

## MANAGEMENT OF CHILDREN PLACEMENT CENTRE

**UNIT CODE:** SW/CU/CP/CR/07/6/A

### **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: manage children placement Centre

**Duration of Unit:** 240 hours

### **Unit Description**

This unit specifies the competencies required to manage children placement Centre. It involves planning placement centre activities, coordinating placement centre activities, coordinating rehabilitation programmes, maintaining placement centre networks and managing placement centre records.

### **Summary of Learning Outcomes**

- 1 Plan placement centre activities
- 2 Coordinate placement centre activities
- 3 Coordinate rehabilitation programmes
- 4 Maintain placement centre networks
- 5 Manage placement centre records

### **Learning Outcomes, Content and Methods of Assessment**

<b>Learning Outcome</b>	<b>Content</b>	<b>Methods of Assessment</b>
1 Plan placement centre activities	<ul style="list-style-type: none"><li>• Placement centre compliance</li><li>• Placement centre standard regulation</li><li>• Centre management operational guidelines and procedures</li><li>• Placement centre programmes</li><li>• Basic management and financial administration</li><li>• Placement centre operational budget preparation</li><li>• Roles and responsibilities of placement centre staff</li><li>• Development of rehabilitation plans</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Case studies</li><li>• Oral</li><li>• Third party report</li></ul>

2 Coordinate placement centre programmes	<ul style="list-style-type: none"> <li>• Resource allocation</li> <li>• Placement centre standard guidelines</li> <li>• Placement centre programmed implantation plan</li> <li>• Monitoring and evaluation of placement centre programme</li> <li>• Basic management skills</li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>
3 Coordinate rehabilitation programmes	<ul style="list-style-type: none"> <li>• Individual treatment and care plan</li> <li>• Identification of child needs</li> <li>• Design of individual treatment and care plan</li> <li>• Placement admission guidelines and procedures</li> <li>• Linkages, referrals and networks</li> <li>• Alternative family care guidelines</li> <li>• Re-integration plans</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>
4 Maintain placement centre networks	<ul style="list-style-type: none"> <li>• Placement centre network database management</li> <li>• Development of Collective strategies</li> <li>• Performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>
5 Manage placement centre records	<ul style="list-style-type: none"> <li>• Record management</li> <li>• Placement record auditing</li> <li>• Database management compliance</li> <li>• Data integration</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

**Suggested Methods of Instruction:**

- Direct instruction
- Project
- Case studies
- Field trips/site visits
- Group discussions

- Demonstration by trainer
- Practice by the trainee
- Exercises

### **List of Recommended Resources**

- Computer networks
- Relevant software
- Internet connectivity
- Projectors
- Flip charts
- Charts with presentations of data
- Relevant videos

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