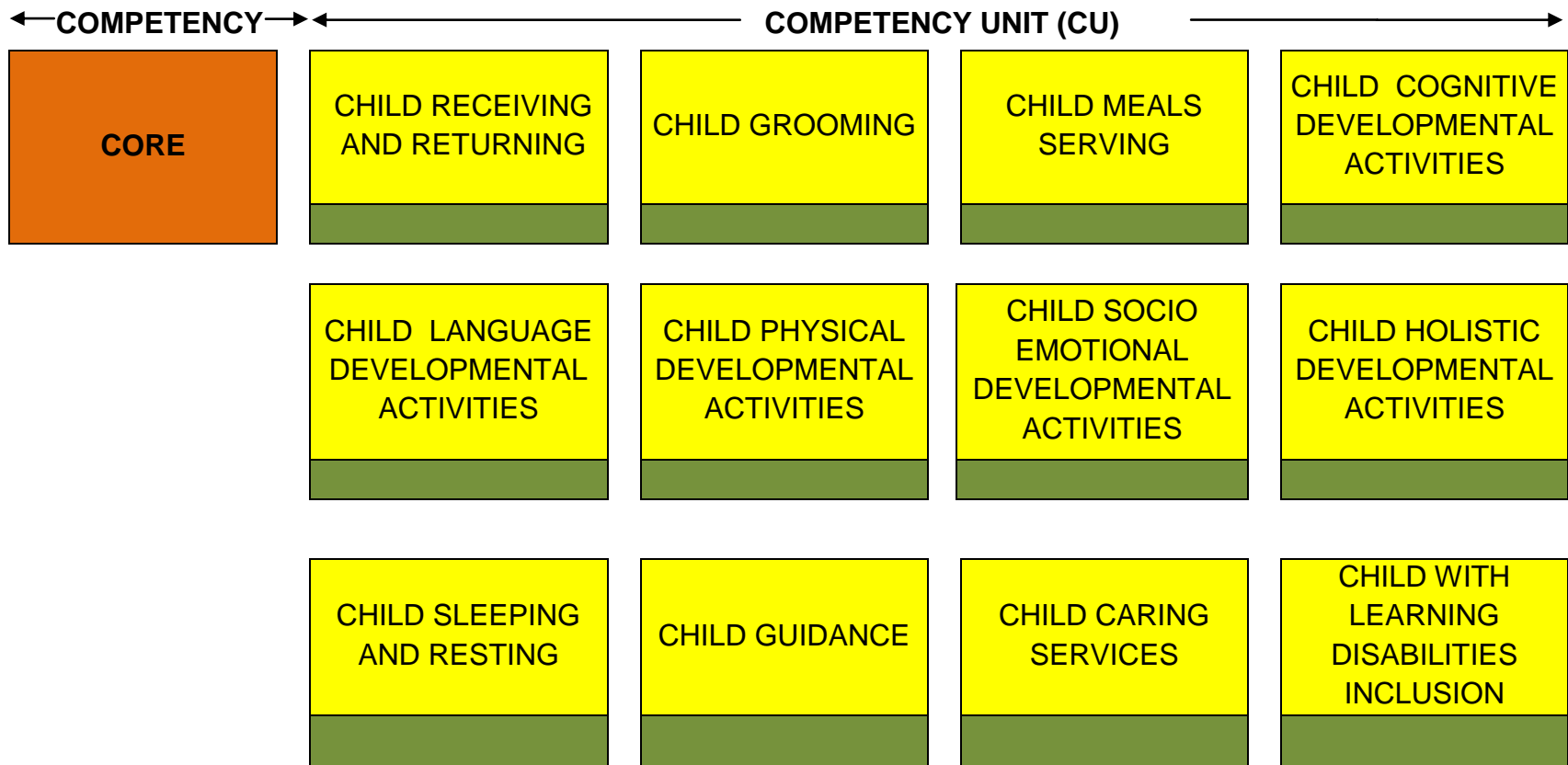


### COMPETENCY PROFILE CHART (CPC)

<b>SECTOR</b>	<b>CARE AND COMMUNITY SERVICES</b>		
<b>SUB SECTOR</b>	<b>CHILD CARE</b>		
<b>JOB AREA</b>	<b>EARLY CHILDHOOD CARE AND EARLY EDUCATION</b>		
<b>JOB LEVEL</b>	<b>THREE (3)</b>	<b>JOB AREA CODE</b>	



## COMPETENCY PROFILE (CP)

<b>Sub Sector</b>	<b>CHILD CARE</b>
<b>Job Area</b>	<b>EARLY CHILDHOOD CARE AND EDUCATION</b>
<b>Level</b>	<b>THREE (3)</b>

