



Assessment Task Notification

RICHMOND RIVER HIGH CAMPUS

Task Number	2	Task Name	Children's Services Pamphlet
Course	Exploring Early Childhood	Faculty	PDHPE
Teacher	Nicole Ellis	Head Teacher	John Eakin
Issue date	7 th May 2024	Due date	Friday 7 th June 2024 Term 2, Week 6
Focus (Topic)	Core 2 Children's Services	Task Weighting	35%

Outcomes

<p>2.1 analyses issues relating to the appropriateness of a range of services for different families</p> <p>2.4 analyses the role of a range of environmental factors that have an impact on the lives of young children</p> <p>4.1 demonstrates appropriate communication skills with children and/or adults</p>

Task Description

<p>This task requires students to complete a 1-2 day workplace experience in a childcare setting. Students are required to investigate and observe the programs, policies and procedures of the centre as outlined in the task description of this assessment notification. Students are encouraged to assist in the programs where possible. They will then create an information pamphlet that could be given to parents interested in using the service.</p> <p>Examples of activities students may undertake in their workplace experience include: assisting with set up and running of play experiences, reading, communicating with children, enforcing safety expectations, encouraging and maintaining the cleanliness of children and the learning environment.</p> <p style="text-align: center;">SUITABLE TYPES OF CHILDREN'S SERVICES</p> <ul style="list-style-type: none"> ● Long day care ● Aboriginal Childcare ● Before and After School Care ● Preschools ● Hospital Services ● Creche ● Early Intervention Programs ● Short Day care ● Occasional Care ● Supported Playgroups ● Neighbourhood Children's Centres ● Extended Hours Care ● Family Day Care ● Multicultural Services
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Work Placement Administration

Students and parents/guardians must sign and return the following notes by: 14/05/2024

- The school permission note (Work experience EOI)
- Work experience paperwork. Must be completed before commencement of placement.

Practicum Experience (15 marks)

- Students are expected to arrive between 8.30am - 9am and will be dismissed at 3pm. (or as agreed with the childcare setting)
- Upon arrival introduce yourself to the child care facility staff members. You must give your supervisor the appropriate evaluation form which you will collect at the end of the day.
- Students must wear full RRHC uniform. Including hair tied back and minimal makeup. Students may choose to take an old shirt or a paint smock to put over their uniform for messy activities.
- Students MUST take a hat to wear for outdoor play time. Wearing a hat will set a good example for the children. Complying with the centre's sun safe policy is essential.
- Childcare centres are asthma/allergen free zones. Students must not wear scented perfume and/or deodorant. Roll on antiperspirant is acceptable.
- Students are required to pack their own recess and lunch. Students must not pack high allergen foods e.g. NUTS or EGGS.
- Mobile phones are NOT to be used at any point during your placement. They must remain in your bag.
- If you are sick or unable to attend your placement, you or a parent must ring the preschool/daycare centre as well as RRHC to let them know that you are unable to attend. The phone call should be made before 9am.



<https://www.layoutready.com/Microsoft-Word-Templates/Flyer-Ads/Preschool-Kids-Day-Care-Flyer-Ad-Templates-ET0020701D.aspx>

Child Services Pamphlet (20 marks)

Your pamphlet should include information about the type of children's service you have chosen, the policies and programs within the service, costs associated, and visual images to support your information.

1. **Describe** the type of children's service you are researching.
2. **Explain** how the programs run by the service benefit children's development.
3. **Outline** policies and procedures the service abides by e.g. Sun safety.
4. **Identify** the costs associated to use the service and any government subsidies.
5. **Construct** an appealing pamphlet promoting the children's service provided including 1-4 above as well as:
 - The name of the children's service
 - The qualifications of service providers
 - A map of where the service is located within the local area.



<https://www.pinterest.com.au/pin/343751384031390372/>

Assessment Criteria

You will be assessed on your ability to:

- Organise and satisfactorily complete work experience in a suitable childcare setting.
- Research and complete all components of the children's services pamphlet. Extremely relevant pictures and/or diagrams including a map should be included.
- Describe, providing the characteristics and features of the chosen children's service you attend and research.
- Provide an extensive explanation which clearly relates cause and effect of how the programs run by the service may benefit children's development.
- Clearly outline 4-5 policies and/or procedures the children's service abides by.
- Identify by clearly recognising and naming the costs associated with the chosen children's service.
- Constructs a pamphlet that extensively promotes the children's service selected in a clear and logical way.
- Extensively provides all required information including the qualifications of the service providers.
- Extensively provides relevant visual images including a map of where the service is located within the local area.

