

Syllabus for Creche Assistant

Course Name	CRECHE ASSISTANT, V2
Sector	DOMESTIC WORKER
Course Code	STC -DMW/ 2021/0901, V2
Level	3
Occupation	CRÈCHE ASSISTANT
Job Description	Crèche assistant, under the supervision of a senior manager, will help children in a crèche by giving them environment suitable for development of their language skill, cognitive skill, and social development skill. The assistant will also see that daily schedule of a crèche is maintained; food is served in a hygienic manner. They will also see that children are protected from various health hazards.
Course Duration	Total Duration 390 Hrs (T-90, P-180, OJT-60 and ES-60)
Trainees' Entry Qualification	Grade 10 OR Grade 8 with two year of (NTC/ NAC) after 8 th OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR 8th grade pass with 2 yrs relevant experience OR Previous relevant Qualification of NSQF Level 2 with one yr experience OR Previous relevant Qualification of NSQF Level 2.5 with 6 months experience
Trainers Qualification	Honours Graduate in Psychology with Diploma in Food and Nutrition
Recognition of Prior learning (RPL):	Candidates with class 8 pass out and who have prior learning experience of more than 5 years in the relevant field and are desirous of being certified will be considered. Such candidates, if applying for certification, will undergo a training for 12 Hrs and appear for an assessment of their skills. Assessment will be based on all the modules. Certificates will be provided to candidates after successful assessment.

Structure of Course:

Module No.	Module name	Outcome	Theory (Hrs)	Practical (Hrs)	Total (Hrs) [Multiple of 30]	RPL duration (Hrs)
1	Workplace safety	Apply safe & hygiene practices at the working place	10	20	30	1
2	Introduction	Explain the basic concept of crèche management.	10	20	30	1
3	Developmental Milestones and its significance	Perform activities leading to developmental Milestones of various age group children	10	20	30	1
4	Different developmental areas	Participate in developing cognitive, language, sensory	10	20	30	1

		social areas for children with different age groups				
5	Concept of Special need children	Understand the children with special need	10	20	30	2
6	Food and nutrition and meal time activity	Perform meal time activity as per crèche schedule.	20	40	60	2
7	Causes of various childhood diseases & its prevention	Explain causes of various childhood diseases & its prevention	10	20	30	1
8	File case history report of a child	File case history report of a child	10	20	30	1
9.	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).		60	60	--
10.	Employability Skill	As per guided curriculum	--	--	60	2
TOTAL:			90	240	390	12

SYLLABUS:**Module No. 1: Workplace safety**

Outcome: Apply safe & hygiene practices at the working place

Theory Content:

- 1.1 Personal protection in work place
- 1.2 Basic first aid
- 1.3 Safety signs for Dangers and Stop Caution and Personal Safety measures
- 1.4 Safety related to health
- 1.5 Prevention of accident
- 1.6 Identification of Sickness

Practical Content:

- 1.1 Identification of the equipment used
- 1.2 Identification of the environmental hazards
- 1.3 Identification of personal safety
(Make record book to present the activity mentioned)

Module No. 2: Introduction

Outcome: Explain the basic concept of crèche management.

Theory Content:

- 2.1 Concept and definition of crèche
- 2.2 Different organizational pattern of Crèche management
- 2.3 Major structural component for Crèche management
- 2.4 Different practices of crèche Management
- 2.5 Essential components of a good Crèche management

Practical Content:

- 2.1 Visit to a Crèche Centre and prepare a record on daily activities practiced there.
- 2.2 Prepare chart to showing organisational pattern & structural component of crèche management.
- 2.3 Prepare a layout plan for an ideal crèche considering aspects such as safety, accessibility, and activity zones.
- 2.4 Prepare checklist of essential components like hygiene standards, and child engagement strategies.
- 2.5 Prepare management schedule for children of various age group.