<b>CU Title</b>	<b>CU Code</b>	<b>CU Descriptor</b>	<b>CU Work Activities</b>	<b>Performance Criteria</b>
1. Child Receiving And Returning		<p>Child receiving and returning is process of pick up, delivery and usher the child to the child care provider during receiving process and usher the child to the parents or authorise person during returning in safe conditions.</p> <p>He or she must be focuses on preparing and executing child's receiving and returning procedures</p>	1. Prepare child care pre-receiving work station	<p>1.1 Duty person identified according to job requirement</p> <p>1.2 Work station, equipment and material prepared according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.3 Attendance and log/communication books checked according to Child</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The person who is competent in this CU shall be able to prepare child care pre-receiving work station, receive child from parents, perform child physical checks, organise child for returning, and handover child to the parents / authorised persons.</p> <p>The outcome of this competency is to ensure children received and returned with safety in accordance with Child Care Centre Act 1984 (Act 308), Child Care Centre Regulation 1985,</p>	<p>2. Receive child from parents</p>	<p>Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Safety and hygiene requirement on equipment, material and procedures checked according to Child Care Centre Act 1984 (Act 308), Child Care Centre Regulation 1985 and Department of Health Education, Ministry of Health</p> <p>2.1 Child greeting carried out to initiate warm welcoming</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Department of Health Education, Ministry of Health to ensure children received and returned with safety		<p>2.2 Child and personal belonging obtained for inspection</p> <p>2.3 Grievances and parent instruction information gathered according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>2.4 Health condition and medical prescription information gathered according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>2.5 Child arrival and receiving record</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>updated according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>
			<p>3. Perform Child physical checks</p>	<p>3.1 Prepare child for physical checked according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>3.2 Child temperature taken according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.3 Child body checked according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>3.4 Physical check record presented to supervisor according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>3.5 Usher child to respective group according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			4. Organize child for returning	<p>4.1 Child's personal belongings confirmed according to Child care Centre Regulations 1985</p> <p>4.2 Child's personal belongings placed in child's bag according to Child Care Centre Regulations 1985</p> <p>4.3 Child's log / communication book compiled and updated according to Child Care Centre Regulations 1985 Schedule for returning checked</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.4 Child's attendance book verified according to Child Care Centre Regulations 1985</p>
			<p>5. Handover child to the parent / authorised person</p>	<p>5.1 Parent / authorised person greetings for welcoming</p> <p>5.2 Parent / authorised person to collect the child verified according to Child Act 1984 (Act 308)</p> <p>5.3 Child's handover to parent / authorised person conducted according to Child Act 1984 (Act 308)</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				5.4 Child's handover record updated according to Child Act 1984 (Act 308)
2. Child Grooming		<p>Child Grooming is a process to clean, bathing, titivating, preening, smooth, dress with elaborate care and meticulous hygiene of child.</p> <p>He or she must be focuses on preparing and executing child's bathing and grooming procedures.</p> <p>The person who is competent in this CU shall be able to prepare bathing</p>	1. Prepare bathing area	<p>1.1 Child bath time identified for bathing activities</p> <p>1.2 Baby bathing material identified and arranged for bathing activities</p> <p>1.3 Toddler bathing material identified and arranged for bathing activities</p> <p>1.4 3-4 years old bathing material identified and arranged</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>area, prepare grooming material, prepare water for bathing, perform baby bathing, perform baby massage, perform toddler and 3 – 4 years old bathing and perform child dressing and grooming.</p> <p>The outcome of this competency is to ensure child is cleaned and healthy in accordance with child care centre procedures, Guideline from Department of Health Education, Ministry of Health, Child Care Centre Act 1984 (Act 308), and Regulations 1985</p>	<p>2. Prepare grooming material</p>	<p>2.1 Attire for respective child identified for grooming activities</p> <p>2.2 Attire for respective child arranged for grooming activities</p> <p>2.3 Grooming material for child prepared for grooming activities</p>
			<p>3. Prepare water for bathing</p>	<p>3.1 Condition and water temperature for bath checked according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>3.2 Water level for baby bath checked according to Child</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				Care Centre Act 1984 (Act 308) and Regulation 1985 3.3 Bath shower checked according to Child Care Centre Act 1984 (Act 308) and Regulation 1985
			4. Perform Baby Bathing	4.1 Undress baby for bathing 4.2 Baby's face cleaned according to guideline of baby bathing 4.3 Baby's teeth cleaned according to Guideline Of Early Childhood Oral

