educational programs to identify potential strategies for improvement 43

Evaluate program implementation to identify improvements 43

Discuss outcomes with the teacher and share feedback to improve programs 46

Use teacher feedback to improve own practice 47

Check your understanding 49

References 51

Assessment workbook **53**

Unit information 55

What is competency-based assessment? 56

How will my competency be assessed? 57

Assessment agreement 58

Foundation skills checklist 59

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Skills recognition **60**
Topic 1: Contribute to planning and preparation 61
Topic 2: Implement program under guidance of teacher 62
Topic 3: Contribute to a consistent and stable learning environment 63
Topic 4: Contribute to individual and group assessment 64
Topic 5: Review the implementation of educational programs to identify potential strategies for improvement 65
Knowledge questions **66**
Topic 1: Contribute to planning and preparation 67
Topic 2: Implement program under guidance of teacher 71
Topic 3: Contribute to a consistent and stable learning environment 79
Topic 4: Contribute to individual and group assessment 85
Topic 5: Review the implementation of educational programs to identify potential strategies for improvement 88
Projects **92**
Completion record **95**
Unit mapping **96**
Trainer/ assessor user instructions **100**
Practical assessment
Log book ..... Separate document

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Contribute to planning and preparation
- Implement program under guidance of teacher
- Contribute to a consistent and stable learning environment
- Contribute to individual and group assessment
- Review the implementation of educational programs to identify potential strategies for improvement

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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