

## CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		EARLY CHILDHOOD EDUCATION (PRESCHOOL EDUCATION)						
Job Area		PRESCHOOL TEACHING						
Competency Unit Title		PRESCHOOL CHILDREN’S HEALTH, SAFETY AND SECURITY ASSURANCE						
Competency Unit Descriptor		<p>This Preschool Children’s Health, Safety and Security Assurance Competency Unit is to ensure preschool children’s health, safety and security indoor and outdoor while the school is in session in accordance with Occupational Safety Health and Environment Act (OSHEA), Regulatory and Statutory Bodies’ Requirements and Standard Operating Procedure (SOP).</p> <p>The preschool teacher checks and records children’s health and physical conditions in compliance with health, safety and security rules and routines as well as to keep children under supervision at all times.</p> <p>Pre-requisite: none</p>						
Competency Unit ID		ET-012-3:2012-C01	Level	3	Training Duration	100	Credit Hours	10
Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental		Training Hours	Delivery Mode	Assessment Criteria	
1. Ensure safety and security indoors and outdoors	1.1 Standard safety measures  1.2 Standard emergency procedures <ul style="list-style-type: none"><li>• fire drill</li><li>• accidents and injuries</li></ul> 1.3 Hazardous equipment, tools, objects, materials and	1.1 Explain standard safety measures and emergency procedures  1.2 Carry out daily check on safety of equipment, playground and environment (including free from stagnant water)	<u>Attitude:</u> <ul style="list-style-type: none"><li>• Responsible for children’s safety and security (indoors and outdoors).</li><li>• Meticulous in checking on safety of materials and equipment.</li></ul>		<u>Knowledge</u>  1.0 hr  <u>Skills:</u>  1.5 hrs	<u>Knowledge</u> <ul style="list-style-type: none"><li>• Lecture</li><li>• Video</li><li>• Group discussion</li><li>• Briefing</li></ul> <u>Skills:</u> <ul style="list-style-type: none"><li>• Demonstration</li><li>• Practical</li></ul>	1.1 Indoor and outdoor safety and security assured.  1.2 Pest control carried out.  1.3 Emergency and accident procedures adhered to as required by regulatory,	

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	plants 1.4 First aid 1.5 Application of first aid treatment 1.6 Procedure for administration of medicine 1.7 Insurance coverage 1.8 Security procedures <ul style="list-style-type: none"> <li>Gate securely locked</li> <li>Children are handed to authorised person only.</li> </ul>	1.3 Comply with emergency procedures 1.4 Conduct fire drill in accordance with SOP 1.5 Carry out Cardio Pulmonary Resuscitation (CPR) 1.6 Enforce procedures for managing accident and injuries 1.7 Store/keep hazardous materials, objects, tools and equipment out of children's reach 1.8 Maintain first aid kit content and expiry date 1.9 Conduct first aid treatment 1.10 Comply administration of medicine in accordance with instructions provided by parents	<ul style="list-style-type: none"> <li>Cautious in administration of medicine</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>Accountable for children's safety and security indoor and outdoor.</li> <li>Adhere to health, safety and security, environmental rules and regulations.</li> </ul>		session	statutory requirements and SOP. 1.4 Hazardous materials, objects, tools and equipment safely stored and out of children's reach. 1.5 First aid kit content checked and maintained. 1.6 Procedure for first aid treatment complied. 1.7 Administration of medicine to children observed. 1.8 Children insured. 1.9 Gate locked and other security measures taken. 1.10 Children handed to authorised person only according to SOP.

