

## CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector		EARLY CHILDHOOD EDUCATION (PRESCHOOL EDUCATION)						
Job Area		PRESCHOOL TEACHING						
Competency Unit Title		ORGANISING OUT-OF-SCHOOL ACTIVITIES						
Competency Unit Descriptor		<p>This Organising Out-of-School Activities Competency Unit is to promote active learning and enrich children’s personal experiences through intellectual, physical, spiritual, social and emotional development, thus building their self-esteem and potential through the implementation of out-of-school activities such as concerts, field trips, outings, holiday camps, sports day, nature walk, and other experiential activities.</p> <p>The preschool teacher carries out formal and informal experiential learning activities conducted out of the school to promote love for learning that leads to preschool children.</p> <p>Pre-requisites: ET-012-3:2012-C01 Preschool Children’s Health, Safety and Security Assurance ET-012-3:2012-C02 Preschool Teaching and Learning</p>						
Competency Unit ID		ET-012-3:2012-C06	Level	3	Training Duration	100	Credit Hours	10
Work Activities	Related Knowledge	Related Skills		Attitude / Safety / Environmental		Training Hours	Delivery Mode	Assessment Criteria
1. Check out-of-school activities and annual events as planned	1.1 Importance of out-of-school activities and their objectives.	1.1 List aims and objectives of out-of-school activities and annual events.		<u>Attitude:</u>  i. Sensitive to diverse culture.		<u>Knowledge:</u>  1 hr	<u>Knowledge:</u>  • lecture • group discussion • Q&A	1.1 Aims and objectives of out-of-school activities and annual events documented.
	1.2 Types of out-of-school activities involved.	1.2 Identify types and nature of out-of-school activities for the year.		ii. Resourceful in sourcing activities with relevant particulars for events.		<u>Skills:</u>		1.2 Types and nature of activities determined.
	1.3 Relationships among centres, parents and communities.	1.3 Determine details and types of out-of-				1.5 hrs		1.3 Details such as date, time, location

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	1.4 Preschool teaching and learning.  1.5 Preschool children health, safety and security assurance.	school activities.	iii. Creative and innovative in organising annual events.  iv. Decisiveness in identifying activities.  <u>Safety:</u>  i. Adhere to health, safety, security, and environmental rules and regulations.		<u>Skills:</u> <ul style="list-style-type: none"> <li>project and presentation</li> <li>role play</li> </ul>	and activities confirmed.
2. Prepare out-of-school activities and annual events based on school calendar	1.1 Yearly calendar planning  1.2 Networking within neighbourhood and community.  1.3 Effective communication  1.4 Event management.	2.1 Contact relevant authority and agencies  2.2 Write to respective agencies involved.  2.3 Confirm the availability and details for events.  2.4 Form event organising committee.  2.5 List relevant details required for out-of-	<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Approachable and friendly</li> <li>ii. Knowledgeable and meticulous in preparing out-of-school activities.</li> <li>iii. Resourceful in preparation of materials and activities.</li> </ul>	Knowledge:  1 hr          Skills:  1.5 hrs	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>lecture</li> <li>group discussion</li> <li>briefing</li> <li>Q&amp;A</li> </ul> <u>Skills:</u> <ul style="list-style-type: none"> <li>project and presentation</li> <li>assignment</li> <li>role play</li> </ul>	2.1 Correspondences and documents to relevant agencies compiled and filed.  2.3 Checklist on relevant materials, health and safety measures (first-aid, name list) prepared.  2.4 Roles and responsibilities for committee assigned.

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		school activities.  2.6 Seek parents' and guardians' permission for children's participation.  2.7 Follow-up with relevant parties involved including parents about upcoming events.  2.8 Verify insurance coverage requirement for respective events.	iv. Accountable and responsible in preparing out-of-school activities.  <u>Safety:</u>  i. Adhere to health, safety and security, environmental rules and regulations.  ii. Adhere to insurance policies for events.			2.5 Minutes of meetings and circulars to parents compiled.  2.6 Parent's permission and children's participation obtained.  2.7 Insurance coverage for participants confirmed.
3. Conduct out-of-school activities and annual events as planned	3.1 Organising and managing of out-of-school activities.  3.2 Event management  3.3 Utilisation of spaces, appropriate materials and equipment.  3.4 Health, safety and security assurance.	3.1 Conduct activities / events as planned.  3.2 Apply event management skills.  3.3 Utilise spaces, materials and equipment according to plan.	<u>Attitude:</u>  i. Approachable and friendly  ii. Enthusiastic in conducting activities and events.  iii. Responsible and accountable for consequences.	<u>Knowledge:</u>  1 hr  <u>Skills:</u>  1.5 hrs	<u>Knowledge:</u>  • lecture • group discussion  <u>Skills:</u>  • project	3.1 Out-of-school activities or events documented.  3.2 Children's safety and security supervised.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			iv. Creative and innovative in conducting out-of-school activities.  v. Sensitive to children's needs.  <u>Safety:</u>  i. Adhere to health, safety and security, environmental rules and regulations.			
4. Evaluate implementation of out-of-school activities	4.1 Methods and techniques of event management  4.2 Application of appropriate measures for effectiveness of implementation of event.	4.1 Review effectiveness of activities implemented.  4.2 Recommend action plans for future improvement of event's implementation.	<u>Attitudes:</u>  i. Self-reflection and truthful in evaluation process.  ii. Non-biased in evaluation.	<u>Knowledge:</u>  1 hr  <u>Skills:</u>  1.5 hrs	<u>Knowledge:</u>  <ul style="list-style-type: none"> <li>Lecture</li> <li>Group discussion</li> </ul> <u>Skills:</u>  <ul style="list-style-type: none"> <li>Project</li> </ul>	4.1 Participants' recommendation and feedback documented and compiled.  4.2 Report produced.

Work Activities	Related Knowledge	Related Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u>  i. Adhere to health, safety and security, environmental rules and regulations.			

## Employability Skills

Core Abilities	Social Skills
02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.09 Manage and improve performance of individuals 03.10 Provide consultation and counselling 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess children's needs 04.06 Allocate work 05.01 Implement project/work plans 05.02 Inspect and monitor work done and/or in progress 06.07 Develop and maintain networks	1. Communication skills 2. Conceptual skills 3. Learning skills 4. Interpersonal skills 5. Multitasking and prioritising 6. Self-discipline 7. Teamwork 8. Integrity

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Regulatory and Statutory Body Requirement, i.e. Education Act 550 (1996), Child Act 2001, Convention on the Rights of the Child (1999 ), Child Protection Act (1999)	1:1
2. Standard Operating Procedure (SOP)	1:1
3. Occupational Safety Health and Environment Act OSHA	1:1
4. Multimedia – radio, tv, computer, DVD, LCD, microphones	1:25
5. Folders and files for report and documentation	1:1
6. Checklists and feedback forms	1:25
7. Materials for outdoor activities(e.g. hand sanitizer, mosquito repellent, sun block, caps, bottled water)	1:25
8. First aid box	1:25
9. Samples of correspondence, permission slip/consent forms.	1:25

## References

### REFERENCES

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3. Ministry of Human Resources. (August 2008). *Handbook on Social Skills And Social Values in Technical Education and Vocational Training*. (2nd Ed.) ISBN:978-967-5026-20-1
4. Convention on the Rights of the Child (1999 ), Child Protection Act (1999)
5. Hendrick, J. (2003) *Total Learning*, Developmental Curriculum For The Young Child. NJ: Upper Saddle River: Pearson Education, Inc. ISBN: 0-13-042070-0.
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