
Contents

About this guide	1
Section 1: Unit of competency	3
1.1 Elements of competency and performance criteria	4
1.2 Assessment requirements	6
1.3 Dimensions of competency	9
1.4 Foundation skills	10
1.5 Skill sets	11
1.6 Recognition of prior learning (RPL)	12
1.7 Glossary of terms	13
Section 2: Training requirements	17
2.1 Training and assessment strategy	18
2.2 Training strategies	22
Section 3: Assessment resources	33
3.1 Alternative final assessment	34
3.2 Assessment mapping	37
3.3 Solutions – general guidance	42
3.4 Solutions to practice tasks	43
3.5 Solutions to assessment activities	47
3.6 Solutions to final assessments	61
3.7 Evidence of competency	82
3.8 Assessment records	84
Glossary	97

Section 1:

Unit of competency

The CHC Community Services Training Package was developed by the Community Services and Health Industry Skills Council in consultation with industry stakeholders including employers, unions, peak bodies, professional associations, regulatory bodies, registered training organisations (RTOs) and other relevant parties. The training package specifies the skills and knowledge required to perform effectively in the workplace.

Individual units of competency are nationally agreed statements that describe work outcomes and can stand alone when applied in the workplace.

This section outlines the requirements of the unit of competency *CHCECE019 Facilitate compliance in an education and care service* and other information relevant to it.

It contains the following information:

- 1.1 Elements of competency and performance criteria
- 1.2 Assessment requirements
- 1.3 Dimensions of competency
- 1.4 Foundation skills
- 1.5 Skill sets
- 1.6 Recognition of prior learning (RPL)
- 1.7 Glossary of terms

1.1 Elements of competency and performance criteria

The elements of competency define the skills required to perform a work activity. They describe the required outcomes that need to be assessed.

The performance criteria define the level of skill necessary to achieve the requirements of the element.

The following table maps the content in the Aspire learner guide *CHCECE019 Facilitate compliance in an education and care service* to the unit of competency.

CHCECE019 Facilitate compliance in an education and care service	Where covered in the learner guide
Element 1: Interpret the National Quality Framework	Chapter 1: Interpreting the National Quality Framework
1.1 Analyse the components of the National Quality Framework (NQF) and their relevance to the service	1A Analysing and clarifying the components of the National Quality Framework in relation to the service
1.2 Seek advice from a higher authority if clarification is required on interpretation of any aspect of the Framework	1A Analysing and clarifying the components of the National Quality Framework in relation to the service
1.3 Confirm staff understanding of the NQF and other legislation and regulations relevant to the service	1A Analysing and clarifying the components of the National Quality Framework in relation to the service 1B Confirming that staff understand the National Quality Framework and the assessment and rating process
1.4 Clarify details and requirements of the assessment and rating process and share information with all staff in the service	1B Confirming that staff understand the National Quality Framework and the assessment and rating process
Element 2: Facilitate an organisation self-assessment	Chapter 2: Facilitating an organisation self-assessment
2.1 Determine ways to collect information from staff, children, families and the community to inform self-assessment on a regular ongoing basis	2A Determining ways to collect information and involve others in the self-assessment process
2.2 Share ideas with colleagues and involve them in the collection of information to inform the self-assessment	2A Determining ways to collect information and involve others in the self-assessment process
2.3 Record the information collected during the self-assessment process against the standards and elements in the NQF	2B Recording the information, making it accessible and ensuring it is used to inform discussion
2.4 Ensure the self-assessment is available at the service to inform discussion of the assessment and rating process	2B Recording the information, making it accessible, and ensuring it is used to inform discussion

2.1 Training and assessment strategy

Training organisations must develop a training and assessment strategy for each training program they deliver. The training and assessment strategies developed and implemented by an RTO must take into account and be contextualised to:

- the needs of the learner or learner group
- the learning context
- the requirements of the training package.

RTOs must:

- meet the requirements of the training package including language, literacy and numeracy requirements
- document information according to AQTF or VET Quality Framework audit requirements
- meet the needs of particular target groups
- provide learning pathways
- seek input from industry and other relevant stakeholders.

