



Model Curriculum

QP Name- Associate cum Coordinator – Early Child Development (ECD) Services

QP Code: HSS/Q8902

QP Version: 1.0

NSQF Level: 4.5

Model Curriculum Version: 1.0

Healthcare Sector Skill Council || Healthcare Sector Skill Council, 520, DLF Tower A, 5th Floor, Jasola
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Training Parameters

Sector	Healthcare
Sub-Sector	Social Work and Community Health
Occupation	Early Child Development
Country	India
NSQF Level	4.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3222.9900
Minimum Educational Qualification and Experience	Diploma with no experience Or 12th pass with 1.5 years' experience Or 10th pass with 4.5 years' experience Or Anganwadi supervisor with 4.5 yrs experience Or Child health worker with 4.5 yrs experience Or Geriatric caregiver with 1.5 yrs experience
Pre-Requisite License or Training	Not Applicable
Minimum Job Entry Age	21 Years
Last Reviewed On	07/10/2025
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
QP Version	1.0
Model Curriculum Creation Date	07/10/2025
Model Curriculum Valid Up to Date	07/10/2028
Model Curriculum Version	1.0
Minimum Duration of the Course	450 Hrs.
Maximum Duration of the Course	450 Hrs.

Program Overview

This section summarizes the end objectives of the program along with its duration.

Introduction and Description

Associate-cum-Coordinator is a professional responsible for overseeing the implementation, and quality of ECD curriculum and services. The role of the professional is to focus on management, mentoring, monitoring, and ensuring standards in early childhood services. This is in contrast with the role of the worker who directly interacts with children on a daily basis. However, they would work closely with leadership, parents, community and other stakeholders.

The course will provide expertise in a wide range of areas, including team coordination, implementation of age-appropriate learning activities, health and safety standards, financial oversight, inventory management, records management while ensuring safety and compliance with legal requirements and ensuring inclusivity for children with developmental delays or disabilities.

By completing this course, participants will be equipped to work in early childhood care, learning, and development centers with confidence, morality, creating a nurturing, efficient, and legally compliant environment that supports the growth and well-being of every child including children with disabilities and sick children with protection from child abuse and neglect.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Recognize the significance of Early Child Development (ECD) & early childhood years.
- Recognize ECD Set up and Management systems
- Organize training and professional development sessions for the team across levels
- Manage and supervise the day-to-day functioning of team
- Prepare and monitor routines and schedules of the centre.
- Develop and implement age and developmentally appropriate Teaching Learning Material (TLM)
- Create "Print-rich" and stimulate environment as per TLM.
- Implement age and developmentally appropriate activities for holistic development of children as per TLM.
- Maintain inventory of materials and resources in the centre required to conduct various learning activities across ages.
- Ensure provision of nutritionally balanced meals in a safe and hygienic manner.
- Maintain personal, environmental hygiene and sanitation practices in the centre.
- Maintain health, protection and safety norms in the centre.
- Support the holistic development of all children including babies and children under 6 years- toilet training, developmental milestones, etc.
- Maintain immunization and specific ailments records of children
- Observing, Recording and Reporting.
- Maintain positive relationships with children, families, and community.
- Handling conflicts amongst children and staff.
- Supervise the housekeeping staff.
- Contribute to the effectiveness of teams.
- Support in day-to-day management of early childhood care, learning and development facility/center including finances, operations, compliances and documentation effectively, profitably and qualitatively.
- Support in early detection of 4D's of a Child with Special Needs (CWSN).

- Make appropriate referrals to health facilities for diagnosis and early intervention
- Acquire simple skills to include children with disabilities in the center
- Observe and report signs of abuse in children to parents or appropriate authority.
- Support parents to meet the challenges in raising CWSN child.
- Keep children safe, healthy and ensure well-being
- Maintain environments to meet children's needs
- Identify and respond to children at risk
- Provide an emergency first aid response in setting

Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
HSS/N8907, V1.0, NSQF 4.5 Recognize the significance of Early Child Development (ECD) & its management systems	13:00	36:00	11:00	00:00	60:00
Module 1: Orientation on Early Childhood Development (ECD) & Significance of early childhood years	07:00	13:00	05:00	00:00	10:00
Module 2: ECD Set up and management systems	06:00	13:00	06:00	00:00	05:00
HSS/N8908, V1.0, NSQF 4.5 Implement and monitor an age and developmentally appropriate childcare program, in an early childhood care, learning, and development center.	20:00	25:00	15:00	00:00	60:00
Module 3: Holistic Childcare Program Implementation and Monitoring	20:00	25:00	15:00	00:00	60:00
HSS/N8909, V1.0, NSQF 4.5 Implement and monitor nutritional, health, and safety requirements for children according to their developmental milestones to ensure overall well-ness.	28:00	47:00	15:00	00:00	90:00
Module 4: Health & Wellness: Basic Medicine and Vaccination Concepts	07:00	10:00	05:00	00:00	22:00
Module 5: Basics of Nutrition and Meal	07:00	10:00	05:00	00:00	22:00

