

HELP GUIDE

Applicant Assessment

Outside School Hours Family Day Care Applicants

Child Care Services Act 2007

Child Care Services (Outside School Hours Family Day Care) Regulations 2006

*This Help guide is a simple interpretation of the Act and Regulations.
It is intended as a guide only and does not constitute legal advice.*



Department for
Communities

Child Care Licensing
and Standards Unit

1st Floor, 111 Wellington Street, East Perth WA 6004
PO Box 624, East Perth Business Centre, East Perth WA 6892
Tel. (08) 6210 3333 (Metro) Fax (08) 6210 3300
Tel. 1800 199 383 (Freecall STD)
www.childcare.wa.gov.au

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APPLICANT ASSESSMENT

Child Care Services Act 2007
Child Care Services (Outside School Hours Family Day Care) Regulations 2006

➤ Why do I have to sit an Applicant Assessment?

The applicant assessment is an important component of the assessment process undertaken by the Chief Executive Officer of the Department for Communities before granting an outside school hours family day care licence or granting approval for a person to be a 'person to act in place of' a licensee. A licence or approval will not be issued or granted unless the Chief Executive Officer is satisfied that the applicant is a fit and proper person to operate an outside school hours family day care service and that enrolled children's wellbeing will be protected.

➤ What is the Applicant Assessment?

The Applicant Assessment is used to determine an applicant's knowledge and understanding of how children develop; best practice in the group care of children; and of the legislation that must be complied with in operating an outside school hours family day care service. It consists of 50 multiple choice and yes/no questions. You must answer 47 questions correctly to meet the requirements.

➤ Who sits the Applicant Assessment?

An applicant applying to become —

- an individual licensee (including a family day care applicant)
- a supervising officer for a body corporate or public authority
- a person to act in place of an individual licensee or supervising officer or an applicant seeking to
- renew an existing licence.

Applicants must sit the assessment personally.

➤ When do I sit the Applicant Assessment?

You must meet the requirements of the Applicant Assessment *before* you can submit your application. Contact your local Children's Services Officer to make an appointment to sit the assessment. (Please provide at least 48 hours notice if you

are unable to make the appointment. *Importantly*, you may have to wait up to 2 weeks for another appointment after cancellation.)

➤ **Do I have to complete a Departmental record check consent form?**

All applicants must provide 100 points of identification evidence before sitting the assessment. If you are sitting the assessment for the first time in relation to a particular application, you will also need to complete Departmental record check consent form (*see the main Help Guide for more information about this check*).

➤ **If I already have a licence to operate a child care service or I am a supervising officer or an approved 'person to act in place of', do I have to sit the Applicant Assessment?**

Yes, if you passed the Applicant Assessment more than 12 months ago, or you have never sat the Applicant Assessment, you will have to sit the assessment before —

- making a *new* application for an outside school hours family day care licence
- applying for approval to be a 'person to act in place of' a licensee or
- applying to *renew* an outside school hours family day care licence.

However, if you passed the Applicant Assessment within 12 months of the date of your application *and* the assessment was under the *Children and Community Services Act 2004* or the *Child Care Services Act 2007* and relevant Regulations, you will not have to sit the assessment again.

➤ **How long will the results of my Applicant Assessment be valid?**

The results of your Applicant Assessment will be valid for 12 months. You must make your application within 12 months of sitting and passing the Applicant Assessment.

➤ **Where do I sit the Applicant Assessment?**

You sit the Applicant Assessment at a local district office of the Department for Child Protection. If you reside outside the metropolitan area or it is difficult for you to get to your local office, your local Children's Services Officer will be able to make alternative arrangements.

➤ **What do I need to take with me to complete the Applicant Assessment?**

You should take a copy of the *Child Care Services Act 2007* and current copy of the *Child Care Services (Outside School Hours Family Day Care) Regulations 2006*. Check with the State Law Publisher or your Children's Services Officer to ensure you have a current copy. You may have notes written in your copies of the legislation.

You may also wish to take a dictionary or an English translation dictionary with you when you sit the assessment.