Structuring a training program

The following checklist outlines the type of information you may wish to include in your training and assessment strategy:

- ☐ Details of the training organisation, including the contact person
- ☐ The unit/s of competency to be delivered in the program of study
- ☐ Pathways
- ☐ The learner or target group
- ☐ Delivery mode/s
- ☐ Training resources including facilities required for delivery and assessment, and other infrastructure requirements
- ☐ Methods of assessment and evidence gathering
- ☐ Program duration and delivery schedule
- ☐ Session locations including workplace assessment information
- ☐ Delivery and assessment staff
- ☐ Assessment validation process

2.2 Training strategies

The following training strategies can be used to deliver *CHCECE019 Facilitate compliance in an education and care service*. These strategies, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember; it is your responsibility as the trainer to use the most appropriate strategies for your learners.

Topic: Interpreting the National Quality Framework	
Suggested time allocation: 7 hours Suggested resources: <ul style="list-style-type: none"> ▪ Recommended reading ▪ Slide presentation software 	Slide nos: 2–21
Recommended reading	Terminology checklist
Aspire learner guide <i>CHCECE019 Facilitate compliance in an education and care service</i> Chapter 1: Interpreting the National Quality Framework	<ul style="list-style-type: none"> ▪ National Quality Framework ▪ National Quality Standard ▪ Early Years Learning Framework ▪ My Time, Our Place
Suggested training strategies	
<ul style="list-style-type: none"> ▪ Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for <i>CHCECE019 Facilitate compliance in an education and care service</i>. Appendix 1 of the learner guide describes the elements, performance criteria and performance and knowledge evidence that are required to demonstrate competence in this unit. You may wish to discuss recognition of prior learning processes with learners at this stage. 	
<ul style="list-style-type: none"> ▪ Discuss with learners the importance of identifying the foundation skills that they develop as they progress through this unit. Appendix 2 of the learner guide provides useful advice regarding foundation skills. The learner guide includes a template where learners may record the activities they have performed that relate to specific foundation skills; this template can be found after the final assessment. 	
<ul style="list-style-type: none"> ▪ Encourage learners to develop a personal glossary to record any terms that are new to them. They should record a definition and use the term in the correct context. The personal glossary could be included in a portfolio of evidence for assessment. 	
<ul style="list-style-type: none"> ▪ Encourage learners to maintain a learning journal as they undertake this unit of study. They should use the learning journal to record their workplace experience, their reflections on their learning, feedback they receive from trainers, supervisors, clients and more experienced colleagues, and their self-assessment of their performance in the workplace. Advise learners whether their learning journal could form a component of their assessment in this unit. The journal could be used when undertaking practical workplace activities, but may also be used for all knowledge and skill development activities such as class assignments, tests and research tasks set by the trainer. The journal can also record trainer and assessor feedback of formative and summative assessments; that is, the learner's progress towards achievement of the unit of competency. 	
<ul style="list-style-type: none"> ▪ The journal provides an opportunity for learners to demonstrate critical thinking, problem solving and higher cognitive skills as well as provide evidence of the achievement of required knowledge and skill. Learning journal activities can encourage collaborative learning within a group and encourage learners to take responsibility for their own learning. 	

3.1 Alternative final assessment

Your trainer or assessor may require you to complete this assessment activity and will provide you with instructions as to how to present your responses. They may adjust the assessment activity depending on the circumstances of your training program.

The following activity forms part of your assessment of competence. You may also be required to demonstrate your skills and/or provide various workplace documents or third-party reports. Your trainer will give you guidance in this area.

The following table maps this final assessment activity against the elements and performance criteria of *CHCECE019 Facilitate compliance in an education and care service*.

Part	Element	Performance criteria
A	1, 2	1.1, 1.2, 1.4, 2.1, 2.2, 2.3, 2.4
B	3	3.1, 3.2, 3.3, 3.4, 3.5
C	4	4.1, 4.2, 4.3, 4.4

Purpose

This assessment activity is designed to assess your skills and knowledge across the whole unit *CHCECE019 Facilitate compliance in an education and care service*.

Requirements

To complete this assessment activity, you need:

- access to a children's services environment and its policies and procedures
- access to the National Quality Framework for Early Childhood Education and Care
- access to relevant equipment and resources
- to complete the tasks in Part A, Part B and Part C and submit responses as directed by your trainer/assessor/training organisation.

Part A

Read the scenario, then complete the tasks that follow.

Scenario

The service director has called a team meeting, and informed staff that the service is being assessed by the Australian Children's Education and Care Quality Authority in three months' time. It has been three years since the last assessment and rating.

