

Occupational Standards
for Early Childhood Educators

CHECKLIST



**Child Care
Human Resources
Sector Council**

The Child Care Human Resources Sector Council

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 mentoring pairs for child care

The Early Childhood Community Development Centre

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Introduction

The following document is based on information from the *Occupational Standards for Early Childhood Educators* (ECEs) and the *Occupational Standards for ECEs “How To” Guide*. Both are Child Care Human Resources Sector Council (CCHRSC) publications which were released in spring 2010.

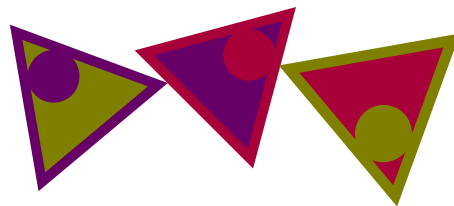
The *Occupational Standards for ECEs* describe the knowledge, skills and abilities early childhood educators need to do their job effectively. The standards were developed and validated for the ECEC sector through collaboration with over 1,000 front-line ECEs and key sector stakeholders.

For more information on the *Occupational Standards for ECEs* or to download your free copy of the Standards and companion documents – Task Chart, How-To Guide, or this Checklist - please visit the CCHRSC website at www.ccsc-cssge.ca. Print copies of the Occupational Standards, How-To Guide, and Task Chart are also available by filling out the order form found on the CCHRSC website.

This self-assessment checklist booklet was developed in collaboration with the Early Childhood Community Development Centre’s (ECCDC) Mentoring Pairs for Child Care project and is intended to be used in order to identify areas of strength and those needing further development according to the tasks and rating scale outlined in the *Occupational Standards for Early Childhood Educators* and “How To” Guide.

The ECCDC is an independent, charitable organization that provides support, resources, and training to early learning and care professionals and programs in Niagara. The ECCDC also supports the provision of quality child care beyond Niagara through Consultation and Training Services and its Mentoring Pairs for Child Care (MPCC) program and related resources. For further information on the ECCDC, visit www.eccdc.org. To learn more about Mentoring Pairs for Child Care, visit www.mentoringpairsforchildcare.org.

To obtain additional print copies of this booklet, please contact the ECCDC at eccdc@eccdc.org.



Section A: Child Development & Care

A.1. Facilitate the development and behaviour of children.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
5. Develop a professional development plan to strengthen your competency in this task.

Ratings Key				
1 = None	2 = Novice	3 = Functional	4 = Competent	5 = Mastery
I have no experience in this area	I am developing skills and knowledge in this area	I can perform this area with some support	I work independently in this area with initiative and adapt to special situations	I demonstrate this area well enough to mentor others

Occupational Standard	Sub-Task					
		1	2	3	4	5
A. Child Development & Care	1.1 Use a variety of observation and documentation techniques.					
	1.2 Facilitate cognitive development of children.					
	1.3 Facilitate language development of children.					
	1.4 Facilitate social development of children.					
	1.5 Facilitate acceptance of diversity.					
	1.6 Facilitate emotional development of children.					
	1.7 Facilitate creative development of children.					
	1.8 Facilitate physical development of children.					
Task						
1. Facilitate the development and behaviour of children.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.2. Develop, implement and evaluate programs.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
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Occupational Standard	Sub-Task	Rating Scale				
		1	2	3	4	5
A. Child Development & Care	2.1 Research a variety of curriculum models.					
	2.2 Implement inclusion policy.					
	2.3 Develop infant program.					
	2.4 Develop toddler program.					
	2.5 Develop pre-school program.					
	2.6 Develop Kindergarten-age program.					
	2.7 Develop school-age program.					
	2.8 Develop multi-age program.					
	2.9 Modify environment to provide accessibility.					
	2.10 Implement program.					
	2.11 Evaluate program.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.3. Support the holistic development of all children.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.3.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
A. Child Development & Care	3.1 Build meaningful relationships with the children.					
	3.2 Identify and expand upon learning opportunities (teachable moments).					
	3.3 Identify and support child's individual learning and development.					
	3.4 Identify and support diversity, equity and inclusion.					
	3.5 Maintain documentation of child's development.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.4. Meet health, welfare and safety needs.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.4.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
A. Child Development & Care	4.1 Accommodate for children’s allergies.					
	4.2 Administer medication and/or procedures.					
	4.3 Implement preventative health and safety measures.					
	4.4 Develop and implement safe travelling practices.					
	4.5 Provide first-aid and CPR.					
	4.6 Implement emergency and evacuation plans.					
	4.7 Implement security procedures.					
	4.8 Review safety related issues.					
	4.9 Follow safe toileting and diapering procedures.					
	4.10 Identify and report suspected cases of child abuse and neglect.					
	4.11 Promote a healthy lifestyle.					
	4.12 Promote environmentally sound practices.					
	4.13 Actively supervise children.					
	4.14 Supervise children during outings and field trips.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.5. Meet nutritional needs.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.5.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
5. Develop a professional development plan to strengthen your competency in this task.

