

Introduction**What is this unit about?**

This unit is about everyday administration of provision designed to support children's care, learning and development. The unit is appropriate for a small-scale setting as well as other types of setting.

Who is this unit for?

This unit is for you if you have supervisory responsibilities in a setting or service whose main purpose is to support the care, learning and development of children in partnership with their families.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Content of unit

The elements are:

1. Maintain access procedures
2. Collect and store information
3. Administer budgets and financial arrangements, according to the procedures of the setting
4. Operate systems for the supply of materials and equipment
5. Supervise the work of others

Place in the NVQ/SVQ framework

This unit is a group 2 option unit in the Level 3 NVQ/SVQ in Children's Care, Learning and Development.

Links to Key and Core Skills

This unit may provide evidence for the following:

Key Skills	Core Skills
Communication: 3.2, 3.3	Communication: Intermediate 2
Working with Others: 3.1, 3.2, 3.3	Working with Others: Intermediate 2
Problem Solving: 3.1, 3.2, 3.3	Problem Solving: Intermediate 2
Application of Number: 2.1, 2.2, 2.3	Application of Number: Intermediate 1

What we mean by some of the words used in this unit

Information	This would include contact details of staff, volunteers and other adults who may have contact with children, records of visitors, all information required by legislation, regulation and setting procedures
Budgets	Financial planning for income and expenditure

CCLD 328**Administer provision within the childcare setting**

<u>The National Standard</u>	
<u>Element CCLD 328.1</u>	<u>Maintain access procedures</u>
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Answer enquiries about access promptly and courteously, following organisational procedures 2. Collect the necessary information about the children and their families 3. Record this information and pass on to responsible colleagues (or those to whom you report and are accountable) clearly and fully 4. Provide clear and accurate information about access to the person enquiring 	

<u>The National Standard</u>	
<u>Element CCLD 328.2</u>	<u>Collect and store information</u>
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Make sure information is complete, legible and up-to-date 2. Store information securely but in a way which allows it to be quickly found and retrieved 3. Restrict access to information according to the agreements on confidentiality and organisational and legal requirements 4. Promptly provide information to authorised people and agencies when necessary 	

<u>The National Standard</u>	
<u>Element CCLD 328.3</u>	<u>Administer budgets and financial arrangements according to the procedures of the setting</u>
Performance criteria	
This is the national standard which you must meet:	
<ol style="list-style-type: none"> 1. Clarify and identify the available budget and the limits of your discretion and financial responsibility 2. Comply with the setting's budgetary requirements 3. Use financial resources effectively and efficiently 4. Share information about budgets with colleagues 5. Make sure expenditure is made only as authorised and agreed 6. Collect money and make payments, according to procedures of the setting 7. Keep records and receipts of income and spending under appropriate budget headings 	

CCLD 328**Administer provision within the childcare setting****The National Standard****Element CCLD 328.4 Operate systems for the supply of materials and equipment****Performance criteria**

This is the national standard which you must meet:

1. Monitor requirements for equipment and materials at regular intervals
2. Accurately record requirements and decisions to purchase, complying with agreed priorities for the setting and within the constraints of the available budget
3. Place orders with reliable suppliers accurately and legibly
4. Check delivered goods immediately and deal with discrepancies promptly
5. Promptly follow up non-delivery
6. Safely store purchases of materials and new equipment
7. Ensure you keep up-to-date records and inventories of materials and equipment for which you are accountable

The National Standard**Element CCLD 328.5 Supervise the work of others****Performance criteria**

This is the national standard which you must meet:

1. Allocate work to colleagues to support the plans of the setting and the needs of children and families
2. Allocate work to colleagues, fairly taking account of their skills, knowledge and understanding, experience and current workloads
3. Make the best use of available resources
4. Check progress and quality of colleagues' work as required
5. Be flexible and responsive to changing circumstances and colleagues' needs

What you must know and understand

To be competent in this unit, you must know and understand the following:

K3M339	The basic provisions of Data Protection Legislation relevant to your work
K3P596	Legislation and regulatory requirements affecting administration of the setting
K3P598	The limits of your responsibility in terms of administration of the setting
K3P599	The importance of transparent access procedures and how this may be ensured

K3M600	How to reach groups that have not been involved in your setting through disseminating information and different forms of outreach
K3M601	The information which needs to be collected about children and their families and why
K3M538	Why it is important to record information clearly and fully in order to ensure efficient organisation and administration
K3M602	Organisational procedures for processing and communicating information
K3P603	Why it is important to keep accessible records that are complete, legible, organised and up-to-date
K3C604	Different methods of secure storage and retrieval of information
K3M605	When information must remain confidential or be passed on to colleagues and other agencies
K3M606	The types of information which may need to be passed on to authorised people in the organisation and why requests should be dealt with promptly
K3P607	Methods and systems of recording financial transactions and dealing with money
K3P608	Methods and systems of ensuring financial accountability
K3P609	Methods and systems for dealing with purchases of materials and equipment
K3P610	Methods, systems and inventories of assets within the setting, according to your role and responsibility
K3P611	How to ensure the best use and deployment of colleagues for the benefit of children and families within the setting and to meet regulatory requirements.