Module No. 3: Developmental Milestones and its significance

Outcome: Perform activities leading to developmental Milestones of various age group children

Theory Content:

- 3.1 Areas and mile stones of development.
- 3.2 Developmental tasks in different age.
- 3.3 Effect of heredity and environment in Child's development.

Practical Content:

- 3.1 Prepare report showing physical, cognitive, language, emotional, and social milestones for children from different age groups.
- 3.2 Conduct activities to provide the environment for overall development of pre-primary age group children, such as Jumping, Walking, running and turning pages, holding pencil, scribbling etc.
- 3.3 Conduct activities to provide the environment for overall development of a primary-age group children through play activities, drama, imaginative play, cooperative play and competitive play.
- 3.4 Conduct activities to provide the environment for overall development of secondary age group children such as giving some responsibilities to organise a musical programme/ celebration of various events etc.

Module No. 4: Different developmental areas

Outcome: Participate in developing cognitive, language, sensory social areas for children with different age groups

Theory Content:

- 4.1. Language and communication development
- 4.2 Sensory development
- 4.3 Cognitive development
- 4.4. Social development
- 4.5. Play development

Practical Content:

- 4.1 planning and organizing activities to develop cognitive skills
- 4.2 planning and organizing activities to develop social skills
- 4.3 planning and organizing activities to develop language and communication skills

- 4.4 Planning and organizing activities to develop creativity.
- 4.5 Planning and organizing activities to develop play .
- 4.6 Planning and organizing activities to develop recreational skills.

Module No. 5: Concept of Special need children

Outcome: Understand the children with special need

Theory Content:

- 5.1 Children with Intellectual Disability
- 5.2 children with sensory disability
- 5.3 children with learning disability
- 5.4 Children with loco motor disability

Practical Content:

- 5.1 Outline problem of children with Intellectual Impairment
- 5.2 outline problem of children with sensory Impairment
- 5.3 Outline the problem of children with learning Disabilities
- 5.4 Outline the problem of Loco motor Impairment
- 5.6 Outline activities to increase participation the crèche of a child and communicate with the parents.
- 5.7 outline the activities of a crèche assistant to increase the preschool skills of the children

Module No. 6: Food and nutrition and meal time activity

Outcome: Perform meal time activity as per crèche schedule.

Theory Content:

- 6.1 Conception regarding vital vitamin and minerals
- 6.2 Hygienic food preparation and storage
- 6.3. Concept of Balanced diet
- 6.4. Causes of Malnutrition
- 6.5 Basic rules to hygienic food serve.
- 6.6 Basic personal hygienic rules during meal time activities.

Practical Content:

- 6.1 Outline a balanced diet for children
- 6.2 Outline a diet chart for children with specific illness.
- 6.3 outline the lunch time activities in the crèche.
- 6.4 outline the feeding schedule of a child with nutritional deficiency.
- 6.5 Outline age appropriate diet chart of the children (preschool to adolescent)
- 6.6 Outline cleaning activities before, during and after meal time for the children
- 6.7 Outline cleaning activities before during and after meal time for the crèche assistant.

Module No. 7: Causes of various childhood diseases & its prevention**Outcome:** Explain causes of various childhood diseases & its prevention**Theory Content:**

- 7.1 Common childhood disease
- 7.2 Concept regarding water Borne disease
- 7.3 Concept regarding Air Borne disease
- 7.3 Concept regarding Vector Borne disease

Practical Content:

- 7.1 Prepare chart showing causes & prevention of the common childhood diseases like Sore Throat, Ear Pain, urinary Tract Infections, Skin Infections.
- 7.2 Prepare chart showing causes & prevention of the water borne diseases like diarrhoea, typhoid, cholera, amoebiasis, hepatitis A.
- 7.3 Prepare chart showing causes & prevention of the Vector borne diseases like Dengue fever, Chikungunya Malaria , Yellow fever.