Provisioning					
Module 6: Hygiene and Sanitation Maintenance	07:00	10:00	10:00	00:00	27:00
Module 7: Child protection, safety, Abuse, First Aid and Emergency Response	07:00	10:00	10:00	00:00	27:00
HSS/N8910, V1.0, NSQF 4.5 Manage daily operations of the center while supporting staff and parents in the child's development	35:00	43:00	27:00	00:00	105:00
Module 8: Basics of Accounting & Cash management	05:00	10:00	07:00	00:00	22:00
Module 9: ECD Center operations	05:00	10:00	05:00	00:00	20:00
Module 10: Behavior and Discipline Management	05:00	03:00	05:00	00:00	13:00
Module 11: Parents, Family and Community Engagement	15:00	10:00	10:00	00:00	35:00
Module 12: Record Keeping and Inventory Maintenance	05:00	10:00	00:00	00:00	15:00
HSS/N8911, V1.0, NSQF 4.5 Identify developmental delays, disabilities or impairments in children for early detection and implement inclusive interventions.	24:00	29:00	22:00	00:00	75:00
Module 13: Early Detection of 4D's: Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments	10:00	14:00	18:00	00:00	42:00
Module 14: Supporting children with special needs (CWSN): Diversity, Equality and Inclusion	14:00	15:00	19:00	00:00	48:00
Total	120:00	180:00	90:00	00:00	390:00
DGT/VSQ/N0102, V1.0, NSQF 4.5 Employability Skills (60 Hours)	60:00	00:00	00:00	00:00	60:00
Module 15: Employability Skills (60 Hours)	60:00	00:00	00:00	00:00	60:00
Total	180:00	180:00	90:00	00:00	450:00

Module Details

Module 1: Orientation on Early child development (ECD) & Significance of early childhood years Mapped to HSS/N8907, V1.0

Terminal Outcomes:

- Sensitize about Early Child Development (ECD) and Early childhood Years.
- Identify key needs of children.
- Role of essential players, stakeholders and childcare institutions in child well-being.
- Explain the need for balanced growth of a child.
- Explain the need to develop social skills, nutrition and communication.
- Sensitize about current situation of child health in India
- Identify key barriers to fulfilling children's Needs
- Sensitize about intersection of women's work participation and childcare
- Sensitization on international and national standards for child health and development.

Duration: 07:00	Duration: 13:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Early Child Development (ECD) and Early childhood Years • Describe the significance of early childhood years (conception-6 years) • Discuss the impact of Childhood Experiences on Adulthood • Discuss the importance of empathizing with young children and creating more supportive and responsive environments. • Orientation on key guidelines related to ECD like NEP 2020, NIPUN Bharat, MWCD crèche guidelines, RBSK guidelines, etc. Current Situation of Child Health • Overview of key human development indicators- Health indicators: mortality rates, malnutrition, immunization coverage • Discuss Health situation in India through case studies of a specific state (e.g., Maharashtra, Bihar) • Discuss health situation of India in comparison with international standards (e.g., WHO, UNICEF benchmarks) Needs for Children Under 6 years • Recognize nutrition, health, hygiene, education, safety & protection as essential needs of children. • Understand basic concepts and components of these essential needs of children. - <u>Nutrition</u>: Understanding dietary requirements for growth and development, importance of balanced diets, impact of malnutrition. - <u>Health</u>: Importance of regular health check-ups, immunizations, and early detection of illnesses. - <u>Hygiene</u>: Role of hygiene in preventing diseases,	Early Child Development (ECD) and Early childhood Years • Make a reflection report by identifying and reflecting on their own childhood experiences which would build their emotional awareness. Needs for Children Under 6 years • Perform a classroom discussion and make a mind map of essential needs of children along with their basic concepts and components. Essential Players in Child Well-being • Prepare a chart describing the crucial roles of parents, childcare institutions, and trained caregivers in fulfilling children's needs and promoting their well-being. Importance of Integrated Holistic development and need fulfilment • Role plays on how to motivate or encourage the children to perform activities independently.

teaching proper hygiene practices (handwashing, sanitation). - <u>Education</u>: Early childhood education and its impact on stimulating cognitive and social-emotional development for holistic growth. - <u>Safety & Protection</u>: Ensuring a safe environment, understanding the impact of abuse and neglect, measures for child protection. • Discuss how neglecting these needs affects a child's growth and potential. • List long-term consequences of neglecting the basic needs on health and development. • Discuss how supportive caregiver system promotes the holistic and integrated development of children Barriers to Fulfilling Children's Needs • Discuss the barriers like poverty, unemployment, and limited access to healthcare and education leaving mothers as the primary, and sometimes sole, caregivers, impacting a child's overall development. Intersection of Women's Work Participation and Childcare • Discuss how balancing work and childcare is difficult for many women, and limited childcare options can affect their job opportunities. • Discuss how the role of Childcare professionals help by providing support, making it easier for women to work and improving their economic and social outcomes. Essential Players in Child Well-being • List the role of essential players, stakeholders and childcare institutions in maintaining child well-being. • Recognize the importance of parents in providing essential care to children, including nutrition, health, hygiene, education, and safety as primary caregivers. • Recognize the importance of offering childcare institutions as a safe space for children where they could be cared for when parents are at work, ensuring their needs are met. • Recognize the importance of team members working in the childcare institutions who are trained personnel and caregivers ensuring children's needs are addressed with empathy and professionalism, offering support in health, development, and emotional well-being of children. • Discuss how the key stakeholders like local leaders, panchayat, and community members contribute to supporting and improving childcare services. • Recognize the importance of community engagement and supportive environments in enhancing child development and safety; enhancing Women's Workforce Participation; and improving their economic and social outcomes. Importance of Integrated Holistic development and need fulfilment • Discuss the key milestones of physical, cognitive, social – emotional and spiritual development for balanced	• Role plays on the understanding of the significance of integrated and holistic development of children for children to grow at their full potential.
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growth of child.

For Infants (0-1 year)

- **Physical development:** Gentle Movements to enhance physical growth.
- Monitor nutrition.
- Awareness of milestones like rolling over, crawling, and sitting.
- **Cognitive development:** Stimulate curiosity through sensory activities like colorful toys and sounds.
- **Social emotional Development:** Bonding through eye contact, smiling and cuddling.