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		1.11 Explain the benefits of insurance coverage to parents  1.12 Carry out security procedures				
2 Monitor children's health and safety	2.1 Routine physical check  2.2 Health and immunization records  2.3 Children's medical and health history  2.4 Children's allergy  2.5 Precautionary measures for environmental safety	2.1 Conduct routine physical check.  2.2 Identify signs and symptoms of child's health condition.  2.3 Take actions with regard to child's health condition according to SOP.  2.4 Keep children with allergy away from their allergies.  2.5 Check the environment to ensure it is safe for children's activities.	<u>Attitude:</u> <ul style="list-style-type: none"> <li>• Observant and alert of child's health and safety.</li> <li>• Meticulous in monitoring children's health and safety.</li> <li>• Responsive to children's health and safety needs.</li> </ul> <u>Safety:</u> <ul style="list-style-type: none"> <li>• Adhere to health, safety and security, environmental rules and regulations at all times.</li> </ul>	<u>Knowledge</u>  1.0 hr  <u>Skills:</u>  1.5 hrs	<u>Knowledge</u> <ul style="list-style-type: none"> <li>• Lecture,</li> <li>• Discussion</li> </ul> <u>Skills:</u> <ul style="list-style-type: none"> <li>• Practical session</li> <li>• Case study</li> </ul>	2.1 Children's routine health-check (physical and clinical) carried out and recorded.  2.2 Actions taken in response to children's health condition recorded.  2.3 List of children with allergy and their allergies prepared and recorded.  2.4 Children are kept in safe environment.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3 Educate children on health, safety and security	<p>3.1 Health, safety and security needs of children</p> <p>3.2 Integration of children's health, safety and security needs in the conduct of daily lessons</p> <p>3.3 Components in NPCS (KSPK) related to children's health, safety and security</p> <p>3.4 Techniques to teach children on issues on health, safety and security</p> <p>3.5 Precautionary measures for children to handle personal health, safety and security</p> <ul style="list-style-type: none"> <li>hazardous tools, equipment, and materials</li> <li>people</li> <li>personal hygiene</li> </ul>	<p>3.1 Conduct lessons for children to apply health, safety and security needs to their everyday life.</p> <p>3.2 Demonstrate techniques and role model health, safety and security practices</p> <p>3.3 Explain precautionary rules and regulations concerning self health, safety and security.</p> <p>3.4 Ensure children heed precautionary rules and regulations concerning self health, safety and security.</p> <p>3.5 Explain the importance of personal health, safety and security.</p> <p>3.6 Demonstrate ways of practising personal health, safety and security.</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>Value health, safety and security</li> <li>Creative in integrating and planning activities.</li> <li>Sensitive when communicating with children on personal health, safety and security needs.</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>Adhere to health, safety and security, environmental rules and regulations.</li> </ul>	<p><u>Knowledge</u></p> <p>1.0 hr</p> <p><u>Skills:</u></p> <p>1.5 hrs</p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Lecture,</li> <li>Discussion</li> <li>Video</li> </ul> <p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Demonstration</li> <li>Coaching</li> <li>Role play</li> </ul>	<p>3.1 Integration of health, safety and security in lesson plan and routines observed.</p> <p>3.2 Health, safety and security needs as per lesson plan delivered.</p> <p>3.3 Health and safety practices explained and demonstrated to children.</p> <p>3.4 Children complied with precautionary rules and regulations.</p> <p>3.5 Personal health, safety and security explained, demonstrated and guided to children.</p> <p>3.6 Children's identification of threats to personal security guided.</p>

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	3.6 Personal security <ul style="list-style-type: none"> <li>• Good or bad touch</li> <li>• Body language</li> </ul> 3.7 Suggestive verbal language	3.7 Observe children's practice personal health, safety and security.  3.8 Guide children to practice personal health, safety and security.  3.9 Guide children on ways to identify threats to personal security.  3.10 Coach children to act against identified threats.				3.7 Children's act against identified  3.8 Threats observed
4 Evaluate the practices of children's health, safety and security assurance	4.1 Evaluation methods, techniques, criteria and procedures  4.2 Occupational Safety Health and Environment Act (OSHEA),  4.3 Regulatory and Statutory Body Requirements, such as Education Act 550 (1996).  4.4 Standard Operating Procedure (SOP).	4.1 Identify evaluation criteria and procedures  4.2 Select evaluation format and tools  4.3 Carry out the evaluation  4.4 Analyse the practices of children's health, safety and security.	<u>Attitude:</u> <ul style="list-style-type: none"> <li>• Objective in assessing the practices of children's health, safety and security.</li> <li>• Analytical in assessing the practices of children's health, safety and security.</li> </ul>	<u>Knowledge</u>  1.0 hr   <u>Skills:</u>  1.5 hrs	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Tutorial</li> </ul> <u>Skills:</u> <ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Mentoring</li> <li>• Coaching</li> </ul>	4.1 Evaluation criteria and procedures listed.  4.2 Evaluation format and tools determined.  4.3 The evaluation findings such as compliance or non compliance, good practices, and recommendations made for improvement documented.

