

MANAGE CHILDREN PLACEMENT CENTRE

UNIT CODE: SW/OS/CP/CR/07/6/A

UNIT DESCRIPTION

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

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function (to be stated in active)</p>	<p>These are assessable statements which specify the required level of performance for each of the elements (to be stated in passive voice)</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1 Plan placement center programmes</p>	<p>1.1 Placement center compliance is determined according to the standard regulation</p> <p>1.2 Placement center assessment is carried out according to standard requirements</p> <p>1.3 Centre management operational guidelines and procedures are developed as per standard requirements</p> <p>1.4 Placement center programmes are identified and prioritized based on center needs and priorities</p> <p>1.5 Placement center programme implementation plan is designed according to needs and priorities</p> <p>1.6 Placement center operational budget is prepared according to placement center activities implementation plan</p> <p>1.7 Roles and responsibilities are determined and assigned according to center activities</p> <p>1.8 Rehabilitation plans are developed according to standard requirements</p> <p>1.9 Placement center procurement plan is designed as per procurement procedures</p>
<p>2 Coordinate placement center programmes</p>	<p>2.1 Resources are allocated according to placement center budget guidelines</p> <p>2.2 Placement center staff are trained according placement center programmes and requirements</p> <p>2.3 Placement center programmes are carried out according to implementation plan</p> <p>2.4 Placement center programmes are monitored</p>

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	according to placement center needs 2.5 Outsourcing for <i>specialized services</i> are undertaken based on center needs and standard procedures 2.6 Center programme activities are monitored and evaluated according to placement center programmes 2.7 Progress reports are developed according to implementation plan 2.8 <i>Structures</i> are designed to address emerging challenges according to placement center management regulation
3 Coordinate rehabilitation programmes	3.1 Rehabilitation needs are identified in accordance with set standards 3.2 Individual placement plan is designed according to rehab management procedures 3.3 <i>Admission guidelines</i> are developed and updated as per standard procedures 3.4 Networking with the community and partners is conducted according to placement standards operation guidelines and regulations 3.5 Alternative family care guidelines are designed according to alternative family care guidelines 3.6 Re-integration plans are designed and carried out according to <i>re-integration procedures</i>
4 Maintain placement center networks	4.1 Placement center network database is developed and updated as per standard requirements 4.2 Collective strategies are developed through periodic placement center network meetings 4.3 Best practices and progressive score cards are prepared and shared in accordance with network policy guidelines
5 Manage placement center records	5.1 Placement center record management system is developed as standard requirements 5.2 Accessibility and accuracy of record management system is audited according to programme requirements and guidelines 5.3 Placement center record management system is

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	reviewed and updated according to system needs 5.4 Institution data is aligned with centralized electronic data system according to standard requirements

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
1. Placement center assessment may include but are not limited to:	<ul style="list-style-type: none"> • Capacity • Resources • Suitability • Safety and security • Structures • Admission criteria • Human resource capacity • Sustainability • Exit strategy • Adoption strategy • Health and sanitation • Education
2. Placement center activities may include but are not limited to:	<ul style="list-style-type: none"> • Rehabilitation • Counselling • Play therapy • Learning • Spiritual nourishment • Skill development • Mentorships

VARIABLE	RANGE
3. Roles and responsibilities may include but are not limited to:	<ul style="list-style-type: none"> • Administration • Counselling • Security • Housekeeping • Supervision • Nursing • Social works • Teaching • Mentoring
4. Specialized services may include but are not limited to:	<ul style="list-style-type: none"> • Counselling • Medical <ul style="list-style-type: none"> ○ Deworming ○ Treatments • Peers educators • Accounting • Motivational speaking • Psycho-social support services • Life skill development
5. Structures may include but are not limited to:	<ul style="list-style-type: none"> • Inclusion criteria • Adoption criteria • Admission criteria
6. Admission guidelines may include but are not limited to:	<ul style="list-style-type: none"> • Age • Gender • Contact information • Case history • Geographical background information checks • Literacy • Documentation • Birth certificates • Medical report • Educational progress report

VARIABLE	RANGE
7. Re-integration procedures may include but are not limited to:	<ul style="list-style-type: none"> • Health assessment • Family tracing and assessment • Pre-visits • Preparation of child and family • Environmental and community assessment • Counselling • Bonding • Skill trainings • Follow-ups

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:

- Management
- Counselling
- Communication
- Organizational
- Leadership
- Networking
- Team working
- Coordination
- Computer
- Interpersonal
- Problem solving
- Conflict resolution
- Critical thinking

Required Knowledge

The individual needs to demonstrate knowledge of:

- Project management
- Basic accounting
- Basic management and financial administration

- Child protection
- Child psychology
- Public relations
- Record management
- Child rights advocacy
- Child protection policy frameworks

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	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Assessed placement center and determined suitability 1.2 Identified and prioritized placement center activities 1.3 Developed placement center implementation plan 1.4 Prepared and efficiently utilized placement center budget 1.5 Conducted staff training and assigned duties and responsibilities 1.6 Monitored and evaluated center placement programme work plans 1.7 Prepared and shared placement center progress reports 1.8 Designed and carried out re-integration plans as per standard procedures 1.9 Developed and maintained placement center networks 1.10 Maintained placement center records 1.11 Demonstrated understanding of re-integration procedures
2 Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 A functional placement centers 2.2 Stationery 2.3 Standard manuals
3 Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Oral 3.2 Written 3.3 Observation 3.4 Case study
4 Context of Assessment	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5 Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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