Module No. 8: File case history report of a child**Outcome:** File case history report of a child**Theory Content:**

- 8.1 Interview with the parents.
- 8.2 Filling up the case history format.
- 8.3 Reporting and rating the progress of a child in different skills.
- 8.4 Reporting of the Basic activities in the crèche

Practical Content:

- 8.1 Filling up the format of the case history through interview
- 8.2 Construction of an immunization chart
- 8.3 Construction of a chart containing common childhood diseases seen in the children in the Crèche
- 8.4 Filling up a record sheet to indicate child's progress
- 8.5 Make an outline of the activities of a crèche.

Module No. 9: OJT**Outcome:** Work in real job situation with special emphasis on basic safety and hazards in this domain**Practical Content:**

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)

Module No. 10: Employability Skills (60 Hrs)**Key Learning Outcomes****Introduction to Employability Skills**

Duration: 1.5 Hours

After completing this program, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PWD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service

Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
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Module No.	Outcome	Assessment Criteria
1	Apply safe & hygiene practices at the working place	After completion of this module students will be able to: 1.1 achieve a safe working environment in line with professional safety and health related issues according to the requirement 1.2 demonstrate the use of first aid box and the use of materials and medicines in the box. 1.3 demonstrate safety sign for danger, stop, caution and personal safety measure accordingly 1.4 report or record to competent authority regarding the event of accident, sickness or other personal damage in detail. 1.5 use PPE Kit, Hand Gloves, Head Cap for personal protection.
2	Explain the basic concept of crèche management.	After completion of this module students will be able to: 2.1 Able to explain the importance of crèche management 2.2 Able to explain the organisational pattern & structural component of crèche management 2.3 Illustrate the daily management schedule for a pre-primary age group child. 2.4 Illustrate the daily management schedule for a primary age group child. 2.5 Illustrate the daily management schedule for a secondary age group child. 2.6 Able to maintain record book to ensuring that the activities are observed.
3	Perform activities leading to developmental Milestones of various age group children	After completion of this module students will be able to: 3.1 Able to explain the changes in the different social, cognitive and emotional developmental areas from pre-primary to secondary age group of children. 3.2 Able to perform some activities to provide the environment for overall development of pre-primary age group children, such as Jumping, Walking, running and turning pages, holding pencil, scribbling etc. 3.3 Able to perform some activities to provide the environment for overall development of a primary-age group children through play activities, drama, imaginative play, cooperative play and competitive play. 3.4 Able to perform some activities to provide the environment for overall development of secondary

Module No.	Outcome	Assessment Criteria
		age group children such as giving some responsibilities to organise a musical programme/celebration of various events etc.
4	Participate in developing cognitive, language, sensory social areas for children with different age groups	After completion of this module students will be able to: 4.1 Able to identify basic sensory responses of a child in pre-primary level such as eye-sight, hearing ability. 4.2 Able to participate in developing cognitive, language, sensory social areas for pre-primary age group of children by arranging following performances: (a) Showing flash cards to explain concepts of size & distance, shape, basic concept of number. (b) Reading and writing of words, identify pictures of animals, fruits etc. (c) Playing games such as hide & seek, passing the ball, musical chair, ring a ring a roses. 4.3 Able to participate in developing cognitive, language, sensory social areas for primary age group of children by arranging following performances: (a) Solving jig-saw puzzles for jumbled words, pictures, Counting number after and before a given number, back counting, concept of math along with basic four operations addition subtraction, multiplication and division. (b) Making words, making sentence, recite poems, learning opposite words. (c) Playing games such as Ludo, carom, Chinese checker etc. 4.4 Able to participate in developing cognitive, language, sensory social areas for secondary age group of children by arranging following performances: (a) Through project and brainstorming activity. (b) Activities like letter writing, paragraph writing. Comprehension writing, bio data writing. (c) Participate in drama, music, concert, chess, kitchen activities or gardening. 4.5 Able to organise or perform some games in a simulated environment like.