For Toddlers (1-3 years)

- **Physical development:** encourage walking, running, climbing and coordination activities.
- **Cognitive Development:** Critical thinking through exploration and problem-solving toys.
- **Social – Emotional Development:** Teach language and social skills by talking, reading picture books, and guiding expression of needs.
- To Promote toddler's independency.
- **Nutrition:** Balanced meals with a variety of food groups to meet calorie and nutrient needs.
- Address and prevent malnutrition through proper meal planning.

For Preschoolers (3-6 years)

- **Physical Development:** Encourage independence in daily activities like dressing and eating.
- Provide opportunities for outdoor play to develop motor skills.
- **Cognitive Development:** Engage them in creative and critical thinking activities like puzzles and storytelling.
- **Social-emotional Development:** develop empathy and communication skills.
- **Nutrition:** Ensure a balanced diet tailored to energy demands for growth and play.
- Balanced meals and the importance of protein, vitamins, and minerals

For Above 6 years

- Understanding the changing needs of the child to ensure appropriate age and developmentally appropriate Implementation.
- Ability to enable children to move towards independence (Encourage them to feed themselves, dress with assistance and try new physical activities like walking, climbing).
- Ability to support the development and including things like participation, peer group activities, voicing opinions, opportunities to

enable expressions etc. - Ability to respect individual choices and preferences - Ability to be mindful and empathetic - Ability to be acutely observant to enable correct action - Ability to cope with challenges - Developing curiosity, creativity and critical thinking	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Internet, Interview question cards, case studies of current health status of children under 6 in India,	

Module 2: ECD Set up and management systems Mapped to HSS/N8907, V1.0

Terminal Outcomes:

- Describe the role of Childcare Institutions.
- Recognize the importance of being sensitive to children's developmental needs and committed to their welfare, ensuring the provision of a nurturing and safe environment.
- Develop skills to prioritize the holistic development and well-being of children.
- Sensitized with skills to efficiently manage the financial, operational, and human resource aspects of the childcare center.
- Sensitized with skills to oversee budgeting, ensure the availability of necessary resources, and motivate staff through regular training and feedback.
- Sensitized with skills to engage with parents and the community, track child progress, maintain safety and health standards, and ensure proper documentation to support high-quality childcare services.
- Sensitized with skills to manage staff schedules and ensure optimal coverage, while implementing safety and health protocols to protect the well-being of children.
- Sensitized with the skills to maintain an organized and efficient environment, fostering both the professional growth of staff and the developmental needs of children.

Duration: 06:00	Duration: 13:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Definition and Role of Childcare institutions • Explain the maternity benefit act amendment and its relevance to childcare sector/industry. • Define a childcare institution • Describe the concept of childcare institutions. • Discuss the benefits and need of childcare institutions in providing a safe, supportive environment to children while supporting working parents, helping them manage their professional and family responsibilities effectively. • List the key functions of childcare institutions in ensuring children's well-being and fostering children's cognitive, social, and emotional growth. • Discuss the myths around childcare institutions and how to handle them. • List the essential components of an effective childcare institution, including the physical setup, safety measures, team members • Discuss the importance of maintaining each essential component to provide a safe, nurturing environment for young children. Roles & Responsibilities of Associate cum Coordinator in ECD services • Quality & Budget Management: Oversee budgeting, monitor expenses, and maintain financial records to ensure cost-effective, high-quality services.	• Visit to various types of childcare institutions and meet their team members • Make a reflective report on visits and make an organizational chart of each type of childcare institution and role of team members. • Research on roles and responsibilities of Childcare staff and make a presentation on the same. • Spot and name the equipment required at ECD set up. - Furniture. - Toys and learning materials. - Hygiene supplies. - Specialized equipment: Sensory kits for children with special needs. Technology tools for interactive learning. Physical Setup • Furniture Arrangement: Demonstrate positioning of furniture to ensure safety and accessibility, including child-sized tables, chairs, and storage units. • Safety Measures: Demonstrate

• Supply Chain: Ensure timely procurement and availability of necessary resources like learning materials, food, and safety equipment. • Staff Motivation: Conduct regular motivation sessions to engage and inspire staff. • Training & Development: Facilitate staff training and on-the-job learning for continuous professional growth. • Supportive Supervision: Provide constructive guidance and feedback to enhance staff performance. • Roster Management: Ensure efficient staff scheduling for optimal coverage. • Parent Meetings: Regularly engage with parents to discuss child progress and gather feedback. • Child Progress Tracking: Monitor and document children's developmental milestones, ensuring early intervention when needed. • Resource & Staff Management: Oversee staff duties and ensure proper use and replenishment of resources. • Safety & Health Protocols: Conduct safety checks, adhere to health standards, and monitor children's well-being. • Documentation: Maintain accurate records of admissions, attendance, and medical histories. • Community Engagement: Collaborate with parents, community, and stakeholders to ensure compliance and promote the center's activities.	use of safety gates & corner protectors, securing furniture to walls, and covering all electrical outlets to prevent accidents. • Activity Zones: Locate and label specific areas for play, and learning to provide structured, yet flexible environments for children. • Sanitization Stations: Demonstrate checking of functioning of handwashing stations and placement of sanitization supplies at accessible points to promote cleanliness and hygiene. • Storage: Organize toys, educational materials, and personal belongings in storage, ensuring easy accessibility. • Ventilation: Demonstrate checking of a comfortable environment with adequate ventilation, natural light, and appropriate temperature control. • Sleeping and Breastfeeding Space: Locate and label clean, comfortable areas for children to sleep in and for breastfeeding, ensuring these spaces are quiet and well-equipped. • Washrooms: Demonstrate cleaning techniques of washrooms. • Kitchen: Demonstrate how the kitchen area could be secured to keep it inaccessible to children, ensuring safety and preventing accidents.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster, AV Aids for Understanding Human Body Structure and Function	
Tools, Equipment and Other Requirements	
Furniture, Toys and learning materials, Hygiene supplies, Specialized equipment: Sensory kits for children with special needs. Technology tools for interactive learning.	

