

<b>Title</b>	<b>Describe the roles and responsibilities, administration and reporting requirements, and funding for an ECE service</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to: describe roles and responsibilities of self and other adults working in an ECE service; describe administration and reporting requirements for an ECE service; and describe Ministry of Education funding for an ECE service.</p> <p>This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Early Childhood Education and Care (Level 4) [Ref: 2850].</p> <p>This unit standard is designed for people who intend to work, or are working with, children in an ECE service. People working in the wider education sector may also be interested in this unit standard. This unit standard will prepare people to advance to a higher level of study in ECE.</p>
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<b>Classification</b>	Early Childhood Education and Care > Early Childhood: Professional Practice
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 Learners for this unit standard should be familiar with the intent of Te Tiriti o Waitangi, which informs guidelines, procedures, and practices in the ECE sector. Assessment evidence for this standard may include examples of the underpinning of Te Tiriti o Waitangi and threading te reo Māori and tikanga Māori through describing roles, responsibilities, administration and reporting requirements, and funding for an ECE service.
- 2 Roles and responsibilities of adults, including whānau/families, in education and care may include – health, safety, and wellbeing of the child; advice on the child's individual learning and development programme; legal obligations; cultural and ethnic considerations; and any other specialised requirements such as special needs of a specific child.

### 3 Definitions

*Children* refers to the three broad overlapping age ranges for mokopuna/children as defined in *Te Whāriki* as:

infant – birth to 18 months;

toddler – one year to three years;

young child – two and a half years to school entry age.

For this standard, the intent is for children to be assessed as a whole group, not for each of the age categories to be assessed individually.

An *Early Childhood Education (ECE) service* refers to a centre-based service, hospital-based service, or home-based service. The home-based service may be nominated by the child's parent, be the child's own home, or the home of the educator.

*Educator* may be persons and groups including teachers, supervisors, co-ordinators, whānau/families, and nannies who are involved in the learning and development of children.

### 4 Legislation, Conventions, Regulations and Licensing Criteria include but are not limited to:

Building Act 2004

Children's Act 2014

Civil Defence Emergency Management Act 2002

Consumer Guarantees Act 1993

Copyright Act 1994

Disability (United Nations Convention on the Rights of Persons with Disabilities) Act 2008

Education and Training Act 2020

Education (Early Childhood Services) Regulations 2008

Employment Relations Act 2000

Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018

Health and Safety at Work Act 2015

Health (Immunisation) Regulations 1995

Human Rights Act 1993

Official Information Act 1982

Oranga Tamariki Act 1989 – Children's and Young People's Well-being Act 1989

Privacy Act 2020

Resource Management Act 1991

United Nations Convention on the Rights of the Child (UNCRC) 1989 and subsequent amendments.

### 5 References

Fire and Emergency New Zealand, *Evacuation Schemes (and other resources)*; available at <https://www.fireandemergency.nz/business-and-landlords/evacuation-schemes/>.

Ministry of Education, *ECE Funding Handbook*; available at

<https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/>.

Ministry of Education, *Funding and data*; available at

<https://www.education.govt.nz/early-childhood/funding-and-data/>.

Ministry of Education, *Licensing criteria for ECE services*; available at

<https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/>.

Ministry of Education, *Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa Early Childhood Curriculum* (Wellington, 2017); available at <https://www.education.govt.nz/early-childhood/teaching-and-learning/te-whariki/>.  
 Te Kete Ipurangi (TKI), *Te Whāriki Online*, available at <https://tewhariki.tki.org.nz/>.  
 Teaching Council of Aotearoa New Zealand, *Our Code, Our Standards - Code of Professional Responsibility and Standards for the Teaching Profession - Ngā Tikanga Matatika, Ngā Paerewa (2017)*; available at <https://teachingcouncil.nz/professional-practice/our-code-our-standards/>.

## Outcomes and performance criteria

### Outcome 1

Describe roles and responsibilities of self and other adults working in an ECE service.

Range other adults may include but are not limited to – educator, co-ordinator, visiting teacher/tutor, ECE Service owner/licensee, head teacher, supervisor, person responsible, administrator, special education support worker, cook, cleaner, maintenance person, volunteer.

### Performance criteria

1.1 Roles and responsibilities of self and other adults are described in relation to the education and care of mokopuna/children in an ECE service.

Range evidence of two roles and responsibilities for self and three other adult workers.

1.2 The importance of teamwork is discussed in terms of how it supports the operation of an ECE service.

1.3 Adults' roles and responsibilities are described in relation to the structure and relevant regulatory requirements of the ECE service.

Range evidence of two roles and responsibilities for self and three other adult workers.

### Outcome 2

Describe administration and reporting requirements for an ECE service.

**Performance criteria**

2.1 The administration and reporting requirements to support the operation of an ECE service are described in accordance with Ministry of Education requirements.

Range includes but not limited – enrolment documentation and processes; attendance register; Early Learning Information (ELI); staff employment, schedules and records; health and safety documentation; whānau/family communication; financial record keeping.

**Outcome 3**

Describe Ministry of Education funding for an ECE service.

**Performance criteria**

3.1 The purpose and features of different types of funding are described in accordance with Ministry of Education requirements for a particular type of ECE service.

3.2 Eligibility criteria for types of ECE service funding are described in accordance with Ministry of Education requirements.

3.3 Accountability measures are described in accordance with Ministry of Education requirements.

Range accountability measures – funding claim and record keeping audits, financial reporting, early childhood funding return (RS7).

<b>Replacement information</b>	This unit standard and unit standard 29879 replaced unit standard 12736 and unit standard 26716.
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<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 April 2017	31 December 2024
Review	2	24 February 2022	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0135
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact Toitū te Waiora Community, Health, Education, and Social Services Workforce Development Council [qualifications@toitutewaiora.nz](mailto:qualifications@toitutewaiora.nz) if you wish to suggest changes to the content of this unit standard.