You are nominated by the team to oversee the self-assessment process that should be undertaken. You and the team must make a quality improvement plan prior to the ACECQA assessment.

3.2 Assessment mapping

Methods of assessment mapped to the learner guide

Assessment methods are the particular techniques used to gather different types of evidence. The mix of evidence gathered to demonstrate competency is dependent on the context of the assessment and the background of the candidate.

The following table outlines the different methods of assessment used in the Aspire learner guide *CHCECE019 Facilitate compliance in an education and care service*.

Methods of assessment				
Assessment method	Practice task	Assessment activity	Final assessment	Alternative final assessment
Question/answer	1, 7	Activity 3: Part A 4	Part B 2 Part C 2, 4, 5	Part A 5 Part B 2 Part C 1
Observation/demonstration			Part A	Part C 1, 2
Case study	6	Activity 3: Part B 1, 2, 3 Activity 4: Part B 1, 2, 3, 4, 5		Part A 1, 2, 3, 4, 5
Role-play	2			Part C 3
Training log, diary or journal				
Portfolio, reports, work samples	2, 3, 4, 5	Activity 1: Part A 1, 2, 3 Part B Activity 2: Part A Part B Activity 3: Part A 1, 2, 3 Activity 4: Part A	Part B 1 Part C 1, 3 Part D	Part A 1, 2, 3, 4 Part B 1, 3, 4
Third-party reports				Part C 2

Gathering evidence

Evidence can be gathered through:

- real work/real-time activities through observation and third-party reports
- structured activities.

Evidence can also be gathered through:

- **formative assessments:** where assessment is progressive throughout the learning process and validated along the way by the trainer – also known as assessment for learning
- **summative assessment:** where assessment is an exercise or simulation at the end of the learning process – also known as assessment of learning.

Evaluating evidence

The following steps may help you evaluate evidence.

Step 1: Evidence is gathered.

Step 2: Rules of evidence are applied – evidence is valid, sufficient, current and authentic.

Step 3: Evidence meets the full requirements of the unit/s of competency.

Step 4: The assessment process is valid, reliable, fair and flexible.

Step 5: The trainer or assessor makes a straightforward and informed judgment about the candidate and completes assessment records.

3.8 Assessment records

Learners must provide evidence of how they have complied with the performance and knowledge evidence requirements outlined in the unit of competency. These requirements should be assessed in the workplace or in a simulated workplace; assessment conditions are specified in each unit of competency.

You can use the following assessment forms to record the learner's evidence of competency:

- The **assessment instructions checklist** helps the trainer/assessor provide clear instructions to the candidate as to which assessment activities to complete.
- The **pre-assessment checklist** helps the trainer determine if the learner is ready for assessment.
- The **self-assessment record** allows the learner to assess their own abilities against the requirements of the unit of competency.
- The **recognition of prior learning interview questions** help the trainer match the learner's previous training, work or life experience to the requirements of the unit/s of competency.
- The **performance evidence checklist** facilitates the observation process; it allows trainers to identify skill gaps and provide useful feedback to learners.
- The **knowledge evidence checklist** can be used to record the learner's understanding of the knowledge evidence; it allows trainers to identify knowledge gaps and to provide useful feedback to learners.
- The **portfolio of evidence checklist** helps the trainer annotate or detail aspects of the learner's portfolio of evidence.
- The **workplace assessment checklist** can be used by the learner's supervisor to show workplace-based evidence of competence.

Self-assessment record

Institution: Candidate's name: Unit of competency: <i>CHCECE019 Facilitate compliance in an education and care service</i> Trainer/assessor: Date:		
I can: <ul style="list-style-type: none"> check and maintain compliance in an education and care service, including: <ul style="list-style-type: none"> interpreting and applying the requirements outlined in the National Quality Framework in at least one education and care service facilitating a self-assessment process in at least one education and care service. 	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident	Comments
I can: <ul style="list-style-type: none"> develop at least one quality improvement plan, including: <ul style="list-style-type: none"> documenting and checking information for accuracy and completeness consulting with at least one other educator or service coordinator to review the plan. 	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident	
I can: <ul style="list-style-type: none"> perform the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. 	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident	
I understand: <ul style="list-style-type: none"> how to access: <ul style="list-style-type: none"> the National Quality Framework the National Quality Standard the relevant approved learning framework. 	<input type="checkbox"/> Confident <input type="checkbox"/> Basic understanding <input type="checkbox"/> Not confident	