Module 3: Holistic Childcare Program Implementation and Monitoring Mapped to HSS/N8908, V1.0

Terminal Outcomes:

- Aggregate the developmentally appropriate Teaching Learning Material (TLM) and modify as per childcare program.
- Create "Print-rich" and stimulate environment as per TLM.
- Implement activities for holistic development of children as per TLM.
- Ensure play-based learning in early childhood.
- Monitor the curriculum's effectiveness and share recommendations to improve child development outcomes.
- Observing, Recording and Reporting.

Duration: 20:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Teaching Learning material (TLM) • Understand the concept, templates, need and uses of Teaching learning material (TLM), Foundational Literacy and Numeracy (FLN) and Play-based teaching-learning methods • Discuss ways to research and explore the various readily available teaching learning materials (TLM) and equipment which are safe, economical, age appropriate, hygienic, environment friendly, sustainable, easy to use and store. • Describe how to compile and segregate available ready-made TLM as per the age and developmentally appropriate childcare plan into different categories of development, integrating different types of methodologies to provide an interesting, stimulating and exciting environment for children (like play, visual and tactile displays, exercise, role play, use of sounds, color, music, etc.) • Discuss the importance of arranging materials and resources required to conduct various learning activities across ages as per TLM (such as outdoor play equipment; toys and play materials for dramatic /pretend play; tools, toys and materials for sensory play; materials and supplies for art and craft area; materials for science area; age-appropriate library with books; suitable manipulative and construction toys; musical orientation instruments; etc.)	• Research and explore the various teaching learning materials (TLM) related to ECD and prepare a PPT compiling and segregating available ready-made TLM into different categories of development. • Demonstrate how to Identify digital content is engaging children during education. • Prepare a checklist highlighting deliverables and timelines based on draft month's schedule for different age groups of children: 0-1, 1-3, 3-6, above 6 years • Observe, analyse and prepare a reflective report on the learning environment by visiting 5 early childhood care and education centres. Highlight positives and gaps. • Prepare a presentation on progression of play from infancy to 6 years aligning to developmental milestones. • Prepare a list of play materials and equipments for childcare and mention against each item the type of development ensured. • Create mock area with materials and print rich environment segregated for different age groups of children: 0-1, 1-3, 3-6, above 6 years with following

• Discuss the importance of reusing the resources and using of waste materials while creating teaching learning aids. • Discuss the importance of using indoor and outdoor areas and ICT of TLM as part of exploration and investigation. • Discuss the ways of creating resource bank of edutainment by accessing and compiling appropriate digital content. • Discuss the importance of sharing links of content with parents to use at home for engaging the children "Print-rich" and stimulating environment as per TLM • Define the concept of learning environment • Distinguish between positive and negative learning environments for a child • Explain how to create a positive learning environment in a childcare set up • Describe the ways to create learning experiences in nature and using natural resources. • Explain the points to remember and ways of displaying the charts and edutainment material to create a Print rich environment (such as at the eye-level of the children, decorated with colorful material, replaced at regular intervals, displays children's work or activity, etc.). • Discuss ways of segregation of different learning or activity corners in the setting where children can explore, make things, experiment and pursue their own interest. Play in early years • Describe the importance and benefits of play in early years. • List the kinds of play in early childhood. • Understand the elements of meaningful play. • Distinguish between child led and facilitator led play. Implementing Childcare Program covering all domains of Development • Discuss the key elements to be considered while implementing age and developmentally appropriate learning activities to promote holistic development of children. • Motor and Physical development: Discuss the importance of the activities providing children with adequate time and opportunity to enhance the fine, gross, and	outcomes: - Developing Motor Skills with ability to create and adapt physical activities that support fine and gross motor skill development, fostering coordination, strength, and dexterity in young children through targeted exercises and play across different developmental stages. - Enhancing Cognitive, communication and creativity Skills with ability to nurture communication, critical thinking, and creative thinking skills in children and implementing activities that promote language development, problem-solving abilities, and imaginative play across different developmental stages. - Fostering Social-Emotional Skills with the ability to support children's emotional awareness, social interaction, and self-regulation as well as implementing age-appropriate activities that encourage emotional expression, peer interaction, and effective management of emotions and behaviors.
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precise motor skills of a child according to their age and ways of implementing it in such a manner that the physical growth and development of a child could also be monitored.

- **Cognitive development:** Discuss the importance of the activities providing children with adequate time and opportunity to practice activities for sensory development, mental skills, concept development skills and ways of implementing it in such a manner that any deviation in cognitive skills of children as per the developmental milestones could also be monitored.
- **Creative and aesthetic development:** Discuss the importance of the activities providing children with adequate time and opportunity to practice activities through creative art, creative movement, creative thinking, aesthetic appreciation and science experience.
- **Communication and language development:** Discuss the importance of the activities providing children with adequate time and opportunity to develop listening, speaking, reading, writing skills and skills related to sound discrimination, visual discrimination, audio and visual association and ways of implementing it in such a manner that children become school ready, communicate verbally and non-verbally and any deviation in communication skills of children as per the developmental milestones could also be monitored.
- **Socio-emotional development:** Discuss the importance of activities supporting children's positive socio emotional development as well as encouraging children's self-confidence, self-esteem, participation, and decision-making skills.
- **Moral and Self-Help/Adaptive Development:** Discuss the importance of activities inculcating good habits, discipline, values, attitude and behavior in children and ways of implementing it without using jargon, abusive language, aggression, punishment and other negative attitudes.
- Discuss the importance and ways to implement the activities in accordance with seasons, occasions, events, festivals, etc.