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>Healthcare from Oral Health Division, Ministry of Health (MOH)</p> <p>4.4 Baby bathing executed according to guideline of baby bathing, Ministry of Health (MOH)</p> <p>4.5 Baby placed on dry towel and wrapped according to guideline of baby bathing , Ministry of Health (MOH)</p> <p>4.6 Baby bathing checklist updated according to baby bathing procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Perform Baby Massage	5.1 Baby massage materials identified according to Child Care Centre Act 1984 (Act 308) 5.2 Baby massage technique applied according to Child Care Centre Act 1984 (Act 308) 5.3 Baby massage checklist and record updated for reference

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Perform Toddler and 3-4 years old Bathing</p>	<p>6.1 Toddler and 3-4 years old undress checked</p> <p>6.2 Toddler and 3-4 years old teeth cleaned according to Guideline Of Early Childhood Oral Healthcare from Oral Health Division, Ministry of Health (MOH)</p> <p>6.3 Toddler and 3-4 years old child bathing assisted for safe bathing</p> <p>6.4 Toddler and 3-4 years old bathing record updated for reference</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			7. Perform Child Dressing and grooming	7.1 Child grooming area identified for grooming activities 7.2 Baby dried performed with clean towel 7.3 Baby dressed and groomed with clean attire 7.4 Toddler and 3-4 years old dress and groom guided to dress with clean attire
3. Child Meals Serving		Child Meals Serving is a process of prepare and serves breast milk, formula milk and semi solid food by wearing clean garments, use clean utensils and keep	1. Prepare Breast Milk , Formula Milk and Semi Solid Food For Feeding	1.1 Baby feeding time checked for feeding activities 1.2 Feedings for baby identified according baby's requirement

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>their hands clean at all times to ensure those meals are protected from dust, flies, vermin, rodents, and other contamination.</p> <p>He or she is responsible on preparing and executing child's feeding and meals serving in accordance with National Breast Feeding Policy, Guideline for Feeding Infants and Young Children Department of Health (MOH).</p> <p>The person who is competent in this CU shall be able to prepare breast milk, formula milk and semi</p>	<p></p> <p>2. Prepare baby for feeding</p>	<p>1.3 Technique of thawing breast milk applied according to</p> <p>1.4 Technique of formula milk preparation applied according to National Breast Feeding Policy, Guideline for Feeding Infants and Young Children Department of Health (MOH)</p> <p>2.1 Baby feeding area arranged for baby feeding activities</p> <p>2.2 Baby feeding materials prepared for baby feeding activities</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>solid food for feeding, prepare baby for feeding, perform baby feeding and perform toddler and 3 – 4 years old feeding.</p> <p>The outcome of this competency is to ensure child receive a clean and nutritious food in accordance with child care centre procedures, Guideline from Department of Health Education, Ministry of Health, Child Care Centre Act 1984 (Act 308), and Regulations 1985.</p>		<p>2.3 Baby readiness checked</p> <p>2.4 Respective baby's milk identified according to National Breast Feeding Policy, Guideline for the Feeding of Infant and young Children from Nutrition Division, Department of Public Health, Ministry of Health</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Perform Baby feeding</p>	<p>3.1 Baby's feeding technique identified according to National Breast Feeding Policy, Guideline for the Feeding of Infant and young Children from Nutrition Division, Department of Public Health, Ministry of Health</p> <p>3.2 Baby feeding conducted according to the technique in accordance with National Breast Feeding Policy, Guideline for the Feeding of Infant and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>Young Children from Nutrition Division , Department of Public Health, Ministry of Health</p> <p>3.3 Baby feed with semi solid food conducted according to National Breast Feeding Policy, Guideline for the Feeding of Infant and Young Children from Nutrition Division, Department of Public Health, Ministry of Health</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.4 Baby feeding record compiled according to National Breast Feeding Policy, Guideline for the Feeding of Infant and Young Children from Nutrition Division, Department of Public Health, Ministry of Health
			4. Perform Toddlers and 3 – 4 years old feeding	4.1 Toddlers and 3 – 4 years old feeding schedule checked according to Guideline for the Feeding of Infant and Young Children from Nutrition Division,

