

# Model Curriculum

## 1. Child Caretaker (Non Clinical)

**SECTOR: Domestic Workers**  
**SUB-SECTOR: Caretaking Services**  
**OCCUPATION: Child Caretaker (Non Clinical)**  
**REF ID: DWC/Q0201, V1.0**  
**NSQF LEVEL: 3**



## Certificate

### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

DOMESTIC WORKERS SECTOR SKILL COUNCIL

for

### Model Curriculum

Complying to National Occupational Standards of

Job Role/ Qualification Pack: 'Child Caretaker' QP No. 'DWC/Q 0201 NSQF'

Date of Issuance: August 16th, 2016  
Valid up to\*: August 15th, 2018

\*Valid up to the next review date of the Qualification Pack or the  
'Valid up to' date mentioned above (whichever is earlier)



Authorised Signatory  
(Domestic Workers Sector Skill Council)

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# Child Caretaker (Non Clinical)

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “**Child Caretaker (Non Clinical)**”, in the “**Domestic Workers**” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Child Caretaker (Non Clinical)</b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	DWC/Q0201, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	
<b>Pre-requisites to Training</b>	5th Standard passed (preferable)		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Understand the development stages of child’s growth:</b> Understanding the physical and psychological growth milestones of child between the age of 2 to 6 years like cognitive growth, motor skills, socio emotional, adaptive learning skills, speech and language.</li> <li>• <b>Being aware and managing the child’s need:</b> Observe and monitor routine activities of a child, taking care of child's physical and nutritional needs, carry out indoor/ outdoor child care activities, Understand and respond to child's preferences and needs, participate in playful activities to encourage learning and development</li> <li>• <b>Develop and promote positive relationships with the child:</b> Develop relationships with the child, having appropriate communication with the child, support the child in developing positive relations with others</li> <li>• <b>Develop and maintain a healthy, safe and secured environment for the child:</b> Establishing a healthy, safe and secure environment, maintain a healthy, safe and secure environment, understand basic healthcare issues and and their treatment, basic emergencies at home and how to deal with them, ethical behaviour and time management</li> <li>• <b>Create a positive impression of oneself in the household:</b> Dressing up for work and basic effective communication and conduct with the employer, how to bridge cultural difference</li> <li>• <b>Managing self, money and dignity at workplace:</b> Awareness about health and hygiene, managing personal finances, maintain self-respect and dignity at workplace etc.</li> </ul>		



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	DWC/N0201	<ul style="list-style-type: none"> <li>Understand how to respond to child's preferences and needs</li> </ul>	Cleaner, Housekeeping Products, Dishwashing gel, Scrubs and sponges, utensils, Washing Machine, Detergent Powder, liquid, bars, brush, different types of clothes, clothesline or drying stand, clothespins, bedsheets, pillow covers etc.
4	<p><b>Develop and Promote Positive Relationship with the Child</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> DWC/N0202</p>	<ul style="list-style-type: none"> <li>Understand how to interact with the child</li> <li>Learn how to have proper communication with the child</li> <li>Explore the ways to support child to make relations with other</li> </ul>	Laptop, white board, marker, projector
5	<p><b>Develop and Maintain a Healthy, Safe and Secure Environment</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> DWC/N0203</p>	<ul style="list-style-type: none"> <li>Understand common health issues and their treatment</li> <li>Understand basic emergencies at home</li> <li>Learn how to deal with basic emergencies at home</li> <li>Know the importance of ethical behaviour</li> <li>Understand time management and its importance</li> <li>Learn how to manage your time</li> </ul>	Laptop, white board, marker, projector, First Aid Kit etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	<p><b>Create a positive impression of oneself in the household</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Learn how to dress appropriately for work</li> <li>Learn essential etiquettes</li> <li>Understand effective communication and its importance</li> <li>Learn handling conflicting situations at work</li> <li>Bridge the cultural differences</li> </ul>	Laptop, white board, marker, projector
7	<p><b>Managing self &amp; money</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Understand the benefits of being healthy, hygienic and disease-free</li> <li>Manage the personal finances aptly</li> </ul>	Laptop, white board, marker, projector
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> <b>80:00</b></p> <p><b>Practical Duration</b> <b>120:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector, first aid kit, Baby Care Kit, Various indoor and outdoor toys, Height &amp; Weight Growth Chart, Weighing Scale, Kitchen Utensils and Appliances, Various clothes and fabrics, Housekeeping Tools and Products</p>	

