

ASSESSMENT INFORMATION SHEET

Cluster 1 - Learn how to work with families

Cluster 1 contains the following four Units of Competency from CHC50121 Diploma of Early Childhood Education and Care

- **CHCECE041 Maintain a safe and healthy environment for children**
- **CHCECE050 Work in partnership with children's families**
- **CHCECE053 Respond to grievances and complaints about the service**
- **CHCPRP003 Reflect on and improve own professional practice***

**Note: CHCPRP003 is an elective unit in the CHC31021 Cert III in Early Childhood Education and Care and will be recorded as a Credit Transfer if you had completed your CHC30121 with ACEC.*

Learning outcomes

Learning outcomes refer to the skills and knowledge that you will gain by successfully completing these units. To be competent in these units you will be able to:

- develop a risk management plan for an excursion
- monitor and implement health and safety policies and procedures of the service
- establish and maintain relationships with families
- collaborate with families to share information about the child
- support children's connection with community
- acknowledge and address grievances and complaints
- resolve complaints and review outcomes
- evaluate and enhance own practice through a process of reflection and ongoing professional development
- facilitate ongoing professional development

Resource material

The Early Years Learning Framework (EYLF)

The Education and Care Services National Regulations

Centre Support Critical Reflection Points from the 2018 NQS

6.1.1 Element NQS

6.1.2 Element NQS

6.1.3 Element NQS

7.1.2 Element NQS

3.1.1 Element NQS

3.1.2 Element NQS

2.1.1 Element NQS

6.2.3 Element NQS

Instructions to the Student

Please read all the information given to you before you start any assessment task. If you do not understand some or all of the questions, please ask your trainer / assessor for assistance.

Attempt to answer **ALL** weekly task questions in your own words and referenced (as applicable). The questions are designed to assess your understanding of the unit/s as well as your underpinning

knowledge. Your practical knowledge is assessed and observed through completion of the set tasks in your Workplacement Task Logbook and your WPA Assessor Logbook (separate documents).

To satisfactorily complete the assessment tasks you are required to complete all assessment components. To do this you will need to answer all questions correctly and demonstrate you have achieved the required knowledge to industry standards.

Please Note:

- This assessment may be re-assessed upon appeal
- Upon notification of your assessment results, your trainer/assessor is able to provide you with additional information on interpreting the assessment outcomes and guide you on your future options.
- Presentation of assessment is electronic through the webs forms with document uploads
- Your individual timetable has the due date for the submitting of this assignment task/s.

If you are unclear about any formatting requirements, please speak to your Assessor before submitting your assignment.

If you are uncomfortable with any aspect of the assigned tasks, please contact your assessor who will try to make alternative arrangements. This assessment is intended to be equitable, fair and flexible. If you feel that we should change any aspect of this assessment to be fair, equitable or flexible, immediately contact your assessor who will attempt to make alternative arrangements.

On Satisfactory achievement of all components of the assessment you will be deemed competent for the unit

Should you be deemed *Not Competent* you will have the opportunity to undertake the assessments again or appeal the result.

As part of the assessment process you must abide by any relevant assessment policies as provided during induction. Further information in relation to competency-based training and assessment, Appeals and Complaints, can be found in your Student Handbook.

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Resubmission of assessments

Revise the comments provided by your trainer, and address the feedback that is Not Yet Satisfactory. You will need to resubmit the assessment by placing your resubmission response in the box provided. Please DO NOT delete any of your previous answers – write your revised answer/s under the previous answer. If you need any support or have any questions, please contact your trainer directly. Ensure you tick the box to resubmit button for re-assessment.

Reasonable Adjustment

If the candidate has special needs which require reasonable adjustment, then you, the assessor, must ensure that you have:

- Reviewed the unit requirements and determined that adjustments will not compromise the outcome.
- Determined the adjustments to be made, in consultation with the candidate and, if necessary, a specialist.
- Clearly documented the adjustments made as part of the assessment record, in sufficient detail to enable another qualified assessor to make a judgement of competency.
- Ensured that you protect the candidate's right to privacy and confidentiality in relation to any personal information such as medical conditions, and where personal information needs to be recorded, gained the candidate's consent in writing.