

EXECUTE CHILD WELFARE PROGRAMMES

UNIT CODE: SW/OS/CP/CR/01/5/A

UNIT DESCRIPTION

This unit specifies the competencies required to execute child welfare programmes. It involves carrying out child welfare needs assessment, carrying out child welfare action plan, monitoring child welfare programmes and maintaining child welfare programme networks

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function (to be stated in active)	These are assessable statements which specify the required level of performance for each of the elements (to be stated in passive voice) <i>Bold and italicized terms are elaborated in the Range</i>
1. Carry out child welfare needs assessment	1.1 <i>Child social economic welfare needs</i> are identified according to welfare programmes 1.2 Needs assessment plan is interpreted as per identified welfare needs 1.3 Data collection training is carried out as per the need's assessment plan 1.4 Child welfare programme data is collected and presented according to standard procedures 1.5 Programme needs report is prepared and shared according to standard requirements
2. Carry out child welfare action plan	2.1 Implementing programme partners are mobilized and briefed according to programme designs 2.2 Programme implementers are trained according to programme implementation plan 2.3 Programme is implemented according to approved implementation plan and budget 2.4 Progress implementation report is prepared and disseminated in accordance with implementation plan

<p>3. Monitor child welfare programmes</p>	<p>3.1 Monitoring and evaluation strategy is obtained based on the organization requirement</p> <p>3.2 Programme <i>performance indicators</i> are identified/ as per programme design</p> <p>3.3 Monitoring and evaluation team is identified, trained and assigned duties according to project objectives</p> <p>3.4 Programme data is collected and shared based on programmes performance indicators</p> <p>3.5 Monitoring and evaluation report is prepared and shared according to monitoring and evaluation procedures</p> <p>3.6 Project review recommendations are prepared and shared based on project performance</p>
<p>4. Maintain child welfare programmes networks</p>	<p>4.1 Existing child welfare programme networks are identified according to the child protection strategies.</p> <p>4.2 Stakeholders in child protection are mobilized as per child protection guidelines.</p> <p>4.3 Maintain and update records on child protection networks according to the child protection guidelines.</p> <p>4.4 Periodic child protection network meetings are held to according to child protection policies.</p> <p>4.5 Maintain collaborations between sectors and levels based on child protection frameworks</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
<p>1. Child social economic welfare needs may include but are not limited to:</p>	<ul style="list-style-type: none"> • Education • Health • Life skills • Safety and security
<p>2. Performance indicators may include but are not limited to:</p>	<ul style="list-style-type: none"> • Number of trained volunteers • Number of beneficiaries reached • Enrollment rates • Number of households reached

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Networking
- Advocacy
- Reporting and documentation
- Analytical
- Management
- Computer
- Problem solving
- Critical thinking
- Coordination
- Team work

Required Knowledge

The individual needs to demonstrate knowledge of:

- Project management
- Financial and administration
- Child trafficking
- Child health and nutrition
- Alternative family care
- Water sanitation and Hygiene and Nutrition (WASH +)
- Resource mobilization

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Carried out programme needs assessment and prepared a report 1.2 Prepared and utilized programme budget 1.3 Prioritized child welfare programmes 1.4 Identified and networked programme partners 1.5 Carried out project and prepared periodic reports 1.6 Developed monitoring and evaluation tools
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	<p>1.7 Carried out monitoring and evaluation and prepared a report</p> <p>1.8 Developed, reviewed and updated programme information management systems</p> <p>1.9 Demonstrated understanding of project management cycles</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Workstation</p> <p>2.2 Stationery</p> <p>2.3 Manuals</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Oral</p> <p>3.2 Written</p> <p>3.3 Observation</p> <p>3.4 Case study</p>
4. Context of Assessment	<p>Competency may be assessed:</p> <p>4.1 On-the-job</p> <p>4.2 Off-the –job</p> <p>4.3 During Industrial attachment</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>