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Occupational Standard	Sub-Task					
		1	2	3	4	5
A. Child Development & Care	5.1 Plan and provide nutritious meals and snacks.					
	5.2 Prepare and provide infant nutrition.					
	5.3 Promote healthy eating.					
	5.4 Accommodate for special nutritional requirements.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section A: Child Development & Care

A.6. Guide children's behaviour.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section A, Task A.6.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
A. Child Development & Care	6.1 Establish with colleagues an environment to foster positive behaviour in the program.					
	6.2 Guide and observe children.					
	6.3 Implement positive behaviour guidance.					
	6.4 Facilitate appropriate language.					
	6.5 Facilitate conflict resolution.					
	6.6 Facilitate empathy.					
	6.7 Use and promote active listening skills.					
	6.8 Use natural or logical consequences.					
	6.9 Protect children from physical and emotional harm.					
	6.10 Facilitate problem-solving skills.					
	6.11 Facilitate coping skills.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Equipment & Facilities

B.1. Develop and maintain a safe environment.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section B, Task B.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
B. Equipment & Facilities	1.1 Check for physical hazards.					
	1.2 Maintain and implement safety standards and protocols.					
	1.3 Use developmentally-appropriate equipment.					
	1.4 Adapt programming and equipment to unique settings and situations.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section B: Equipment & Facilities

B.2. Operate and maintain facilities.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section B, Task B.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
B. Equipment & Facilities	2.1 Maintain equipment, materials and furnishings.					
	2.2 Maintain indoor and outdoor physical environment.					
	2.3 Monitor cleanliness and sanitation of all areas used by children.					
Task						
2. Operate and maintain facilities.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Family and Community Relations

C.1. Form collaborative partnerships with families.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section C, Task C.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
C. Family and Community Relations	1.1 Build and maintain meaningful relationships with families.					
	1.2 Orient families to the program.					
	1.3 Communicate with families.					
	1.4 Collaborate with parents.					
	1.5 Provide family resources.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Family and Community Relations

C.2. Use community resources.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section C, Task C.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
C. Family and Community Relations	2.1 Access and engage community resources, facilities and services.					
	2.2 Raise awareness of community events.					
	2.3 Involve volunteers.					
Task						
2. Use community resources.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Family and Community Relations

C.3. Advocate for children and families.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section C, Task C.3.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
C. Family and Community Relations	3.1 Make connections between families and resources.					
Task	3.2 Respect the rights of the child.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section C: Family and Community Relations

C.4. Provide an inclusive environment.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section C, Task C.4.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	1	2	3	4	5
C. Family and Community Relations	4.1 Collaborate with parents to identify strengths, needs and interests of the child.					
Task	4.2 Collaboratively develop and implement inclusion plans with other professionals and parents.					
4. Provide an inclusive environment.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section D: Professional Relationships

D.1. Work as a member of a team.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section D, Task D.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
D. Professional Relationships	1.1 Create partnerships with colleagues.					
	1.2 Participate in meetings.					
	1.3 Liaise with stakeholders.					
	1.4 Demonstrate leadership.					
	1.5 Follow policies and procedures.					
Task						
1. Work as a member of a team.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
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MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section D: Professional Relationships

D.2. Mentor others.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section D, Task D.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
D. Professional Relationships	2.1 Support and guide colleagues and students.					
	2.2 Facilitate mentee's professional development.					
	2.3 Act as a resource.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Personal and Professional Development

E.1. Conduct self professionally.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section E, Task E.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
E. Personal and Professional Development	1.1 Maintain professionalism.					
	1.2 Follow policies and procedures.					
	1.3 Use a code of ethics to guide practice.					
	1.4 Maintain confidentiality.					
	1.5 Maintain required professional certifications and/or registrations.					
	1.6 Keep up-to-date with legislative requirements.					