Grand Total Course Duration: **200Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by Domestic Workers Sector Skill Council)*

## Trainer Prerequisites for Job role: “Child Caretaker (Non Clinical) ” mapped to Qualification Pack: “DWC/Q0201, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	A Child Caretaker (Non Clinical) in the Informal sector is one of the most crucial operational roles in the domestic worker segment taking care of the basic needs of the child in the presence or absence of the parents/ guardians such as bathing, clothing, hygiene, cooking food for the child, feeding, creative activities and games for engagement of the child with necessary safety measures.
2	<b>Personal Attributes</b>	This job requires the individual be cheerful, patient and to be able to look after the child in a calm and composed manner. The individual should be able to cater to the expectations in terms of child’s cleanliness; communication skills, able to recognise safety and hygiene issues. The individual should demonstrate strong work ethics, compassion, professionalism and exhibit a high level of integrity towards the family.
3	<b>Minimum Educational Qualifications</b>	10+2
4a	<b>Domain Certification</b>	Certified for Job Role: “Child Caretaker (Non Clinical) ” mapped to QP: “DWC/Q0201, v1.0”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted % as per DWSSC guidelines is 80%.
5	<b>Experience</b>	Trainer should be either Graduate with 2 years+ experience as a Hospitality/ Domestic attendant. Work experience in Domestic segment (at least 2 years). or 10+2 with 5 years+ experience as a Hospitality/Domestic attendant. Work experience in Domestic segment (at least 5 years) or Graduate with Home Science with 2 years experience in teaching/ training. or Nursing Diploma with 2 years experience.  Good knowledge of sector related services/processes with prior experience in training/teaching will be added advantage.





## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Child Caretaker (Non Clinical)</b>
<b>Qualification Pack</b>	<b>DWC/Q0201, v1.0</b>
<b>Sector Skill Council</b>	<b>Domestic Workers</b>

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre(as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate and 50% in each NOS
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP
7	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcomes	Assessment Criteria	Total Mark 300	Out of	Theory	Skills Practical / Viva
1 DWC/ N 0201 (Being aware and managing the child's need )	PC1 Handle, wash, dress the child in order to meet physical, health and well-being needs	140	6	0	6
	PC2 Identify and engage with parents/guardian for any specific requirements and feeding routines		6	0	6
	PC3 Prepare and store food and drink for the child hygienically and according to any specific instructions		6	0	6
	PC4 Care for hair, skin and teeth according to procedures		3	1	2
	PC5 Create a comfortable and relaxed atmosphere whilst providing for the physical care of the child		4	0	4
	PC6 Recognise signs of illness in the child and respond/inform accordingly		6	2	4
	PC7 Comfort the child when distressed, according to the needs of the child and work area requirements		4	0	4
	PC8 Communicate with the child at a level and pace suited to the child's culture, development and understanding		6	0	6
	PC9 Identify the purpose and value of observing and looking after the child		4	0	4
	PC1.0 Carry out child care activities with the consent of parents and guardian or guardians		4	3	1
	PC11 Observe the child's movement and what they can do with the body		3	2	1
	PC12 Observe how the child communicates with others and how child can play together		3	0	3
	PC13 Observe how the child expresses feelings and reacts to situations		6	2	4
	PC14 Contribute towards identifying areas of the child's development and growth		4	2	2
	PC15 Keep track of the child's developmental progress and appraise parents and guardian accordingly		4	4	0
	PC16 Use everyday activities and routines to develop positive relationships with the child, making sure they are enjoying experiences and encourage holistic development		3	3	0
	PC17 Identify individual or group play activities, that will support different aspects of		3	3	0