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		4.5 Reflect on the practices of children's health, safety and security.	<ul style="list-style-type: none"> <li>• Responsive to children's needs and changing situations.</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>• Adhere to health, safety and security, environmental rules and regulations.</li> </ul>			

## Employability Skills

Core Abilities	Social Skills
<p>01.11 Apply thinking skills and creativity</p> <p>02.10 Prepare reports and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.09 Manage and improve performance of individuals</p> <p>03.10 Provide consultation and counselling</p> <p>03.11 Monitor and evaluate performance of human resources</p> <p>03.15 Liaise to achieve identified outcomes</p> <p>03.16 Identify and assess children's needs</p> <p>04.06 Allocate work</p> <p>05.01 Implement project/work plans</p> <p>05.02 Inspect and monitor work done and/or in progress</p> <p>06.07 Develop and maintain networks</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Interpersonal skills</li> <li>3. Multitasking and prioritising</li> <li>4. Self-discipline</li> <li>5. Teamwork</li> <li>6. Integrity</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Standard Operating Procedure (SOP)	1:1
2. Regulatory and Statutory Body Requirement, i.e. Education Act 550 (1996)	1:1
3. Child Act 2001	1:1
4. Convention on the Rights of the Child (1999 ), Child Protection Act (1999)	1:1
5. National Preschool Standard Curriculum (NPCS/KSPK)	1:1
6. Occupational Safety Health and Environment Act OSHA	1:1
7. Insurance coverage Forms	1:1
8. First Aid Kit with content	1:5
9. Thermometer	1:5
10. Fire Extinguisher	1:25
11. Fire blanket	1:25
12. List of emergency number	1:1
13. Records book	1:1



## References

REFERENCES	
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2.	Convention on the Rights of the Child (1999 ), Child Protection Act (1999)
3.	Marotz, L.R. (2009). <i>Heath, Safety, and Nutrition for the Young Child</i> (7 <sup>th</sup> Ed.), Clifton Park, NY: Delmar Cengage Learning.
4.	<i>Lynn R. Marotz (2009), Health, Safety and Nutrition for The Young Child, 7<sup>th</sup> edition</i>
5.	Rahim M.Sail, Abdul Rahman Md Aroff, Asnarulkhadi Abu Samah, Azimi Hamzah, Sidek Mohd Noah Zakaria Kasa (2008), <i>Handbook on Social Skills and Social Values in Technical Education and Vocational Training</i> . (2 <sup>nd</sup> Ed). Putrajaya: Department of Skill Development, Ministry of Human Resources Malaysia.
6.	Robertson, C. (2010). <i>Safety, Nutrition, and Health in Early Education</i> (4 <sup>th</sup> Ed.). Belmont, CA: Wadsworth Cengage Learning.
7.	Schaefer-Wilson, J. (2008). <i>Consumers' Reports Guide to Childproofing and Safety</i> . NY: Consumers Union of the United States, Inc.
8.	<a href="http://www.amazon.co.uk/First-Aid-Manual-Authorised-Association/dp/0751337048">Http://www.amazon.co.uk/First-Aid-Manual-Authorised-Association/dp/0751337048</a> First Aid Manual