

Fundamentals Certificate in Early Childhood Care & Education

The Fundamentals certificate enables a child care assistant to play a valuable and supporting role in assisting the child care teacher in the classroom management and supervision of children. From assisting in the preparation of teaching aids, caring for the physical needs of children e.g. feeding, to interacting with the children, child care assistants need to equip themselves with the necessary knowledge and competencies to play a more productive role. Child care personnel with at least a minimum secondary 2 education are eligible for this course.

Course Coverage and Training Hours

S/N	Core Module	Course Content	Training Hours	Modes of Assessment
1	<p>Child Development and Guidance</p> <p><i>Rationale: To</i></p> <ul style="list-style-type: none"> - Introduce key learning theories to learners in relation to practice - Equip learners with the basic skills of working and guiding children - Encourage learners to engage in reflective practice 	<p>1.1 Basic understanding of children's developmental stages (0-8 yrs)</p> <p>1.2 Strategies for good practices in managing children's behaviours</p> <ul style="list-style-type: none"> - Observing children's behaviours - Understanding basic techniques of observation and keeping simple observation records - Discussing and reflecting on observation - Guiding and promoting positive behaviours (e.g appropriate staff/child interaction, communicating with children) - Understanding the importance of developmentally appropriate environments on children's behaviours and preventing challenging behaviours 	30 hrs	<ul style="list-style-type: none"> • Developmental checklists • Case study • Quiz
2	<p>Creative Approaches to Caring and Learning</p> <p><i>Rationale: To</i></p> <ul style="list-style-type: none"> • Equip learners with skills in carrying out small group activities 	<p>2.1 Basic understanding of the importance of play in young children's development</p> <p>2.2 Considering appropriate toys and play equipment for young children</p> <p>2.3 Basic understanding of infant/toddler curriculum (0-3yrs)</p> <ul style="list-style-type: none"> - Understanding the importance of play, attachment, caregiving and creative experiences 	35 hrs	<ul style="list-style-type: none"> • Portfolio assessment • Resource kit (e.g. list of books, CDs, puppets)

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		2.4 Basic understanding of young children's curriculum (4 to 8 years) <ul style="list-style-type: none"> - stimulating young children's learning - engaging children in small groups activities (e.g reading stories, songs, art & craft) 2.5 Preparing and setting up the learning environment <ul style="list-style-type: none"> - assisting in providing appropriate materials and daily activities 		
3	Safety, Health and Nutrition <i>Rationale: to</i> <ul style="list-style-type: none"> • Provide learners with practical experiences and skills in managing aspects of routine care • Raise learners' awareness in the areas of children's safety, health and nutrition • Raise learners' awareness of child abuse and neglect 	3.1 Basic understanding of infants/toddlers' and young children's health and safety needs <ul style="list-style-type: none"> - assisting in the procedures for routine care, rituals and transitions including feeding/meals, bathing, diapering/toileting, napping and in between activities - assisting in providing a safe and hygienic environment 3.2 Basic understanding of challenging issues in routine care activities (e.g. dealing with fussy eaters, refusing to shower) 3.3 Basic understanding of infants/toddlers and young children's nutritional requirements 3.4 Child abuse and neglect <ul style="list-style-type: none"> - awareness of signs of abuse and neglect - highlighting signs of abuse and neglect to the classroom teacher 3.5 Managing emergencies (e.g. Standard Operating Procedures) 3.6 Basic understanding of First Aid	25 hrs	<ul style="list-style-type: none"> • Health resource kit • Case study • Quiz

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		measures 3.7 Types of common childhood illnesses (e.g HFMD, chicken pox) and infection control methods (e.g responding to them) 3.8 Managing the personal health of the Caregiver		
4	Professional Development <i>Rationale: to</i> <ul style="list-style-type: none"> • Raise learners' awareness of professional positions on children • Foster learners' positive sense of identity and personal effectiveness 	4.1 Basic awareness of the Code of Ethics and the Convention of the Rights of the Child 4.2 Role and responsibilities of the child care assistant in a centre 4.3 Effective communication and interpersonal skills with adults and children	20 hrs	<ul style="list-style-type: none"> • Role play • Reflective journal
5	Working with Families <i>Rationale: to</i> <ul style="list-style-type: none"> • Promote and encourage positive relationships with families 	5.1 Families and Child Development <ul style="list-style-type: none"> - understanding the dynamic role of families and its effect on child development - Understanding the expectations of families - Understanding the partnership and effective communication 	10 hrs	<ul style="list-style-type: none"> • Role play (e.g support teacher working with parents) • Case study
6	Supervised Practice <i>Rationale: to</i> <ul style="list-style-type: none"> • Provide learners with practical experiences in routine care work, observations and interactions with adults and children • Encourage learners to engage in reflective practice 	6.1 Supervised practice in an infant care / child care centre 6.2 Validate skills that relate to the modules on: <ul style="list-style-type: none"> - Child development and Guidance - Creative approaches to caring and learning - Nutrition, health and safety - Professional development - Working with families 	60 hrs	<ul style="list-style-type: none"> • Daily reflective logs
TOTAL			180 HRS	