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p data-bbox="1583 272 1885 412">Department of Public Health, Ministry of Health</p> <p data-bbox="1514 440 1885 959">4.2 Toddlers and 3 – 4 years old feeding performed according to Guideline for the Feeding of Infant and Young Children from Nutrition Division, Department of Public Health, Ministry of Health</p> <p data-bbox="1514 987 1885 1182">4.3 Toddlers and 3 – 4 years old feeding record compiled for reference</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
4. Child Cognitive Developmental Activities		<p>Child Cognitive Developmental Activities is activities to support cognitive skill encompass child's ability to thinking, reasoning, problem solving, logic, imagination, concentration, memory, concept formation, and language related learning abilities.</p> <p>He or she must be focuses on preparing and executing child's cognitive development activities plans.</p> <p>The person who is</p>	1. Prepare cognitive developmental activities	<p>1.1 Child cognitive developmental schedule activities identified according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.2 Child cognitive developmental activities selected according to Developmental Appropriate Practice (DAP) ,Child Care Centre Act 1984 (Act 308) , and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>competent in this CU shall be able to prepare cognitive developmental activities, carry out cognitive developmental activities and prepare child cognitive developmental activities report.</p> <p>The outcome of this competency is to instill a joy of discovery and learning in each child in accordance with Child Care Centre Act 1984 (Act 308), activities and lesson plan, child abilities and needs, Developmental Appropriate Practice (DAP), Child</p>		<p>1.3 Child cognitive developmental activities area identified according to Child Protection Policy (CPP) ,Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Child cognitive developmental activities environment checked according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Protection Policy (CPP) and Occupational, Safety and Health Act 1994 (OSHA)		1.5 Child cognitive developmental activities appropriate tools, equipments and materials (TEM) organised according to Developmental Appropriate Practice (DAP) , Child Care Centre Act 1984 (Act 308) and Regulation 1985
			2. Carry out cognitive developmental activities	2.1 Child brought to activity area conducted according to activities selected and lesson plan



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.2 Child cognitive developmental activities conducted according to activities selected and lesson plan</p> <p>2.3 Child cognitive developmental activities observed according to activities selected and lesson plan</p> <p>2.4 Child cognitive developmental activity evaluated according to objective of lesson plan</p> <p>2.5 Child to clean up activity area performed according to lesson plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.6 Child cognitive developmental activities recorded and reported according to Child Protection Policy (CPP) and Child Care Act 1984 (Act 308)</p>
			<p>3. Prepare child cognitive developmental activities report</p>	<p>3.1 Child progress recorded and updated checked according to Child Care Act 1984 (Act 308)</p> <p>3.2 Child cognitive developmental activities modified according to child abilities and needs</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				3.3 Child progress report compiled for reference
5. Child Language Developmental Activities		<p>Child language developmental activities are activities to support child's ability to communicate and understand feelings. It also supports thinking and problem-solving, and developing and maintaining relationships.</p> <p>He or she must be focuses on preparing and executing child's language development activities plans.</p>	1. Prepare Language developmental activities	<p>1.1 Child Language developmental schedule activities identified according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.2 Child Language developmental activities selected according to Developmental Appropriate Practice (DAP) ,Child Care Centre Act 1984 (Act 308) , and Regulation</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The person who is competent in this CU shall be able to prepare language developmental activities, carry out language developmental activities and prepare child language developmental activities report.</p> <p>The outcome of this competency is to provide opportunities for children to have fun with language and to develop verbal skills in accordance with Child Care Centre Act 1984 (Act 308), activities selected and lesson plan, child abilities</p>		<p>1985</p> <p>1.3 Child Language developmental activities area identified according to Child Protection Policy (CPP) ,Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Child Language developmental activities environment checked according to Child Care Centre Act 1984 (Act 308) and Occupational, Safety and Health Act 1994 (OSHA)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		and needs, Developmental Appropriate Practice (DAP), Child Protection Policy (CPP) and Occupational, Safety and Health Act 1994 (OSHA)		1.5 Child Language developmental activities appropriate tools, equipments and materials (TEM) organised according to Developmental Appropriate Practice (DAP) and Child Care Centre Act 1984 (Act 308)
			2. Carry out Language developmental activities	2.1 Child brought to activity area conducted according to activities selected and lesson plan 2.2 Child Language developmental