➤ **How long will the assessment take to complete?**

Most applicants take between 1 and 1½ hours to complete the assessment.

However, you will be given up to 2 hours to complete the assessment should you need it.

You will also need to allow time to complete the Departmental record check consent form. Check with your Children's Services Officer.

➤ **When will I get the results?**

If possible, results will be provided on the same day you sit the assessment. If this is not possible, they will be posted to you within 5 working days. You will receive an original receipt (white) and a copy (yellow). The receipt outlines when you sat the test, where you sat the test, and if you met the criteria or not. If you meet the criteria, attach the yellow copy to your application.

➤ **Can I re-sit the Applicant Assessment if I do not meet the criteria?**

If you do not meet the criteria, you may sit the Applicant Assessment again. If you do not meet the criteria after sitting the assessment three times, you must wait three months from the date you last completed the assessment before being able to sit the assessment again.

➤ **What support for special needs is available?**

If you have a special need you can ask your Children's Services Officer for additional support. If English is not your first language you can bring an English

translation dictionary with you. Braille versions of the assessments may be provided in certain circumstances. If you have difficulty with reading, you may undertake an oral assessment.

Individual circumstances will be evaluated on a case-by-case basis and appropriate support made available.

➤ **What if I am unhappy with the testing process or disagree with my result?**

If you are unhappy with the fairness applied to the testing process you should state your reasons in writing to the Director, Child Care Licensing and Standards Unit or request an appointment with the Director to discuss your concerns

PREPARATION FOR ASSESSMENT

➤ Tips for preparing and sitting the Applicant Assessment

To prepare for your Applicant Assessment it is strongly recommended you —

- read and familiarise yourself with the *Child Care Services Act 2007* (the Act) and the *Child Care Services (Outside School Hours Family Day Care) Regulations 2006* (the Regulations)
- have a good understanding of children and their development. You may also wish to contact your Children's Services Officer for information on useful training courses and/or reference material
- read and familiarise yourself with the relevant licence application *Help Guide*
- practice the sample questions included with this Help Guide
- give yourself plenty of time to sit the assessment so you do not need to hurry your answers. The assessment can take up to two hours
- contact your local Children's Services Officer without delay to make appropriate arrangements if you have special needs, such as a physical disability or reading difficulties
- bring a dictionary if you feel it will help you complete the assessment.

When sitting your Applicant Assessment it is strongly recommended that you —

- read all questions at least once before answering
- answer every question
- relax and take your time. There is ample time to complete the test
- refer to your copy of the Act and Regulations. The assessment is not a memory test – you do not have to memorise the Act and Regulations, but you should have a working knowledge and be able to find the answers.

You must give just ONE answer to each question.

If you change your mind about a response, cross out your first answer and clearly circle your new response.

If you have trouble with a particular question, leave it, and answer other questions. You can then go back to it at the end. Other questions in the assessment may help you answer the question you are finding difficult.

Finally, please note, the answers to the multiple choice questions may include the option of 'all of the above', 'none of the above' or a combination answer, such as 'both (a) and (c) are correct'. See the next pages for examples.

➤ Helpful references

- Your local Children's Services Officer will be able to suggest useful reference material.
- The Department for Communities website contains useful resources and information about parenting and positive ways to guide children's behaviour: www.communities.wa.gov.au.
- Visit your local library, child health clinic or Parenting Service for suggestions on books that can provide a good overview.
- The Raising Children Network at www.raisingchildren.net.au has lots of information about children's development, tips about caring for children as well as a section for professionals.
- You can find fact sheets on a range of child related topics on the Department of Health website www.health.wa.gov.au/health_index/c/child_health.cfm.
- The 'Living with ...' parent series can be accessed at the Department for Communities website www.communities.wa.gov.au.
- Early Childhood Australia provides online resources for the early childhood field including up to date research, a catalogue of recent papers and publications, and information on quality assurance in child care: www.earlychildhoodaustralia.org.au.

