



**MQF/EQF Level 4 Pre-Tertiary  
Certificate in Early Childhood  
Education and Care**

MQF Level 4, 6 ECTS

## **Module 1: Roles and Responsibilities of Childcare Worker**

This module allows learners to become knowledgeable on the roles and responsibilities of a childcare workers. Learners will therefore be exposed to monitoring the progress of a child, implementing problemsolving techniques, work in teams and collaborate with other workers and deal with the day-to-day challenges faced by child carers. This module will set the fundamental base to allow learners to acquire further knowledge on childcare. At the end of the module the learner will have been exposed to the following:

- Describe the importance of planning and organising a routine for children including the required play time, nap time, mealtimes, and various educational activities
  - List the importance of a carer being able to detect any behavioural, developmental, or learning problems
  - Describe the importance of a carer to implement high level of personal hygiene, and hygiene overall
  - Recall the importance of assisting toddlers and children with potty training and other basic needs whilst also promoting independence
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## **Module 2: Health and Safety Practices in a Childcare Centre**

This module highlights the importance of maintaining a secure and safe environment for children in childcare centres. Learners will initially be exposed to the laws and regulations governing health and safety at the place of work, as well as those specifically related to childcare. Moreover, learners will be taught how to identify, manage and mitigate health and safety risks at the place of work. Furthermore, learners must be aware of the laws and regulations governing health and safety at the workplace. At the end of the module the learner will have been exposed to the following:

- List the main safety risks associated with carrying and the manual handling of children and babies
- Recall stages of child development and how these affect the changing health and safety requirements of the child

- Describe the various challenges that might come about attachment of children
  - Recall ways of implementing effective health and safety risk mitigation
  - Name the various security arrangements that the child carer needs to take into consideration to ensure safety of the child such as outings, arrival and departure from childcare centre
  - Name the health and safety risks included in storing medicine
  - Recall the importance of children assessing risks on their own as part of their developmental stages
  - Identify various injuries and accidents and relevant responses to such situations in children as well as identify various symptoms and illnesses
  - Describe the regulations covering health and safety of children
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## **Module 3: Theories of Child Development and Learning**

This module shall look at the theories of effective child development and learning. Such theories include psychosocial theory, cognitive theory, developmental theories, and behavioural theories. They shall outline how children change, grow, and evolve throughout the duration of their childhood. At the end of the module the learner will have been exposed to the following:

- Describe the need to promote children's' development in order to aid them towards reaching their full potential
- Identify the child's programmes by making use of various tools and techniques and match such with appropriate expectations
- Define the importance of the theories of play when creating realistic goals and objectives for children's development
- Recall the need to include children, their guardians or parents as well as partners in the assessment of a child's development
- Identify and discuss the difference between formative and summative assessment methods

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## **Module 4: Promoting Inclusion and Anti-Discriminatory Practice**

This module looks at ways of promoting inclusion at the workplace, supporting children with disabilities or any specific educational or individual need. Learners shall become familiar with common illnesses and disabilities which might be common in childcare setting. Furthermore, it also looks at providing high quality service which inclusive, therefore also catering for families who are bilingual. At the end of the module the learner will have been exposed to the following:

- Have knowledge and understanding of the regulations, legislations and codes of practice governing childcare and children with disabilities and cultural differences
  - Describe the need to use augmentative and alternative communication methods to assist children with various educational needs
  - Recall various assessments and interventions required by children with individual needs
  - Describe ways in which care needs to differ for children with various needs such as children with common illnesses and disabilities as well with various cultural needs
  - Define the role of assessing communication needs of a particular child, in collaboration with their families/ guardians
  - Recall the need for having a non-judgemental environment and how to achieve such a working environment
  - Identify the need to assist children in acquiring a new language such as Maltese or English
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## **Module 5: Caring for Babies and Children (0-3 Years)**

This module highlights ways to best methods of caring for children under the age of three, both from a physical perspective and cognitive development. It will highlight the development stages of children between the ages of 0 and 3, and how to best care for children depending on their development stages in life. This module shall lastly look at children's rights and abuse reporting. This module shall also cover basics of nutrition and the importance of the Childcare worker being knowledgeable in nutrition for young children. At the end of the module/unit the learner will have been exposed to the following:

- List the rules and regulations related to food handling, safety and storage
  - Name ways of ensuring a healthy and safety environment for children under the age of 3
  - Recall the importance of documenting and recording everything in terms of the requirements of children
  - Discuss the importance of identifying and recognising early symptoms of common illnesses in children under the age of 3
  - Name activities which can be used to assist children under the age of 3 to develop their skills, knowledge and understanding
  - Identify situations which require medical advice or attention
  - Recall the need for promoting independence and encourage the development and learning of children under the age of 3
  - Define the need to foster an environment which encourages an emotionally consistent and secure environment
  - Recall the nutritional, rest, and recreational needs of children between the ages of 0-3
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## **Module 6: Promoting Professionalism and Positive Behaviour at the Workplace**

This module highlights the importance of having a place of work which promotes positive behaviour. This is specifically important for the care-giving sector whereby communication plays a very important role. This module shall therefore look at various methods of fostering an environment which promotes positive behaviour which in return shall benefit the children. At the end of the module/unit the learner will have been exposed to the following:

- Describe the possible effects that might arise in the case of communication difficulties in children
- Recall ways of promoting positive behaviour and fostering a positive an inclusive environment
- Name the legislations and regulations which influence behaviour
- Identify the main links between behaviour, relationships with others and self-esteem and confidence
- Recall ways in which adults' expectations and behaviour affect the child and might lead to them portraying challenging behaviour
- List the various communication techniques and strategies which can be used with children to ensure compassion and empathy

- Recall the importance of effective teams and effective communication in teams
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## **Module 7: Theories of Play and Recreation in Early Years**

This module shall allow learners to become familiar with the theories of play and how recreational activities foster an environment which encourages and supports learning and development. It shall also look at an introduction to emergent curriculum. At the end of the module/unit the learner will have been exposed to the following:

- Describe the theories of play and how recreational activities foster an environment of learning and development
  - Define ways in which the theories of play can inform practice
  - Define 'emergent curriculum' and discuss how experiences which account for children's strengths, needs and interest encourage them to learn and develop more
  - Recall the role of the carer in the implementation of emergent curriculum
  - List and discuss the benefits of implementing emergent curriculum
  - Name and discuss various play-based learning activities which one can do at the childcare centre
  - Describe and differentiate between unstructured and structured play and provide accurate examples of both
  - Name various theorists who have shaped the theory of play and development along the years
  - List the pillars of early years childhood education and learning
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## Module 8: Reflective Practice in Childcare

Practicing reflective techniques allows the childcare worker to develop on a personal level as well as professionally. This module shall allow learners to become familiar with the basic principles and techniques of reflective practice. At the end of the module/unit the learner will have been exposed to the following:

- Describe the need to practice effective reflection and evaluation on personal and professional self
  - Recall and describe the process of reflective practice
  - Define ways in which implementing reflective practice can assist individuals in enhancing their professional knowledge and skills
  - List ways in which reflective practice can assist in enhancing personal skills as well as confidence and self-esteem
  - Recall various reflective practice techniques such as questioning
  - Describe ways in which effective reflective practice can assist in overcoming challenges at the workplace
  - Define the use of reflective practice in planning and development
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## Module 9: Work Placement

This module shall allow learners to implement the theoretical aspects they have learned, and the skills and knowledge acquired throughout the duration of the programme in practice. Learners shall therefore be assessed against the learning outcomes learnt throughout the full duration of the programme of study. At the end of the module/unit the learner will have been exposed to the following:

- Identify the best techniques to use based on the theories learnt throughout the duration of the programme
- Recall the best approaches and theories to implement with children of age 0-3 and children above that age
- Describe the need for effective planning and recording keeping when it comes to specific needs of children
- List the main health and safety risks present in a childcare centre

- Describe the need for and importance of promoting children's development to support them in achieving their goals
- Have knowledge and understanding of the regulations, legislations and codes of practice governing childcare and children with disabilities and cultural differences
- Identify the main links between behaviour, relationships with others and self-esteem and confidence
- Describe the theories of play and how recreational activities foster an environment of learning and development