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>activities conducted according to activities selected and lesson plan</p> <p>2.3 Child Language developmental activities observed according to activities selected and lesson plan</p> <p>2.4 Child Language developmental activity evaluated according to objective of lesson plan</p> <p>2.5 Child to clean up activity area performed according to lesson plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.6 Child Language developmental activities recorded and reported according to Child Protection Policy (CPP) , Child Care Act 1984 (Act 308) and Regulation 1985</p>
			<p>3. Prepare child Language developmental activities report</p>	<p>3.1 Child progress recorded and updated checked according to Child Care Act 1984 (Act 308) and Regulation 1985</p> <p>3.2 Child Language developmental activities modified</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>according to child abilities and needs</p> <p>3.3 Child progress report compiled for reference</p>
6. Child Physical Developmental Activities		<p>Child physical developmental activities is activities to support child ability to move their bodies, hands, feet and fingers and use their senses and movements to explore the world around them. This includes control over muscles, physical coordination, and ability to sit and stand.</p> <p>He or she must be focuses</p>	1. Prepare physical developmental activities	<p>1.1 Child physical developmental schedule activities identified according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.2 Child physical developmental activities selected according to Developmental Appropriate Practice (DAP) ,Child Care</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>on preparing and executing child's physical development activities plans.</p> <p>The person who is competent in this CU shall be able to prepare physical developmental activities, carry out physical developmental activities and prepare child physical developmental activities report.</p> <p>The outcome of this competency is to provide opportunities for children to participate in and</p>		<p>Centre Act 1984 (Act 308) , and Regulation 1985</p> <p>1.3 Child physical developmental activities area identified according to Child Protection Policy (CPP) ,Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Child physical developmental activities environment checked according to Child Care Centre Act 1984 (Act 308) and Occupational, Safety and Health Act 1994</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>experiment with various physical activities in accordance with Child Care Centre Act 1984 (Act 308), activities selected and lesson plan, child abilities and needs, Developmental Appropriate Practice (DAP), Child Protection Policy (CPP) and Occupational, Safety and Health Act 1994 (OSHA)</p>		<p>(OSHA)</p> <p>1.5 Child physical developmental activities appropriate tools, equipments and materials (TEM) organised according to Developmental Appropriate Practice (DAP) and Child Care Centre Act 1984 (Act 308)</p>
			<p>2. Carry out physical developmental activities</p>	<p>2.1 Child brought to activity area conducted according to activities selected and lesson plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.2 Child physical developmental activities conducted according to activities selected and lesson plan</p> <p>2.3 Child physical developmental activities observed according to activities selected and lesson plan</p> <p>2.4 Child physical developmental activity evaluated according to objective of lesson plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.5 Child to clean up activity area performed according to lesson plan</p> <p>2.6 Child physical developmental activities recorded and reported according to Child Protection Policy (CPP) and Child Care Act 1984 (Act 308)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare child physical developmental activities report	3.1 Child progress recorded and updated checked according to Child Care Act 1984 (Act 308) and Regulation 1985 3.2 Child physical developmental activities modified according to child abilities and needs 3.3 Child progress report compiled for reference

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. Child Socio Emotional Developmental Activities		Child socio emotional developmental activities is a process of supporting child to learn how to approach other child, how to negotiate issues, how to take turns, and how to communicate effectively. Social emotional development is a fundamental part of a child's overall health and well-being, as it both reflects and impacts upon the developing brain's wiring and function. Social emotional development is sometimes called early childhood mental health or infant mental health. It's	1. Prepare Socio Emotional Developmental Activities	1.1 Child socio emotional developmental schedule activities identified according to Child Care Centre Act 1984 (Act 308) and Regulation 1985 1.2 Child socio emotional developmental activities selected according to Developmental Appropriate Practice (DAP) ,Child Care Centre Act 1984 (Act 308) , and Regulation 1985

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>within the first few years of life sets a precedent and prepares children to be self-confident, trusting, empathic, intellectually inquisitive, competent in using language to communicate, and capable of relating well to others.</p> <p>He or she must be focuses on preparing and executing child's Socio Emotional development activities plans.</p> <p>The person who is competent in this CU shall</p>		<p>1.3 Child socio emotional developmental activities area identified according to Child Protection Policy (CPP) ,Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Child socio emotional developmental activities environment checked according to Occupational, Safety and Health Act 1994 (OSHA), Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>be able to prepare socio emotional developmental activities, carry out socio emotional developmental activities and prepare child socio emotional developmental activities report.</p> <p>The outcome of this competency is to promote each child's feeling of self worth, individuality and capability in accordance with Child Care Centre Act 1984 (Act 308), activities selected and lesson plan, child abilities and needs, Developmental Appropriate Practice (DAP), Child</p>	<p>2. Carry out socio emotional developmental activities</p>	<p>1.5 Child socio emotional developmental activities appropriate tools, equipments and materials (TEM) organised according to Developmental Appropriate Practice (DAP) and Child Care Centre Act 1984 (Act 308) Regulation 1985</p> <p>2.1 Child brought to activity area conducted according to activities selected and lesson plan</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Protection Policy (CPP) and Occupational, Safety and Health Act 1994 (OSHA)		<p>2.2 Child socio emotional developmental activities conducted according to activities selected and lesson plan</p> <p>2.3 Child socio emotional developmental activities observed according to activities selected and lesson plan</p> <p>2.4 Child socio emotional developmental activity evaluated according to objective of lesson plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.5 Child to clean up activity area performed according to lesson plan</p> <p>2.6 Child socio emotional developmental activities recorded and reported according to Child Protection Policy (CPP) and Child Care Act 1984 (Act 308) and Regulation 1985</p>
			<p>3. Prepare child socio emotional developmental activities report</p>	<p>3.1 Child progress recorded and updated checked according to Child Care Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.2 Child socio emotional developmental activities modified according to child abilities and needs</p> <p>3.3 Child progress report compiled for reference</p>
8. Child Holistic Developmental Activities		<p>Child holistic development activities are a process of supporting child to learn about normal physiological development of skills and knowledge. Numerous factors, such as social and cultural environments, physical environments, and the spiritual beliefs of parents and child care provider all influence early</p>	1. Prepare holistic developmental activities	<p>1.1 Child holistic developmental schedule activities identified according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.2 Child holistic developmental activities selected according to Developmental</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>childhood development.</p> <p>He or she must be focuses on preparing and executing child's holistic development activities plans.</p> <p>The person who is competent in this CU shall be able to prepare holistic developmental activities, carry out holistic developmental activities and prepare child holistic developmental activities report.</p> <p>The outcome of this competency is to provide</p>		<p>Appropriate Practice (DAP) ,Child Care Centre Act 1984 (Act 308) , and Regulation 1985</p> <p>1.3 Child holistic developmental activities area identified according to Child Protection Policy (CPP) ,Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>1.4 Child holistic developmental activities environment checked according to Child Care Centre Act 1984 (Act 308) and</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>opportunities for children to participate and experiment with various holistic developmental activities in accordance with Child Care Centre Act 1984 (Act 308), activities selected and lesson plan, child abilities and needs, Developmental Appropriate Practice (DAP), Child Protection Policy (CPP) and Occupational, Safety and Health Act 1994 (OSHA)</p>		<p>Occupational, Safety and Health Act 1994 (OSHA)</p> <p>1.5 Child physical developmental activities appropriate tools, equipments and materials (TEM) organised according to Developmental Appropriate Practice (DAP) and Child Care Centre Act 1984 (Act 308)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			2. Carry out holistic developmental activities	2.1 Child brought to activity area conducted according to activities selected and lesson plan 2.2 Child holistic developmental activities conducted according to activities selected and lesson plan 2.3 Child holistic developmental activities observed according to activities selected and lesson plan

