

ASSESSMENT INFORMATION SHEET

Cluster 4 – Learn how to manage a team of educators

Cluster 4 contains the following four Units of Competency from CHC50121 Diploma of Early Childhood Education and Care

- **BSBHRM413 Support the learning and development of teams and individuals**
- **BSBOPS502 Manage business operational plans**
- **BSBTWK502 Manage team effectiveness**
- **CHCECE044 Facilitate compliance in children’s education and care service**

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:

- contribute to needs development
- support implementation of learning and development
- monitor and evaluate workplace learning
- establish operational plan and manage resource acquisition
- monitor and review operational performance
- establish team performance plan
- develop and facilitate team cohesion
- facilitate teamwork and liaise with stakeholders
- interpret the National Quality Framework (NQF) and National Quality Standard (NQS)
- facilitate service self- assessment
- facilitate the development of a Quality Improvement Plan (QIP)
- coordinate the service for a rating and assessment visit

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.