• Discuss the importance and ways to safely observe and supervise children's activity without over and under protecting them • Discuss the importance and ways to encourage children to find, use, and return materials independently. Schedules and routines • Distinguish between schedule and routine • Understand the importance of routines and schedules in early childhood • Discuss the key elements to be considered while monitoring that age and developmentally appropriate routine and schedule for children is followed as stated in the childcare program, such as assisted daily living activities, sleep, meal, clean environment set-up, etc. Monitoring and Adaptation • Discuss ways of monitoring to ensure the program is smoothly integrated into the day-to-day operations of the center including implementation of daily routines, mealtimes, nap schedules, and activities. • Discuss the importance and methods of monitoring the implementation of learning activities. • Discuss how to assess children's involvement and interest in various activities • Discuss strategies to track children's progress and gather feedback and observations related to necessary changes to optimize learning and development outcomes. • Discuss how to monitor, record the effectiveness of the program and report to higher authority. • Discuss how to adapt educational content, schedules, and daily routines ensuring flexibility while maintaining quality care.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
TLM Material, checklist deliverables etc.	

Module 4: Health & Wellness: Basic Medicine and Vaccination Concepts Mapped to HSS/N8909, V1.0

Terminal Outcomes:

- Explain the health and wellness domains.
- Accurately measure and interpret anthropometric indicators for growth monitoring.
- Strengthening physical, social, mental, spiritual and emotional health of children by incorporating suitable activities and strategies.
- Monitor the implementation of health policy of childcare set-up and report accordingly.
- Ensure that infectious and other ailments in children are timely identified and reported by staff
- Monitor effective care of sick children by team.
- Organize regular health checkups of children and staff.

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introductory Health & Wellness Concepts • Define health and understand the concept of health and wellness in early childhood. • Describe the types of health indicators for children. • Describe the techniques and best practices for growth monitoring. • Discuss and interpret anthropometric measurements through available trackers such as Poshan Tracker. • Discuss physical assessment related to growth monitoring. • Explain about identifying signs of growth faltering. Common Illnesses and Vaccination • List common infectious diseases such as diarrhea, influenza, typhoid, malaria, measles, chicken pox, cough, and fever etc. • Explain the significance of following prescribed rules and guidelines during any communicable diseases. • List the allergies common among children. • Understand the immunization schedule. Implementing health systems • Explain the process of observing and reporting sickness or illness of child to higher authority or parents at the earliest. • Explain how to administer the right dose of medicines to the baby or toddler on time, as instructed by parents or health professionals.	• Prepare a health monitoring chart for children in a childcare set-up • Create a sample set of documents of records and reports of children. • Demonstrate the techniques of giving oral medicine to children. • Prepare a sample report on the immunization chart for children. • Prepare a sample report on overall health of children. • Demonstrate ORS making techniques. • Perform role play for timely identification and reporting of infectious and other ailments of children with monitoring effective care of sick children by team • Volunteer and participate in a health checkup. • Role play on building team spirit and enabling children to resolve conflicts and negotiate with their peer group to foster their social health. • Role play on demonstrating physical movements and activities like dance, yoga, athletics, etc. • Conduct a hands-on anthropometric measurement (Height, length, weight) with discussion on its reporting mechanism. • Conduct a hands-on observation session with a group of children to recognize physical and

• Understand the need to seek medical assistance when necessary for the child. • Discuss the ways of providing and facilitating effective care for sick children or seeking medical help. • Discuss the ways of monitoring sick room/area provisioned in a childcare set-up to handle sick children. • Discuss do's and don'ts while handling sick children in center. • Explain the need for and ways of organizing health checkups for children in a childcare set-up. • Discuss the importance and ways of creating a happy experience for children through adult - child-child mindful interactions, age-appropriate activities, welcoming and comfortable environment for strengthening mental, spiritual and emotional health of children. • Discuss the importance of carrying out or facilitating opportunities for physical movements and activities like dance, yoga, athletics, etc. for staff and children. Health Records: • Explain the filling up of immunization and health cards during every health checkup. • Discuss the record in incidents of health issues, allergy episodes, etc. diligently as and when these occur. • Describe how to inform parents regarding health issues observed and allergy episodes. • Explain why keeping a child's vaccination record is necessary. • Explain how to maintain a vaccination record for each child, including dates and vaccine names. • Discuss the importance of reminding parents of upcoming vaccination schedules and ensuring unvaccinated or partially vaccinated children are promptly reported for follow-ups. • Explain the maintenance of updated records at the center- attendance, growth monitoring, health cards and progress in development. • Discuss data entry, retrieval, and analysis using digital tools. • Explain about importance of ensuring	developmental indicators of malnutrition and growth issues. • Offer a hands-on demonstration of digital tools or software used for managing and storing growth data efficiently.
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data accuracy and confidentiality.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Personal protective Equipment, health indicator for children, growth monitoring chart, chart of common infectious diseases, anthropometric measurement scale	

Module 5: Basics of Nutrition and Meal Provisioning Mapped to HSS/N8909, V1.0

Terminal Outcomes:

- Understand the concept of nutrition
- Develop awareness of and sensitivity to cultural differences in dietary practices and needs.
- Coordinate for ensuring provision of balanced meals for children in the centre to promote good health.
- Maintain high standards of nutritional care.
- Assist in regular nutritional assessments for monitoring the growth and development of children, identifying and addressing any nutritional deficiencies.