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.4 Child holistic developmental activity evaluated according to objective of lesson plan</p> <p>2.5 Child to clean up activity area performed according to lesson plan</p> <p>2.6 Child holistic developmental activities recorded and reported according to Child Protection Policy (CPP) , Child Care Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Prepare child holistic developmental activities report	3.1 Child progress recorded and updated checked according to Child Care Act 1984 (Act 308) and Regulation 1985 3.2 Child holistic developmental activities modified according to child abilities and needs 3.3 Child progress report compiled for reference
9. Child Sleeping And Resting		Child sleeping and resting is a process of suspension of the voluntary exercise of the powers of the body and mind, naturally recurring state characterized by	1. Prepare conducive environment for sleep and rest	1.1 Conducive environment selected for sleep and rest 1.2 Conducive environment checked for sleep and rest



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>reduced or absent consciousness, relatively suspended sensory activity, apathy of the organs of sense and inactivity of nearly all voluntary muscles</p> <p>He or she must be focuses on preparing and executing child's sleeping and resting procedures</p> <p>The person who is competent in this CU shall be able to prepare conducive environment for sleep and rest, prepare baby for sleep, prepare toddler and 3 – 4 years old sleep and rest, and conduct</p>	<p></p> <p>2. Prepare baby for sleep</p>	<p>1.3 Tools, equipments and materials (TEM) identified for sleep and rest</p> <p>1.4 Child's sleep and rest area arranged according to child' requirement</p> <p>2.1 Baby sleep routine schedule identified according to Child Care Centre Act 1984 (Act 308) and others related regulatory bodies</p> <p>2.2 Baby cleaned and dressed according to Child Care Centre Act</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>sleep and rest for child.</p> <p>The outcome of this competency is to establish good sleep habits in accordance with child care centre procedures, Guideline from Department of Health Education, Ministry of Health, Child Care Centre Act 1984 (Act 308), and Child Care Centre Regulations 1985 to.</p>	<p>3. Prepare toddler and 3 – 4 years old for sleep and rest</p>	<p>1984 (Act 308) and others related regulatory bodies</p> <p>3.1 Toddler and 3 – 4 years old sleep procedures applied according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>3.2 Toddler and 3 – 4 years old sleep record updated according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Conduct sleep and rest for child</p>	<p>4.1 Child sleep and rest procedures identified according to the guidelines for sleep for infants and young children, Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>4.2 Child sleep and rest procedures applied according to the guidelines for sleep for infants and young children, Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.3 Child sleep and rest monitored according to the guidelines for sleep for infants and young, Child Care Centre Act 1984 (Act 308) and Regulation 1985</p> <p>4.4 Child sleep record updated according to Child Care Centre Act 1984 (Act 308) and Regulation 1985</p>
10.Child Guidance		Child Guidance is a process of advice, counselling and managing children behaviour by the reeducation, therapeutic treatment, or study of	1. Assess child behaviour	1.1 Child behaviour determined according to knowledge of child behaviour development

