

LEVEL 3 BTEC NATIONAL EXTENDED DIPLOMA IN CHILDRENS CARE
LEARNING AND DEVELOPMENT (CPLD)

PROFESSIONAL DEVELOPMENT, ROLES AND RESPONSIBILITIES IN
CHILDCARE

INTRODUCTION

Throughout this course you will be observing and learning to work with children by:

- Watching other staff
- From talking to other staff about their work and the children
- Through experience of trying to put the theory you have learned in the classroom into practice at placements 2 days per week.
- Placement days will be **every THURSDAY and FRIDAY** from September 2021 – 2023.

PLACEMENT JOURNAL

You will need to keep a journal to record any practical evidence from your placement days.

For example

- Record daily routines
- Explore a range of roles and responsibilities within both settings eg Teaching Staff, Learning Support Staff, Nursery Manager, Nursery Officers.
- Consider safe and ethical practice
- Other opportunities to collect evidence eg Activities which you plan for children and evidence of children's work

You must also have (which will be provided)

- A weekly workplace attendance record including your participation in tasks, hours attended and supervisors signature
- Verification of workplace assessment tasks you have carried out.

ALL OF THIS EVIDENCE IS IMPORTANT AS IT CONTRIBUTES TO YOUR PERSONAL EVIDENCE PORTFOLIO (PEP). THIS COUNTS AS THE EQUIVALENT TO “1 A LEVEL” (Whole Course = 3 A Levels) and is required to enable you to achieve a ‘Licence to Practice’ in a Childcare setting.

ASSESSMENT

You will be assessed in different ways for the BTEC National Extended Diploma in CPLD. As well as your Personal Evidence Portfolio you will also have 3 External examinations set by BTEC. For most Units of work your teachers will set assignments for you to complete, where you will need to use research skills, plan activities for children, write about educational policies and practices as well as evaluating your own skills and practice.

Key verbs to tell you how to answer the assessment criteria

PASS CRITERIA

Identify means write what it is.

You can make a list, or use bullet points, or create a simple topic map (spider diagram)

Top Tip

Remember to say something about each item you mention in a short sentence. Show off your knowledge.

Describe means write a picture with words to give details to someone who may not know about the topic. You can write what it is in a short piece of writing. Write a few sentences or a paragraph.

Top Tip

Remember examples from your placement or your reading about children's play, learning and development will make your description real.

Explain means to write clearly about a topic to show your knowledge and understanding. Explain questions often as you to say how something is done in an Early Years setting.

Top Tip

Remember examples help you to show you understand what a topic is about and how it is a part of and how it is a part of children's play, learning and development.

MERIT CRITERIA

Discuss means to write about the different arguments or points of view about a topic. You can write about the ideas for and the ideas against the topic to show both sides.

Top Tip

Remember to give a balanced discussion by including both sides and back this up with references from your reading.

Compare and Contrast means to look at two different topics, ideas or ways of doing something. Write about what is the same and what is different.

Top Tip

Remember to show the reader the simple things that are the same and different because the reader does not know what you know.

Assess means to write about the strengths and weaknesses of a topic and then draw a conclusion about what is best. An assessment needs an outcome where you give reasons to show why you think this.

Top Tip

Remember to show the reader your reasons to justify why you arrived at your conclusion.

Analyse means to write in fine detail about a topic, idea, theory or way of doing something. Look at the issue in depth. Think about the patterns and different ways of looking at an issue.

Top Tip

Remember to show the reader you understand the detail of an issue by writing about the different parts of a complex subject. Show the reader how each part is significant. For example: if you are analysing physical development you could include gross and fine motor skills. Then write about gross motor skills in more detail to explain how learning to balance, co-ordinate movement of legs and arms, being aware of space, control of movement, experiencing speed and being able to move from place to place are all part of physical development. You could go on to look at fine motor skills and how hands, brain and eyes

work together to use tools such as pencils for writing. Then you could look at the links between development of gross motor and fine motor skills and consider ways the child's confidence grows with practice.

DISTINCTION CRITERIA

Evaluate means to judge the value of something. This could be a theory or an idea, a policy or a procedure for carrying out your role in placement. You need to write about what is effective, useful and beneficial. Also include the negative aspects of what is not effective, unhelpful and inhibiting about that way of doing something.

Top Tip

Remember to show the reader you are able to give a balanced view by writing about strengths and weaknesses, positive and negative aspects and then write your conclusion. Tell the reader what you think based on your examination of the issue. Overall, is the idea, procedure, theory a good one or not. Your reasons should show how you arrived at this conclusion.

TASK 1

COMPLETE A SPIDER DIAGRAM EXPLAINING WHAT MAY BE EXPECTED OF YOU AT YOUR PLACEMENTS AND OVER THE DURATION OF THE COURSE – eg professionalism, attitude, what you think you may be doing, and use examples.

TASK 2

Consider which 2 placements you might like to attend. One a daycare (0-2 year old Nursery) setting, the other a primary school. Using the internet research and find and read the OFSTED reports. Produce and discuss a summary of the findings.

TASK 3

Write a report outlining what skills and qualities are required to work as an Early Years Professional evaluate what skills and qualities you have that you could bring to the role – you could use your findings from Tasks 1 and 2.

TASK 4

As part of your placements you are required to have a DBS Check. Therefore you need to have the following documents to hand for Application on return to 6th Form – **PASSPORT, BIRTH CERTIFICATE AND A BANK STATEMENT**

USING THE ASSESSMENT CRITERIA WHAT GRADE WOULD YOU GIVE YOURSELF FOR TASKS 1 – 3?

FURTHER RESEARCH

- Watch episodes of Channel 4's Secret life of 4/5 year olds. Choose a favourite character, what have you noticed about them? Why do you like them?