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to Nutrition and Balanced Diet • Define nutrition and nutritious food • Describe the macro and micronutrients • Explain the food groups • Discuss the importance of age-appropriate nutrition to support children's growth, brain development, overall health and prevent diseases • Describe the concept of balanced diet that includes carbohydrates, proteins, fats, vitamins, minerals, seasonal fruits, vegetables, and water supporting different aspects of growth and health. • Understand the calorie requirements for each age group and the appropriate food consistencies (liquid, semi-solid, and solid). Infant and Young Childcare and Feeding Practices • Describe the importance of first 1000 days • Elaborate on best practices for breastfeeding initiation and promotion • Discuss the complementary and bottle-feeding guidelines and techniques. • Discuss about responsive feeding techniques. • Discuss the importance of spreading awareness and providing support to ensure exclusive breast feeding till 6 months and ongoing breast feeding thereafter for children of age group 0-1 years. Implementation of Meal Plan • Familiarize with the meal planner of the center and importance of informing the cultural context of children and children's food choice to appropriate authority. • Discuss the importance of facilitating	• Prepare a chart with visuals on hygienic practices in kitchen • Demonstrate through a role play implementation of a draft age-group wise month's meal planner for children: 0-1, 1-3, 3-6 and above 6 years. • Demonstrate through role play breastfeeding positions and attachment using a mannequin • Demonstrate Counselling of mothers and family members on promotion of breastfeeding • Demonstrate hygienic cooking practices • Demonstrate cooking or meal planning where individuals teach families how to prepare nutritious meals, encouraging hands-on participation and learning. • Demonstrate through role play identification of symptoms or signs of obesity, malnutrition and different macro and micro-nutrient deficiencies and SAM.

materials for innovative, nutritious, economical and child-friendly dishes as per the meal menu. • Discuss the importance of sharing monthly meal planners with parents. • Discuss how to supervise that healthy, safe and hygienic food preparation, storage, serving and discard practices are followed at the center. • Discuss the importance and ways of monitoring the preparation and storage of food to preserve maximum nutrients. Eating habits & parental engagement • Discuss importance of cultivating healthy eating habits / behaviour, self-feeding attitude and value of respect for food in the centre. • Discuss the importance and ways of periodic monitoring and recording of children's growth parameters like height and weight; children's meal consumption and reporting the same to parents on daily basis. • Discuss the importance of recording and addressing concerns regarding children's food consumption and habits. • Discuss the importance of regular communication with parents about their child's calorie requirements at home, awareness regarding age-based portion sizes and support in promoting self-feeding practices. General Malnutrition and supplementary nutrition • Explain about causes, symptoms, signs and ways to identify obesity, malnutrition and different macro and micro- nutrient deficiencies. • Discuss how to identify and report the nutritional gaps. SAM (Severe Acute Malnutrition) Management • Discuss an overview of SAM: causes & consequences. • Discuss about identifying SAM children and referral procedures	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Kitchen tools, area. Chart with visuals on hygienic practice in kitchen.	

Module 6: Hygiene and Sanitation Maintenance Mapped to HSS/N8907, V1.0

Terminal Outcomes:

- Maintain personal, environmental hygiene and sanitation
- Monitor self-hygiene, social distancing practices and infection control guidelines are followed in center.
- Demonstrate correct waste disposal methods in center as per guidelines and regulations.

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introductory Concepts • Develop understanding of the concept of Healthy Living. • Understand the concept of hygiene • Describe the relationship between health and hygiene • Understand the importance of basic sanitation Personal & Environmental Hygiene • Develop techniques of Grooming of self and staff. • Explain the importance of self-vaccination against common infectious diseases. • Discuss importance of having medical health checkup as and when required • List the ways to practice and promote personal hygiene amongst children and staff in a childcare centre • Explain the elements of environmental hygiene and measures to monitor the same • Explain the need and methods to monitor personal and environmental hygiene in a childcare centre. • Explain the need for provisioning and monitoring safe food and drinking water facilities for children and staff in the settings. • Discuss the significance of conforming to basic personal and workplace hygiene practices such as washing hands, using alcohol-based hand sanitizers, examining office supplies/deliveries and their sanitization, etc. • Explain the ways of supervising the maintenance of children's personal hygiene throughout the day including managing soiled clothes and ensuring proper hygiene after toilet use to prevent infections and illnesses • Maintain a restful and peaceful environment. • Learn general and specific etiquette to be followed on duty. • Describe the legal and ethical issues related to hygiene and sanitation.	• Prepare a monthly duty chart for environmental hygiene • Prepare a chart of daily, weekly and monthly cleaning and sanitation to be done in a childcare centre. • List the ways to reduce plastic use in childcare • Demonstrate WASH (Water, Sanitation, and Hygiene) techniques. • Create sample Information, Education and Communication (IEC) material such as handouts, visual aids, etc. for raising awareness related to hygiene and sanitation practices. • Show how to sanitize and disinfect one's work area regularly. • Demonstrate the correct way of washing hands using soap and water, and alcohol-based hand rubs. • Demonstrate the donning, doffing and discarding of PPE such as face masks, hand gloves, face shields, PPE suits, etc. • Demonstrate appropriate social and behavioural etiquette (greeting and meeting people, spitting/coughing/sneezing, etc.). • Prepare a list of relevant hotline/emergency numbers. • Select different types of waste and various types of colour coded bins/containers used for disposal of waste.

