

ASSESSMENT INFORMATION SHEET

Cluster 2 – Learn how to keep children safe

Cluster 2 contains the following four Units of Competency from CHC30121 Certificate III in Early Childhood Education and Care

- CHCECE031 Support children's health, safety and wellbeing
- CHCECE032 Nurture babies and toddlers
- HLTWHS001 Participate in workplace health and safety
- **HLTAID012 Provide First Aid in an education and care setting

****Note:** You are required to provide evidence, example a certified copy of a Statement of Attainment from an approved training provider, of having completed the unit of competency HLTAID012 Provide First Aid in an education and care setting, for which the individual will be granted Credit Transfer.

Learning outcomes

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

- support and promote children's health, safety and wellbeing in relation to physical activity, healthy eating, sleep, rest and relaxation and individual medical requirements
- Implement hygiene and health procedures
- support each child's health needs
- promote physical activity and healthy and safe eating
- provide opportunities for sleep, rest and relaxation
- minimise risks in the environment
- support children to respond to risks
- develop relationships with babies and toddlers and their families and attend to the specific physical and emotional needs of babies and toddlers from birth to 23 months
- develop effective relationships with family members
- promote safe sleep and positive nappy-changing and toileting experiences
- promote quality mealtime environments
- follow and implement safe work practices
- contribute to safe work practices in the workplace

Resource material

[The Early Years Learning Framework \(EYLF\)](#)
[The Education and Care Services National Regulations](#)
[The guide to the National Quality Standards](#)

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.