SAMPLE QUESTIONS

Child Care Services (Outside School Hours Family Day Care) Regulations 2006

Part One – Multiple choice questions

1. The *Child Care Services (Outside School Hours Family Day Care) Regulations 2006*:
 - a. set the minimum standards that all licensed outside school hours family day care services in Western Australia must meet.
 - b. set the maximum standards that all licensed outside school hours family day care services in Western Australia must meet.
 - c. set the minimum standards that all community service providers must meet.
 - d. set the maximum standards that all Australian community service providers must meet.

ANSWER: If you circled letter (a), you would be correct. The Child Care Services (Outside School Hours Family Day Care) Regulations 2006 set the minimum standards that all licensed outside school hours family day care services in Western Australia must meet.

2. A programme of activities must be provided that:
 - a. meets the play, recreation and relaxation needs of the enrolled children
 - b. provides a balance of indoor and outdoor play
 - c. includes a range of activities from which a child may choose
 - d. all of the above.

ANSWER: If you circled (d), you would be correct. Regulation 51 requires a programme to include all the features stated in (a), (b) and (c). Therefore (d) is correct, as 'all of the above' options (a), (b) and (c) must be taken into consideration when providing children's programmes.

3. The licensee must apply in a form approved by the Chief Executive Officer of the Department for Communities when the licensee:
 - a. proposes to close the outside school hours family day care service over the Christmas break
 - b. proposes to modify the place to which a licence relates
 - c. proposes to increase children's fees
 - d. none of the above.

ANSWER: If you circled the letter (b) you would be correct. Regulation 32 requires a licensee to apply to the Chief Executive Officer of the Department for Communities prior to making any significant changes to the licensed outside school hours family day care place.

4. If a child is harmed during a care session the licensee is required to notify the Chief Executive Officer (Chief Executive Officer of the Department for Communities):
 - a. within one week of the incident
 - b. within one working day of the incident
 - c. it's the parents duty to notify once the licensee has notified them
 - d. after an investigation has taken place by either the Police and/or the Department for Community Development.

ANSWER: If you circled the letter (b) you would be correct. Regulation 20 requires a licensee to notify the Chief Executive Officer of the Department for Communities of harm to an enrolled child. Harm includes death, injury requiring hospital admittance or any allegation of abuse, neglect including sexual assault, of an enrolled child during a care session.

5. The holder of an outside school hours family day care licence must:
 - a. keep the licence in a safe place
 - b. present the licence to a licensing officer on request
 - c. display the licence in a prominent position at or near the main entrance to the place to which the licence relates
 - d. none of the above.

ANSWER: If you circled the letter (c) you would be correct. Regulation 24 requires a licensee to display the licence in a prominent position at or near the main entrance to the place to which the licence relates.

Part Two – True/False statements

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1. An outside school hours family day care service must have an evacuation and emergency procedure to be followed in cases of fire, natural disaster or other emergencies.

Yes/No

ANSWER: If you circled 'Yes' you would be correct. Regulation 34 requires a licensee to develop evacuation and emergency procedures to be followed in cases of fire, natural disaster or other emergencies.

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2. Talking to friends about the latest in clothing fashion and music is a popular activity for children aged 10 to 12 years.

Yes/No

ANSWER: If you circled 'Yes' you would be correct. Children aged 10 – 12 years are interested in the broader community. They are forming strong friendship groups and are becoming aware of such things as music and fashion that are similar among friends in their group. Being part of a group is very important. Clothing and music are often one way children identify with each other in the group.

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3. Children aged 9 to 12 years often believe there is only one way to solve a problem.

Yes/No

ANSWER: If you circled 'No' you would be correct. Children aged 9 to 12 years are able to think about a number of solutions to solve a problem. Choices can be made based on another person's point of view and the consequences of the choices taken into consideration.

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4. Children aged 5 to 6 years of age should have a sleep after school.

Yes/No

ANSWER: If you circled 'No' you would be correct. Children aged 5 to 6 years do not require a sleep after school. These children require a range of both active and quieter activities and should be given the opportunity to choose based on their individual needs.