- Explain the importance of conservation of resources
- Explain the need to comply with safety and security procedures within the defined scope of competence and authority.
- Understand utilization of effective teaching aids to promote hygienic practices amongst staff and children.
- Discuss the significance of practicing maximal social distancing practices and alternate ways of carrying out everyday tasks (use of e-payment gateways/online learning/virtual meetings, etc.).
- Discuss the significance of conforming to basic personal and environmental hygiene
- List various surfaces that may serve as potential fomites at workplace.
- Identify PPE to be used at center and the process of donning, doffing, and discarding them.
- Discuss the importance and process of identifying and reporting symptoms and incidents to the concerned authorities.
- Discuss the importance of following organizational hygiene and sanitation guidelines and reporting breaches/gaps if any.
- Discuss the ways of dealing with stress and anxiety during a disease/infection outbreak in the center.
- Discuss the importance of climate-responsive childcare facilities with safe water, ventilation, energy efficiency, etc.
- Distinguish between the ways of sanitizing indoor and outdoor workspaces.
- Describe various guidelines for ventilation and air conditioning to be followed.
- Discuss the appropriate process of categorization, disposal, transportation, and treatment of waste and its significance.
- Discuss the ways of risk identification and reporting.

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment and Other Requirements

Personal protective Equipment, color-coded bins, dressing material, dressing tray, over-bed table, mannequin, sample medication strips, hand-washing sink, soap, alcohol-based sanitizer, light, warmers, mackintosh, bedsheet, pillow.

Module 7: Child protection, safety, Abuse, First Aid and Emergency Response Mapped to HSS/N8909, V1.0

Terminal Outcomes:

- Demonstrate ways to maintain a safe environment for children in a childcare centre.
- Respond to emergencies safely and appropriately.
- Maintain safe and secure environments by following child-proofing measures and health regulations, while also keeping accurate records for each child.
- Implement child protection policies and safety protocols

Duration: 07:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to Child Protection & Safety • Describe the child's rights. • Understand the concept of child safety. • Understand the concept of child protection. • Distinguish between safety and protection. Ensuring Safety in childcare centers • Describe how to ensure safety of children in childcare. • List the various safety equipments for a childcare facility. • Explain the use of protective devices such as safety devices. • Prepare the safety inspection checklist. • Discuss elements to be taught to children in a childcare centre about safety. • List the activities for children on safety. • Discuss indoors and outdoors safety for children. • Identify precautions to be taken for personal safety. Dealing Institutional Emergencies • Discuss the fire safety management procedure. • Explain about fire emergencies and safe use of electrical appliances. • Explain disaster management techniques to deal with institutional emergencies. • Discuss the standard procedures to be followed in case of emergencies. • Describe the methods of recognizing any risks and promptly informing concerned authorities. Child abuse and neglect • Understand POCSO Act and JJ Act. • List ways to teach children self-protection including safe/unsafe touch	• Role play of handling a parent with a complaint of child abuse • Role plays on the ways to handle a situation of a major accident in a childcare where a child is badly hurt. • Demonstrate through role play experience of managing various kinds of emergency situations. • Perform self-grooming. • Practice plays roles in informing or reporting any emergency to higher authority and parents. • Practice role plays on how to report or inform any harassment, abuse or violence to any children. • Practice role plays on mock drill fire management. • Practice plays a role in mock drills of earthquake or disaster preparedness. • Practice role plays on handling sickness and medical emergencies in a childcare centre. • Prepare first aid kit or box • Demonstrate the right technique of giving first aid care to children. • Prepare a list of local emergency response agencies such as Emergency Medical Service (EMS) team, ambulance, bomb disposal squads, fire and police departments, etc. along with their contact details. • Demonstrate correct technique of providing CPR on mankind using both single rescuer and two rescuer methods. • Demonstrate the correct way of assessing various signs and symptoms and appropriate techniques of providing first aid care for following conditions: • chest pain/discomfort as

• Explain the ways to keep children protected from abuse and neglect in a childcare centre. • Discuss the importance of reporting and swiftly addressing cases, if any, of child abuse or neglect. • Describe the effect of abuse on child's behaviour. • Discuss importance of following child protection protocols and monitoring the same is followed in center. First Aid & Medical/Trauma Emergency response • Describe the importance of maintaining local emergency numbers as prevalent in region. • Explain the basic components of a first aid kit. • List the various dos and don'ts to be followed while providing first aid care. • List the common emergencies which could happen in and out of setup or area like trauma, snake bites, accidents, dog-bite, sprains, choking, fainting, unconsciousness, etc. • Discuss the importance of safety at time of accidents /emergency for children and workers. • Discuss the signs of abuse and harassment, accident, injury, pain, and other symptoms of illness and how to address the same with appropriate authorities. • Describe the standard procedure of Cardiopulmonary Resuscitation (CPR). • Discuss first aid care in low resource settings using culture sensitive examples. • Explain the importance of following key steps for following an emergency action plan in center: - - Identify the nature of the emergency and assess the child's condition. - Stay calm and follow first aid procedures. - Contact emergency services or the child's parents, if necessary. - Document the incident and first aid provided for record-keeping.	immediate response. • choking. • giddiness and fainting. • stroke/paralysis attack. • fits or convulsions. • epistaxis. • Asthma • Heat stroke • Hypothermia • Demonstrate the correct technique of chest thrust/abdominal thrust in case of choking. • Demonstrate the correct technique of using inhale puff in case of Asthma. • Demonstrate the method of taking temperature and performing cold sponge in case of fever. • Demonstrate the method of preparing ORS solution or salt and sugar solution. • Design a dummy portable and segregable first aid kit as per requirements. • Demonstrate correct way of assessing conditions and appropriate techniques of providing first aid care during following conditions: • accidents. • wound care and bleeding. • burns. • snake/dog bite. • eye injuries. • drowning. • Injuries • Fracture • Shock • Poisoning • Demonstrate the method of putting direct pressure or compressive bandage or tourniquet to stop bleeding. • Demonstrate the method of using splints to immobilize the fractured area. • Demonstrate use of dressing, and bandages in cuts and injuries, sprain and strain. • Demonstrate the cooling technique in case of burns.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
CPR Nursing Manikin, dressing material, bandages	

Module 8: Basics of Accounting & Cash management Mapped to HSS/N8910, V1.0

Terminal Outcomes:

- Manage day-to-day finances, track expenses, and maintain healthy cash flow.