Module No.	Outcome	Assessment Criteria
5	Understand the children with special need	After completion of this module students will be able to: 5.1 Explain different types of special need children with their specific characteristics like intellectual, visual, hearing, locomotors & learning impairment
6	Perform meal time activity as per crèche schedule.	After completion of this module students will be able to: 6.1 Able to follow specific time schedule for arrangement of meal /tiffin for the children. 6.2 Able to perform pre-meal time activity such as washing hands, utensils, place etc. 6.3 Able to perform various meal time activity like serving the scheduled food to the specific child in a hygienic manner like proper placement of plates, napkins, spoons, water, covering food, wearing gloves, aprons, head covers etc. 6.4 Able to help a child take the food during the meal times 6.4 Able to perform various post meal time activity like washing of hands & mouth of children, cleaning of place, proper use of dust bins, proper arrangement of washed utensils etc. 6.5 Able to demonstrate all above points through simulated environment.
7	Explain causes of various childhood diseases & its prevention	After completion of this module students will be able to: 7.1 Able to explain causes & prevention of the following diseases among the children, i.e. a) Common childhood diseases like Sore Throat, Ear Pain, urinary Tract Infections, Skin Infections. a) Water borne diseases like diarrhoea, typhoid, cholera, amoebiasis, hepatitis A. b) Air borne diseases like The common cold, Influenza Chickenpox, Mumps, Whooping cough, Tuberculosis, Coronavirus and Covid 19. c) Vector borne diseases like Dengue fever, Chikungunya Malaria, Yellow fever.
8	File case history report of a child	After completion of this module students will be able to: 8.1. Able to converse with parents of the children before admission regarding case history of a child and write a preformatted report, based on the conversation. 8.3 Able to write a monthly regular observation report as per given proforma on the activities of a child.

Module No.	Outcome	Assessment Criteria
9	OJT	9.1 The assessor will check the report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)
10	Employability Skill	10.1 As per guided curriculum

LIST OF TOOLS AND EQUIPMENT_CRECHE ASSISTANT (For batch of 30 candidates)

S No.	Name	Specification	Qty
1	First aid Box	Plasters in different size and shapes, Sterile Gauze, (Small, Medium & large,) Two sterile eye dressing, triangular bandage, crape rolled bandaged, safety pin, disposable sterile gloves, tweezers, scissors, alcohol free cleansing wipes, sticky tape, digital thermometer, skin rash cream (Calendula) cream or spray to relief insect bites and stings, antiseptic cream pain killers such as paracetamol (infant paracetamol), anti histamine cream or tablet, distilled water for cleaning wound, eye wash & eye bath.	6
2	2(a) Case History Format 2(b) Proforma for Periodical assessment	It contents part I – which is basically the demographic information of the child such as child's name, date of birth, age, gender, parents name, occupation, address, contact details etc. In the part II – it contents the birth history, developmental history, medical history, educational history, daily behaviour of the child and also contents the name and contact no of the child's house physician for any medical emergency. As per Appendix appended For Periodical assessment, some skills are selected and the assistant will be asked to rate the skill accordingly. As per Appendix appended	30
3	Charts related to Safety Signs	As per Appendix appended	30
4	4(a)Adapted Functional equipment for special needs children. Mobility device, large print book etc. 4(b) Specific materials for play 4 (c) Spetic materials for Safety and Hygiene 4(d) other	For Mobility device Wheel chair, Crutch, Walking frames and walking sticks etc. Cut-out Chairs can be useful for hyper active child. According to the need of the child normal print front may enlarged to help the child who is partially sighted. a) Ludo, b) Carom ,c) Chess , d) Chinese checker c) Flash card of Number, Shape ,Size, Distance, Alphabet, Word, , Picture of fruits ,Vegetables, Objects f)Ball , b) PPE kit b) Sanitizer c) Cap d)Gloves e) Soap	1 for each variety 15 30

	miscellaneous	Plate spoon glass napkin	
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CASE HISTORY FORM• **PART- A****CHILD**

1. Child's name-
2. Date of birth-
3. Age-
4. Gender-
5. Case id-
6. Address-
7. Emergency Contact No.
 - a) Family members-
 - b) Medical professional-

PARENTS

Mother's name:	Father's name:
Occupation:	Occupation:
Phone no:	Phone no:

OTHER FAMILY MEMBERS

Name	Age	Relationship with the child	Phone No.