	learning and development for the child, which are enjoyable and encourage participation					
	PC18 Ensure that the environment is hygienic, safe and secure		6	4	2	
	PC19 Select a range of play activities for the child that are appropriate to the child's level of development and encourage understanding of positive self- concepts		4	4	0	
	PC20 Ensure that group activities are inclusive and value diversity		3	3	0	
	PC21 Encourage the active participation of the child in selecting creative, imaginative learning activities that meet the child's identified preferences and needs		4	0	4	
	PC22 Communicate with the child at a level and pace suited to the child's family culture, development and understanding		4	0	4	
	PC23 Communicate with the child in ways that support the child's holistic development		4	0	4	
	PC24 Respond the child by appreciating using positive approach and attitude		3	0	3	
	PC25 Respond appropriately in situations where the child is distressed, anxious or parting from parents and guardian or guardians		4	0	4	
	PC26 Provide regular feedback to parents and guardian or gurdians about the child's activities		6	0	6	
	PC27 Make routine of child's daily chores namely, eating, toilet habit, resting and recreation with the consent of parent/guardian		6	2	4	
	PC28 Perform house keeping duties such as cleaning, laundry, dish washing and bed making for the child		6	0	6	
	PC29 Timely and safely pick and drop of the child from play centres/ kindergarden		6	0	6	
	PC30 Prepare the play area as per the child's age and choice		3	2	1	
	PC31 Identify appropriate clothing as per the season, occasion and activity		3	2	1	
	PC32 Take parents' and guardian's consent in creating routine for watching Television and using electronic gadgets		3	3	0	
		<b>Total</b>	<b>140</b>	<b>42</b>	<b>98</b>	
2 DWC/ (Develop	N 0202 and	PC1 Interact with the child in a way that helps the child feel welcomed and valued	70	4	0	4

promote positive relationships)	PC2 Adapt his/her behaviour to the age, needs and abilities of the child		4	0	4
	PC3 Understand the likes and dislikes of the child appropriate to the stages of development		4	0	4
	PC4 Apply inclusive and anti-discriminatory practice in his/her relationship with child		4	4	0
	PC5 Make sure his/her behaviour with the child is appropriate at all times		6	2	4
	PC6 Give attention to individual behaviour of the child		4	2	2
	PC7 Communicate with the child in a way that is appropriate to the child's age, needs and abilities		4	1	3
	PC8 Listen to the child and respond in a way that shows that he/she values what the child says and feels		4	1	3
	PC9 Recognise when there are communication difficulties and fill the gaps accordingly		6	2	4
	PC1.0 Support the child in developing agreements about ways of behaving, according to the requirements of the work area or service		6	2	4
	PC11 Support the child in understanding other people's feelings		6	2	4
	PC12 Support the child who have been upset by others		6	2	4
	PC13 Encourage and support other adults in the work area to have positive relationships with the child		6	2	4
	PC14 Identify signs of emotional or developmental problem in the child and bring them to parents' or guardians' attention		6	2	4
		<b>Total</b>	<b>70</b>	<b>22</b>	<b>48</b>
3 DW/ N 0203 (Develop and maintain a healthy, safe and secured environment for the child)	PC1 Have up-to-date and accurate information about the health, safety and security requirements of his/her work area		6	4	2
	PC2 Check all areas of his/her work place and identify hazards		6	4	2
	PC3 Remove the identified hazards appropriately		6	0	6
	PC4 Assess the levels of risk for all other hazards and manage these risks to an acceptable level		4	2	2
	PC5 Make sure that all child and adults using the wrok place are aware about the hazards present	90	4	2	2

PC6	Review and revise his/her health, safety and security procedures in line with changing circumstances and requirements		4	4	0
PC7	Assess the health, safety and security of the work place before starting, during and at the end of work activities		6	0	6
PC8	Follow hygiene, health, safety and security procedures for self and child		6	2	4
PC9	Support in health, safety and security procedures of the child		4	2	2
PC1.0	Maintain supervision of the child appropriate to the levels of risk and the child's growth milestone		6	2	4
PC11	Encourage child's awareness on own and others' safety and their personal responsibilities		4	0	4
PC12	Contribute to safety on outings, according to his/her role and responsibility		6	2	4
PC13	Make sure that accidents, injuries, signs of illness and other emergencies are promptly identified		6	2	4
PC14	Follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely		6	2	4
PC15	Make sure that he/she and others are not put at unnecessary risk		4	2	2
PC16	Provide comfort and reassurance to those involved		4	0	4
PC17	Ensure basic first aid according to the correct procedures when required in case of any injury		4	2	2
PC18	Follow the correct procedures for recording and reporting accidents, injuries, signs of illness and other emergencies		4	2	2
		<b>Total</b>	<b>90</b>	<b>34</b>	<b>56</b>
	<b>Grand Total</b>	<b>300</b>	<b>300</b>	<b>98</b>	<b>202</b>
	Percentage Weightage:			<b>33%</b>	<b>67%</b>
	<b><u>Minimum Pass% to qualify (aggregate):</u></b>				<b>50%</b>