Marking Guidelines

1. Describe the type of children's service you are researching.	Marks
<ul style="list-style-type: none"> Provides most of the characteristics and features of the chosen children's service Provides mostly relevant examples Provides mostly relevant visual images 	3
<ul style="list-style-type: none"> Provides some of the characteristics and features of the chosen children's service Provides some relevant examples Provides some visual images 	2
<ul style="list-style-type: none"> Lists some of the features of the chosen children's service May or may not provide examples May or may not use visual images 	1

2. Explain how the programs run by the service benefit children's development.	Marks
<ul style="list-style-type: none"> Provides an extensive explanation which clearly relates cause and effect of how the programs run by the service may benefit children's development Provides extremely relevant examples Provides extremely relevant visual images 	5
<ul style="list-style-type: none"> Provides an explanation which relates cause and effect of how the programs run by the service may benefit children's development Provides mostly relevant examples Provides one or more relevant visual image/s 	4
<ul style="list-style-type: none"> Provides an explanation that may show cause and or effect of how the programs run by the service may benefit children's development Provides one or more somewhat relevant example/s Provides one or more somewhat relevant visual image/s 	3
<ul style="list-style-type: none"> Provides a description of how the service may benefit children's development May or may not use examples May or may not use visual images 	2
<ul style="list-style-type: none"> Lists some features of how the service may benefit children's development May or may not use examples May or may not use visual images 	1

3. Outline policies and procedures the service abides by e.g. Sun safety.	Marks
<ul style="list-style-type: none"> Clearly outlines 4-5 policies and/or procedures the children's service abides by Demonstrates a sound understanding of policies and procedures in children's services 	5
<ul style="list-style-type: none"> Outlines 4-5 policies and/or procedures the children's service abides by Demonstrates an understanding of policies and procedures in children's services 	4
<ul style="list-style-type: none"> Outlines 2-3 policies and/or procedures the children's service abides by <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Sketches in general terms 4-5 policies and/or procedures the children's service abides by Demonstrates some understanding of policies and procedures in children's services 	3
<ul style="list-style-type: none"> Sketches in general terms 1-2 policies and/or procedures the children's service abides by May or may not demonstrate an understanding of policies and procedures in children's services 	1-2

4. Identify the costs associated to use the service and any government subsidies.	Marks
<ul style="list-style-type: none"> Clearly recognises and names the costs associated with the chosen children's service. Clearly recognises and names any government subsidies associated with the chosen children's service 	2
<ul style="list-style-type: none"> Lists some of the costs associated with the chosen children's service OR Lists some government subsidies associated with the chosen children's service 	1

5. Construct an appealing pamphlet promoting the children's service provided.	Marks
<ul style="list-style-type: none"> Constructs a pamphlet that extensively promotes the children's service selected. Pamphlet is presented in a clear and logical way Extensively provides all required information including the qualifications of the service providers Extensively provides relevant visual images including a map of where the service is located within the local area. 	5
<ul style="list-style-type: none"> Constructs a pamphlet that thoroughly promotes the children's service selected. Pamphlet is presented in a logical way Thoroughly provides all required information including the qualifications of the service providers Thoroughly provides relevant visual images including a map of where the service is located within the local area. 	4
<ul style="list-style-type: none"> Constructs a pamphlet that soundly promotes the children's service selected. Pamphlet is presented in a mostly logical way Provides most of the required information. May or may not include the qualifications of the service providers Provides some relevant visual images including a map of where the service is located within the local area. 	3
<ul style="list-style-type: none"> Constructs a pamphlet that promotes the children's service selected to an elementary level. Pamphlet may or may not be presented in a logical way. 	2
<ul style="list-style-type: none"> Provides some of the required information. May or may not include the qualifications of the service providers May or may not include visual images including a map of where the service is located within the local area. 	1

6. Complete a 1-2 day workplace experience in a childcare setting.	Marks
<ul style="list-style-type: none"> Satisfactorily completes the workplace experience in a suitable childcare setting. 	15
<ul style="list-style-type: none"> Workplace experience in a suitable childcare setting is not completed. 	0

Overall Mark	/35
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Feedback