Professional Development Plan Example				
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MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Personal and Professional Development

E.2. Maintain a work/life balance.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section E, Task E.2.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
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Occupational Standard	Sub-Task					
		1	2	3	4	5
E. Personal and Professional Development	2.1 Engage in ongoing self-assessment.					
	2.2 Maintain physical health.					
	2.3 Maintain mental well-being.					
Task						
2. Maintain a work/life balance.						

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Personal and Professional Development

E.3. Participate in professional development.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section E, Task E.3.
2. Review the sections describing: required skills and abilities; and required core knowledge.
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Ratings Key				
1 = None	2 = Novice	3 = Functional	4 = Competent	5 = Mastery
I have no experience in this area	I am developing skills and knowledge in this area	I can perform this area with some support	I work independently in this area with initiative and adapt to special situations	I demonstrate this area well enough to mentor others

Occupational Standard	Sub-Task	Rating				
		1	2	3	4	5
E. Personal and Professional Development	3.1 Develop and implement a professional development plan.					
	3.2 Evaluate progress based on the professional development plan.					
	3.3 Participate in professional workshops, courses and ongoing learning.					
	3.4 Network with peers.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section E: Personal and Professional Development

E.4. Advocate for the profession.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section E, Task E.4.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
5. Develop a professional development plan to strengthen your competency in this task.

Ratings Key				
1 = None	2 = Novice	3 = Functional	4 = Competent	5 = Mastery
I have no experience in this area	I am developing skills and knowledge in this area	I can perform this area with some support	I work independently in this area with initiative and adapt to special situations	I demonstrate this area well enough to mentor others

Occupational Standard	Sub-Task	1	2	3	4	5
E. Personal and Professional Development	4.1 Participate in professional organizations.					
Task	4.2 Promote the profession.					

Professional Development Plan Example				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN				
Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

Section F: Record Keeping

F.1. Maintain records for legislation and regulations.

1. Refer to the *Occupational Standards for Early Childhood Educators* Section F, Task F.1.
2. Review the sections describing: required skills and abilities; and required core knowledge.
3. Reflect on your strengths as well as any areas that you think could be improved.
4. Use the rating scale provided below to reflect your skills, knowledge and abilities in each of the areas identified.
5. Develop a professional development plan to strengthen your competency in this task.

Ratings Key

1 = None	2 = Novice	3 = Functional	4 = Competent	5 = Mastery
I have no experience in this area	I am developing skills and knowledge in this area	I can perform this area with some support	I work independently in this area with initiative and adapt to special situations	I demonstrate this area well enough to mentor others

Occupational Standard	Sub-Task	1	2	3	4	5
F. Record Keeping	1.1 Record daily and monthly attendance.					
	1.2 Record and report accidents, incidents and occurrences as required.					
	1.3 Record cleaning procedures.					
	1.4 Prepare record of ill health.					
	1.5 Record medical procedures and the administration of medication.					
	1.6 Maintain up-to-date children's records.					
	1.7 Record facility maintenance and safety checks.					
	1.8 Complete child's daily log for parents.					
	1.9 Complete daily program log book/record.					
Task	1. Maintain records for legislation and regulations.					

Professional Development Plan Example

Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation
A.4.3 Implement preventative health and safety measures	One day health and safety workshop	One day off work, \$75 registration fee	Within one month	Increased knowledge and implementation of preventative health and safety measures

MY PROFESSIONAL DEVELOPMENT PLAN

Task/Sub-Task	Professional Development Activity	Required Resources	Timeline	Evaluation

