

Unit 14: Lead and Manage a Community Based Early Years Setting

Unit reference number: Y/506/1244

QCF level: 4

Credit value: 6

Guided learning hours: 45

Unit aim

This unit is about providing leadership and management in a community-based setting that promotes the engagement, involvement and participation of parents.

Unit assessment requirements/evidence requirements

AC 2.1 **Leadership skills** may include, but are not limited to:

- Effective communication
- Negotiation and empathy
- Consistency and fairness
- Leading change and modelling good practice
- Effective conflict management
- Coaching and facilitation skills

This unit must be assessed in the workplace.

This unit must be assessed in accordance with the Early Years Educator Qualifications Assessment Principles.

Learning outcomes and assessment criteria

To pass this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning outcomes	Assessment criteria	Evidence type	Portfolio reference	Date
1 Understand the purposes, benefits and key features of community based early years provision	1.1 Explain the purpose and key features of a community based early years setting			
	1.2 Evaluate the benefits arising from community based early years provision for: <ul style="list-style-type: none"> • Children • Parents and/or carers • The early years setting • The local community 			
	1.3 Explain how a community based early years setting can be an agent of community development			
2 Be able to lead teams in a community based early years setting	2.1 Reflect on the use of leadership skills in own practice			
	2.2 Plan activities to share and promote an understanding of good practice in the early years sector			
	2.3 Implement strategies to create and maintain a team culture among all of the staff and parents and/or carers in a community based early years setting			
	2.4 Analyse the effectiveness of implementing principles of community based early years provision			

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
3	Be able to engage parents and/or carers as partners in the community based early years setting	3.1	Develop strategies for working in partnership with parents and/or carers in an early years setting				
		3.2	Provide feedback to parents and/or carers about the progress of their child's learning and development				
		3.3	Work in partnership with parents and/or carers in decisions about plans and activities to progress their child's learning and development				
		3.4	Plan for activities to involve parents and/or carers in the early years setting				
4	Understand how to involve parents and/or carers in the management decision making processes of an early years setting	4.1	Explain the role of the parent management committee/support group in a community based early years setting				
		4.2	Plan strategies for involving parents and/or carers in the parent management committee/support group of a community based early years setting				
5	Understand the provision of learning opportunities to support parents and/or carers' participation in a community based early years setting	5.1	Analyse the informal learning opportunities for children arising from parents and/or carers' participation in activities				
		5.2	Evaluate the appropriateness of learning activities provided for parents and/or carers to develop their understanding of the early years curriculum				
		5.3	Evaluate how the setting encourages parents and/or carers to participate in learning activities				
		5.4	Explain how to provide parents and/or carers with information and resources to enable them to participate effectively in the parent management committee/support group				

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
6	Be able to manage the resource, regulatory and financial requirements for a community based early years setting	6.1	Identify the regulatory requirements of the work setting				
		6.2	Identify the lines of responsibility and reporting of the work setting				
		6.3	Explain how human resources are managed within the setting				
		6.4	Implement systems of resource management in the work setting				
		6.5	Maintain accurate financial systems in the work setting				

Learner name: _____ Date: _____

Learner signature: _____ Date: _____

Assessor signature: _____ Date: _____

Internal verifier signature: _____ Date: _____
(if sampled)