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>children with emotional and behavioral problems and know how to handle every situation. Normal behaviour in children depends on the child's age, personality, physical and emotional development. Normal or good behaviour is usually determined by whether it's socially, culturally and developmentally appropriate</p> <p>He or she must be focuses on monitoring and executing child's behaviour guidance</p> <p>The person who is</p>		<p>1.2 Checklist of child misbehaviour and its causes compiled according to child behaviour development</p> <p>1.3 Child good behaviour complemented according to child behaviour development</p> <p>1.4 Child acceptable and non-acceptable behaviour guided according child behaviour development</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>competent in this CU shall be able to assess child behaviour, conduct child guidance and evaluate the effectiveness of child guidance plan.</p> <p>The outcome of this competency is to promote children's self-control, teach children responsibility and help children make thoughtful choices as required by Child Act 2001 (Act 611), child behaviour development, child acceptable and non-acceptable guidance requirements, the child's behaviour needs,</p>	<p>2. Conduct child guidance</p>	<p>1.5 Child acceptable and non-acceptable assessment report presented to superior</p> <p>2.1 Child behaviour identified according to Child Act 2001 (Act 611)</p> <p>2.2 Child guidance plan identified according to Child Act 2001 (Act 611)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Convention on Right of the child (CRC) and child care centre.		<p>2.3 Child guidance, methods, procedures and techniques executed according to planned child guidance, Child Act 2001 (Act 611)</p> <p>2.4 Child guidance, methods, procedures and techniques recorded according to planned child guidance, Child Act 2001 (Act 611)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Evaluate The Effectiveness Of Child Guidance Plan	<p>3.1 Child guidance evaluation executed according to child behaviour development</p> <p>3.2 Child's self reflection on behaviour guided according to Child Act 2001 (Act 611), and child behaviour development</p> <p>3.3 Recommendation for improvement presented to parents/ superior according to Child Act 2001 (Act 611) and Convention on Right of the child (CRC)</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.4 Ineffective child guidance technique revised according to the child's behaviour needs</p> <p>3.5 Revised child guidance technique conducted according to the child's behaviour needs</p>
11. Child Caring Services		<p>Child Caring Services is process of establishing a good relations and feeling concern between the child care provider and children.</p> <p>He or she must focuses on meals preparation, health,</p>	1. Prepare Child meals	1.1 Child's menu displayed according to Dietary Needs of Children, Food safety Policy by Ministry of Health (MOH), Food Handling Policy by Ministry of Health (MOH) and

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>safety, parental/community involvement activities and report</p> <p>The person who is competent in this CU shall be able to prepare child meals, handle child health, hygiene, safety and security, carry out parental and community involvement activities and prepare child care report.</p> <p>The outcome of this competency is to built good relationship with childcare provider, children, parent and community by Child Care Centre Act 1984 (Act</p>		<p>Guidelines for the Feeding of Infants and Young Children by Nutrition Division, Department of Public Health, Ministry of Health (MOH)</p> <p>1.2 Freshness of meals and cleanliness practise of meal preparation complied according to Food Handling Policy by Ministry of Health (MOH)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>308), Child Act 2001 (Act 611), Child Care Centre Regulation 1985, Dietary Needs of Children, Food safety Policy by Ministry of Health (MOH), Food Handling Policy by Ministry of Health (MOH), Guidelines for the Feeding of Infants and Young Children by Nutrition Division, Department of Public Health, Ministry of Health (MOH), Occupational, Safety and Health Act 1994 (OSHA) and Convention on Right of the Child (CRC) requirement</p>		<p>1.3 Food groups, variation and portions identified according to Guidelines for the Feeding of Infants and Young Children by Nutrition Division, Department of Public Health, Ministry of Health (MOH)</p> <p>1.4 Feeding and meals preparation performed according to Dietary Needs of Children, Food safety Policy by Ministry of Health (MOH), Food Handling Policy by Ministry of Health (MOH), and Guidelines for the</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>Feeding of Infants and Young Children by Nutrition Division, Department of Public Health, Ministry of Health (MOH)</p> <p>1.5 Feeding and meals intake performed according to Dietary Needs of Children, Food safety Policy by Ministry of Health (MOH), Food Handling Policy by Ministry of Health (MOH), and Guidelines for the Feeding of Infants and Young Children by Nutrition Division, Department of Public</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>Health, Ministry of Health (MOH)</p> <p>1.6 Feeding and meals intake recorded according to Dietary Needs of Children, Food safety Policy by Ministry of Health (MOH), Food Handling Policy by Ministry of Health (MOH), and Guidelines for the Feeding of Infants and Young Children by Nutrition Division, Department of Public Health, Ministry of Health (MOH)</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>2. Handle Child Health, Hygiene , Safety And Security</p>	<p>2.1 Child health, hygiene, safety and security daily check performed according to Child Care Centre Act 1984 (Act 308), Occupational, Safety and Health Act (OSHA) 1994 requirement</p> <p>2.2 Notices on health, hygiene, safety, emergency and security procedures displayed according to Child Care Centre Act 1984 (Act 308), Occupational, Safety and Health Act 1994</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>(OSHA) requirement</p> <p>2.3 Signs of common illnesses and infection observed and identified according to Child Care Centre Act 1984 (Act 308) and Public Health, Ministry of Health (MOH)</p> <p>2.4 Common illnesses and infection attended according to Child Care Centre Act 1984 (Act 308) and Public Health, Ministry of Health (MOH)</p> <p>2.5 Child with minor injuries attended according to Child Care Centre Act 1984</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>(Act 308), Occupational, Safety and Health Act 1994 (OSHA) requirement</p> <p>2.6 Administration of care (treatment and medication) conducted in accordance with instructions provided by parents and requirement of the condition</p> <p>2.7 Facilities areas regularly maintained according to Child Care Centre Act 1984 (Act 308), Occupational, Safety and Health Act 1994 (OSHA) requirement</p>



CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.8 Facility area, child health, hygiene, safety and security record updated according to Child Care Centre Act 1984 (Act 308), Occupational, Safety and Health Act 1994 (OSHA) requirement</p>
			<p>3. Carry Out Parental and community involvement activities</p>	<p>3.1 Parents, families and community particulars and their respective characteristics documented according to Child Care Centre Regulations 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.2 Parental and community activities schedule determined according to Child Care Centre Regulations 1985</p> <p>3.3 Parental and community activities tools determined according to Child Care Centre Regulations 1985</p> <p>3.4 Parental and community activities equipment determined according to Child Care Centre Regulations 1985</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.5 Parental and community activities materials determined according to Child Care Centre Regulations 1985</p> <p>3.6 Parental and community planned activities performed according to activities requirement and Convention on Right of the Child (CRC)</p> <p>3.7 Special care for special needs children during parental and community activities attended</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>3.8 Feedback on parental and community activities updated according to Convention on Right of the Child (CRC)</p>
			<p>4. Prepare child care report</p>	<p>4.1 Types of record / checklist determined  4.2 Record / checklist updated  4.3 Child care report presented to superior and parents</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
12. Child With Learning Disabilities Inclusion		<p>Child with learning disabilities inclusion is process of placement of child with learning disabilities in regular classes for all or nearly the entire child care centre; mainstreaming is often associated with sending a child with learning disabilities from a special education class to a regular class for specified periods. Although in some inclusion models child with learning disabilities are mainstreamed only part of the day, child with learning disabilities in full inclusion</p>	1. Perform Meals serving	<p>1.1 Utensil, tools, equipment and materials for feeding and meals serving determined according to Guideline for the Feeding of Infant and Young Children from Nutrition Division, Department of Public Health, Ministry of Health</p> <p>1.2 Children with special needs feeding and meals serving procedures determined according to Individualized Education Program</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>programs remain in the general classroom for the entire day</p> <p>He or she must be focuses on meals preparation and developmental activities of learning disabilities children</p> <p>The person who is competent in this CU shall be able to perform meals serving, and carry out developmental activities.</p> <p>The outcome of this competency is to ensure child with learning disabilities getting same care like other child according to Guideline from</p>		<p>(IEP), Guideline for the Feeding of Infant and young Children from Nutrition Division, Department of Public Health, Ministry of Health</p> <p>1.3 Child meals preparation conducted according to Guideline for the Feeding of Infant and Young Children from Nutrition Division, Department of Public Health, Ministry of Health and child care centre procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		Department of Health Education, Ministry of Health, Child Care Centre Act 1984 (Act 308), Child Care Centre Regulations 1985 and Convention on Right of the child (CRC)	2. Carry Out Developmental activities	1.4 Child food intake record presented to supervisor  2.1 Developmental activities selected according to Convention on Right of the child (CRC) and Individualized Education Program (IEP)  2.2 Developmental activities performed according to Convention on Right of the child (CRC) and Individualized Education Program (IEP)

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>2.3 Developmental activities check list recorded according to Convention on Right of the child (CRC) and Individualized Education Program (IEP)</p> <p>2.4 Developmental activities evaluated according to Convention on Right of the child (CRC) and Individualized Education Program (IEP)</p> <p>2.5 Child progress report presented to superior and parents</p>