

## MANAGE CHILD WELFARE PROGRAMMES

**UNIT CODE:** SW/OS/CP/CR/01/6/A

### UNIT DESCRIPTION

This unit specifies the competencies required to manage child welfare programmes. It involves carrying out child welfare needs assessment, developing welfare programmes models, carrying out welfare programmes, monitoring and evaluating child welfare programmes and documenting welfare programmes activities

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<p>These describe the <b>key outcomes</b> which make up workplace function (to be stated in active)</p>	<p>These are <b>assessable statements</b> which specify the required level of performance for each of the elements (to be stated in passive voice)</p> <p><b><i>Bold and italicized terms are elaborated in the Range</i></b></p>
<p>1. Carry out child welfare needs assessment</p>	<p>1.1 <b><i>Child social economic welfare needs</i></b> are identified according to welfare programmes</p> <p>1.2 Needs assessment plan is developed as per identified welfare needs</p> <p>1.3 Data collection training is carried out according to needs assessment plan</p> <p>1.4 Child welfare programme data is collected and analyzed according to standard procedures</p> <p>1.5 Programme needs report is prepared and disseminated according to standard requirements</p>
<p>2. Develop welfare programmes models</p>	<p>2.1 Child welfare needs are identified and prioritized based on <b><i>available child welfare resources</i></b></p> <p>2.2 <b><i>Programme partners</i></b> are identified and networked according to child welfare programme</p> <p>2.3 Capacity assessment of partners, community and implementers is conducted as per programme requirements</p> <p>2.4 Available child welfare resources are determined and allocated according to prioritized child welfare programme</p> <p>2.5 Child welfare programme design is developed as per child welfare programme needs</p> <p>2.6 Programme implementation plan is developed according to identified child welfare programme</p> <p>2.7 Monitoring and evaluation tools are developed according programme design</p>

<p>3. Carry out welfare programmes</p>	<p>3.1 Programme partners are mobilized and briefed according to programme designs</p> <p>3.2 Programme implementers are trained according to programme implementation plan</p> <p>3.3 Programme is implemented according to approved implementation plan and budget</p> <p>3.4 Progress implementation report is prepared and disseminated in accordance with implementation plan</p>
<p>4. Monitor and evaluate child welfare programmes</p>	<p>4.1 Monitoring and evaluation strategy is developed based on the organization requirement</p> <p>4.2 Programme <i>performance indicators</i> are determined as per programme design</p> <p>4.3 Monitoring and evaluation team is trained according to project objectives</p> <p>4.4 Monitoring and evaluation budget is utilized according to monitoring and evaluation procedures</p> <p>4.5 Programme data is collected and analyzed based on programmes performance indicators</p> <p>4.6 Monitoring and evaluation report is prepared and shared according to monitoring and evaluation procedures</p> <p>4.7 Project review plans and recommendations are prepared and shared based on project performance</p>
<p>5. Document welfare programmes activities</p>	<p>5.1 Programme information management system is developed as per project requirements</p> <p>5.2 Accessibility and efficiency of information management system is monitored according to programme requirements and guidelines</p> <p>5.3 Information management system is reviewed and updated according to system needs</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
1. Child social economic welfare needs may include but are not limited to:	<ul style="list-style-type: none"><li>• Education</li><li>• Health</li><li>• Life skills</li><li>• Safety and security</li></ul>
2. Available child welfare resources may include but are not limited to:	<ul style="list-style-type: none"><li>• Donor funding priorities</li><li>• Human</li><li>• Technology</li><li>• Financial</li></ul>
3. Programmes partners may include but are not limited to:	<ul style="list-style-type: none"><li>• Government</li><li>• Development agencies</li><li>• Civil societies organization</li><li>• Institution of learning</li><li>• Community</li><li>• Community volunteers</li><li>• Religious institutions</li><li>• Local community leaders</li></ul>
4. Performance indicators may include but are not limited to:	<ul style="list-style-type: none"><li>• Number of trained volunteers</li><li>• Number of beneficiaries reached</li><li>• Enrollment rates</li><li>• Number of households reached</li></ul>

## 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	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Carried out programme needs assessment and prepared a report</li> <li>1.2 Prepared and utilized programme budget</li> <li>1.3 Prioritized child welfare programmes</li> <li>1.4 Identified and networked programme partners</li> <li>1.5 Developed programme models</li> <li>1.6 Carried out project and prepared periodic reports</li> <li>1.7 Developed monitoring and evaluation tools</li> <li>1.8 Carried out monitoring and evaluation and prepared a report</li> <li>1.9 Developed, reviewed and updated programme information management systems</li> <li>1.10 Demonstrated understanding of project management cycles</li> </ul>
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>2.1 Workstation</li> <li>2.2 Stationery</li> <li>2.3 Manuals</li> </ul>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Oral</li> <li>3.2 Written</li> <li>3.3 Observation</li> </ul>

	3.4 Case study
4. Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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