

Training delivery

The Learning Guide

The learning guide for *CHCECE005 Provide care for babies and toddlers* is a comprehensive document which captures best practice and the essential skills and knowledge required by the CHC training package. The learning guide is designed to be used in conjunction with Enriching Futures training and assessment tools, including unit specific PowerPoints, session plans, and assessment materials (refer to *Enriching Futures Assessor Kit*)

Learners will be inspired by the colourful layout and visuals which bring the content to life to deliver an engaging learning experience. The resources are designed with real life scenarios and meaningful practical tasks to reinforce knowledge and encourage in-depth reflection.

A key displaying clear symbols is located throughout the resource to allow the learner to navigate easily around the guide, describe the type of action they are required to complete, and highlight the links to relevant documentation.

Each learning guide has been reviewed externally by early childhood sector representatives and VET industry specialists and mapped to ensure criteria and elements of the qualification have been met.

Session plans

Session plans that are specific to each unit of competency are designed to provide the trainer with a framework to guide the delivery of all content and provide learning opportunities for all learners.

The *CHCECE005 Provide care for babies and toddlers* training program contains a Delivery Schedule Summary and 7 separate Session Plans which incorporates a range of delivery methods. These include:

- facilitator led discussions
- facilitator led group discussions
- small group tasks
- independent reading
- task simulations
- small group projects

As a trainer you will need to be competent in the delivery of all training methods listed, as omitting a task or activity may compromise the validity and sufficiency elements of the training program. Reference is made to assessment activities; however more detailed information is available in the *Enriching Futures CHCECE005 Provide care for babies and toddlers Assessor Instruction Guide* and the assessment tools.

Each individual session plan contains the following components:

- Objectives: outlining what the learning outcomes of the session will be for the learner
- Required resources: reference to specific PowerPoint slides, the Learning Guide and other relevant documents
- Activities: types of activities to be undertaken throughout the session with / by the learner
- Mapping: demonstrates where in the Unit of Competency the learning is outlined
- Training strategies: methods of delivery for the trainer to use to engage the learners and cover the required theory / knowledge and skills to meet the session outcomes

Symbols that you will encounter throughout this workbook:

 TASK	Indicates that there is a task for you to complete	 MTOF	Indicates a link to <i>My Time, Our Place: Framework for School Age Care in Australia</i>
 NQS	Indicates a link to the <i>National Quality Standard</i>	 UNCRRC	Indicates a link to the United Nations (UN) <i>Convention on the Rights of the Child</i>
 REGULATIONS	Indicates a link to the <i>Education and Care Services National Regulations</i>	 COE	Indicates a link to the Early Childhood Australia (ECA) <i>Code of Ethics</i>
 EYLF	Indicates a link to <i>Belonging, Being & Becoming: The Early Years Learning Framework for Australia</i>		

Some important acronyms to be aware of:

ECEC: Early Childhood Education and Care	NQF: National Quality Framework
EC: Education and Care	NQS: National Quality Standard
EYLF: Early Years Learning Framework for Australia	SAEC: School Age Education and Care
MTOF: My Time, Our Place: Framework for School Age Care in Australia	UNCRRC: United Nations Convention on the Rights of the Child

CHCECE005 - Session Plan 1			
Session Name: Introduction to providing care for babies and toddlers			
Suggested time: 4 hours			
Objectives	Resources	Activity	Mapping
<ol style="list-style-type: none"> 1. Develop introductory knowledge on working with babies and toddlers in regulated education and care settings 2. Understand the definition of a baby and toddler and identify their needs 3. Identify different cues and interpret what these mean 4. Access relevant guiding documents 	PowerPoint Slides (1-3) CHCECE005 EYLF (p.12, 20, 21) ECA Vignette - Engaging with babies and toddlers	<ul style="list-style-type: none"> • Video viewing and group discussion • Large group reflection 	Practical evidence Knowledge evidence Performance criteria 5.8
Training Strategies			Recommended time (minutes)
<ul style="list-style-type: none"> • Introduce to learners the Enriching Futures training resource <i>CHCECE005 Provide care for Babies and Toddlers</i>. • Facilitator led discussion on assessment requirements including written and practical components. Recognition of prior learning (RPL) may be discussed with individual Learners. • Facilitator led discussion on: <ul style="list-style-type: none"> • Learners previous experience with babies and toddlers • definition of a baby and toddler • image of the child • providing education and care for babies and toddlers • cues • Activity- videodiscussion • Activity- large group reflection • Accessing guiding documents (EYLF) • Independent reading (CHCECE005) 			20 40 80 30 20 20 30

Sample Session Plan

Resources and materials

A list of required resources is included to ensure trainers are aware of all materials learners will need to access in order to complete the tasks and learning activities.

Note: *CHCECE005 Provide care for babies and toddlers* requires knowledge of and skill development in changing a baby's nappy. Specific resources will be required for learners to complete this task / activity such as dolls, disposable nappies, paper towel etc. This is outlined within the relevant session plan.

Suggested timing

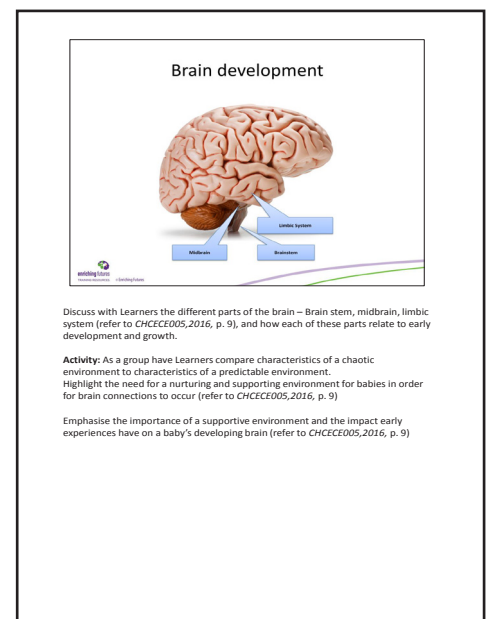
Each session plan indicates a suggested time for delivery. This is to be used as a guide only and each RTO / Trainer is required to ensure the Volume of Learning has been addressed sufficiently to meet the required learning outcome. Refer to the *Enriching Futures Trainer Guide* for more information on Volume of Learning.

PowerPoint presentation

The PowerPoint presentation is designed to support the trainer in the delivery of the training program. Thoughtful design to minimise the number of slides and the amount of information contained within the slides, ensures that learners engage in active learning to reach the required session outcomes, and prepare for assessment activities.

Each slide provides the trainer with additional notes to explain the intent of the slide, a description of each training activity to be undertaken and links to the Learner Guide and relevant documents.

All theoretical content is contained within the *Enriching Futures CHCECE005 Provide care for babies and toddlers Learning Guide* and it is recommended trainers familiarise themselves with this document prior to delivery. This will ensure the information, discussion and activities link closely to current best practice and research knowledge.



Sample PowerPoint slide