• **PART B****BIRTH HISTORY**

- 1) This is our:

☐

☐ Biological Child
☐ Foster Child

☐

Adopted child

- 2) Age of mother at the child birth-
- 3) Child's Birth Weight-

- 4) Any injury during pregnancy- Injury/ Accident / Disease.
- 5) Birth condition- Normal / Premature/ Prolonged delivery.
- 6) Any unusual problem at birth- Yes/ No
If yes[explain]
- 7) Please identify any of the following which applied to your child during the first week of life
 - a) Child needed oxygen-
 - b) Child jaundiced-
 - c) Child placed in special nursery-
 - d) Child needed blood transfusion-
 - e) Child remained in hospital following mother's discharge-
 - f) Others(please specify)-.....

• **PART C**

DEVELOPMENTAL HISTORY

At what age your child

- a) Sat without support-
- a) Crawl-
- b) Walk-
- c) Dress and undress independently-
- d) Become toilet trained-
- e) Feed himself and herself-

Does your child

- a) Have difficulty chewing or swallowing-
- b) Drool-
- c) Have difficulty in maintaining balance-

• **PART D**

MEDICAL HISTORY

- 1) Has your child ever been hospitalized? Yes/No
If yes, how often?
- 2) Describe any serious illness that your child has had.....
- 3) Have any of these illness been accompanied by high fever? Yes/ No
If yes please describe.....
- 4) Please check any of the following that your child has experienced:
 - Seizure
 - Frequent respiratory
 - Infection
 - Serious head injury or accident
 - Allergies (Please list).....
 - Tonsillitis
 - Headaches
 - Asthma

- Name of the medicine-
- Describe its purpose-
- Give the date started-

EDUCATIONAL HISTORY

2) Has day-cares/ nursery school expressed any concerns about your child's communication abilities? Yes /no

DAILY BEHAVIOUR

8) Is your child easy to manage? yes / No
9) What are his/her favourite play activities?.....

Place-14

CHEERFULNESS					
HELPLESSNESS					
COMMUNICATION SKILLS					
SENSE OF RESPONSIBILITY					
SELF – MANAGEMENT SKILL PERSONAL					
SELF MANAGEMENT WORK RELATED					
LEADERSHIP SKILL					
TEAMWORK SKILLS					
ADAPTABILITY SKILLS					
ORGANIZATIONAL SKILLS					
PROBLEM SOLVING SKILLS					
OPENMIDEDNESS					

RATINGS

1-POOR

2-FAIR

3-AVERAGE

4-GOOD

5-EXCELLENT

Date

Signature of the Concerned Person

Appendix: Safety Chart images (point no 3)





Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Apply safe & hygiene practices at the working place	DMW/0901/OC1	10	80	0
Explain the basic concept of crèche management.	DMW/0901/OC2	20	80	0
Perform activities leading to developmental Milestones of various age group children	DMW/0901/OC3	20	80	0
Participate in developing cognitive, language, sensory social areas for children with different age groups	DMW/0901/OC4	20	80	0
Understand the children with special need	DMW/0901/OC5	20	80	0
Perform meal time activity as per crèche schedule.	DMW/0901/OC6	30	90	0
Explain causes of various childhood diseases & its prevention	DMW/0901/OC7	20	80	0
File case history report of a child	DMW/0901/OC8	10	80	0
OJT	DMW/0901/OC9	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0