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• List the ways to ensure timely inflows in a childcare centre. • Discuss how to manage petty cash for daily expenses. • Discuss the importance of reconciling bank statement. • Explain the statutory requirements and compliances to be met by a childcare center. • List the best practices for managing day-to-day finances, including tracking income, monitoring expenses, and ensuring cash flow. • List the tools and strategies to keep financial records organized and easily accessible. • Discuss various statutory compliances like TDS, GST, EPFO, ESI and other applicable acts. • Understand the role of and importance of coordinating with a chartered accountant for conducting statutory audit and statutory filing like income tax and other returns. • Discuss the different softwares used for managing finances and how to use it.	• Identify the sources of inflows and expenses in the Centre, prepare an excel sheet / google sheet of monthly inflows and expenses and calculate monthly profit. • Perform a role play on managing cash flow and handling bank transactions including reconciliation of deposits and withdrawals, maintenance of requisite bank records, and management of funds. • Perform a group activity of creating book-keeping and fulfilling statutory compliances like TDS, GST, EPFO, ESI and other applicable acts.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
templates for bill book, receipt books, inventories, cash book/register, petty cash register, Balance sheet, computer with accounting software and MS excel.	

Module 9: ECD Center operations Mapped to HSS/N8910, V1.0

Terminal Outcomes:

- Implement policies and standard operating procedures for managing day-to-day operations of center.
- Supervise childcare operations effectively.

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance and ways of implementing policies and standard operating procedures related to financial management, manpower management, facility management and child management. • Discuss the importance and ways of developing duty roster to allocate responsibilities across childcare staff for smooth operations • Explain the process of vendor identification and procurement • Describe the importance and maintenance of timely supply of goods and services needed on regular basis • Discuss the importance and monitoring of timely and regular upkeep and maintenance of childcare centre • Discuss the importance of managing enquiry calls, visits and admissions of potential families/parents or other stakeholders in the centre. • Discuss the importance of organizing centre tour of parents on regular basis. • Discuss the importance of organizing festivals and significant days like birthdays • Discuss the importance of preparing annual plan of holidays, vacation, celebrations, functions, outings etc and tracking its schedule. • Describe how to manage promotional events and sessions by external stakeholders in the centre. • Discuss the importance of following up with prospective and interested clients for conversion into enrollment. • Discuss the importance of managing enrollment procedures for the children. • Discuss the importance of keeping the website, social media handle up to date. • Discuss the use of technology in childcare (child monitoring apps, digital communication with parents, MIS reporting, etc.) • Discuss the importance of building a cordial	• List the steps that need to be followed for procuring capital goods. • Draft a job order for various goods and services such as childcare bags, T-shirts, and caps. • Prepare a sample duty roster for a month. • Prepare an annual plan of holidays, vacation, celebrations, functions, outings etc • Demonstrate financial management skills like admission, fee payment, referral and discount policies, etc. • Demonstrate facility management skills like meal, resource use, personal hygiene, environmental hygiene, sanitation, centre tour, etc. • Demonstrate child management like child protection, festival/birthday celebration, pick up and drop, inclusion

relationship with parents, team, vendors, authorities, other stakeholders and local community for effective utilization of the facility.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Templates of policies and standard operating procedures for financial management, manpower management, facility management and child management.	

Module 10: Behaviour and Discipline Management

Mapped to HSS/N8910, V1.0

Terminal Outcomes:

- Understand behaviour in early years and how to effectively manage in a childcare set up.
- Deal with children on a positive note
- Ensure fairness, consistency and calmness in implementing discipline in the centre.

Duration: 05:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance and ways of maintaining discipline in the centre with fairness, consistency and calmness. • Understand the common behavioural challenges among young children. • List the dos and don'ts of handling behaviour issues amongst children. • Discuss the techniques for effective BCC (Behavior change management) • Discuss how to resolve conflicts among staff members, with parents, children and other stakeholders. • Explain rules and boundaries that need to be communicated to children in a childcare centre. • Discuss the importance of displaying rules and boundaries of team, children and parents at an appropriate location of the centre • Discuss the natural consequences strategy to deal with inappropriate behavior of the children, team and parents	• Role play a situation of managing behaviour of a child in a childcare centre. • Hands-on exercise on a behaviour report format to record the incident of undesirable behaviour and measures taken to handle the situation. • Role play an interaction with the parents of a child who has shown dysfunctional /inappropriate behaviour. • Given a role to manage behaviour and discipline of children for a day in a live center.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
NA	

Module 11: Parents, Family and Community Engagement Mapped to HSS/N8910, V1.0

Terminal Outcomes:

- Explain the benefits of and ways to involve parents, family and community in childcare services.
- Build and maintain strong, trusting relationships with parents, which is essential for the success of their childcare services.

Duration: 15:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Engagement Strategies • Discuss simple and effective engagement strategies to promote childcare center, such as word-of-mouth, website, social media, promotional events, detouring of centers, local promotions, etc. • Describe how to assist in loyalty programs and personalized services. • Discuss the importance of referrals and partnerships with external stakeholders like schools, community leaders, workplaces, corporates, etc. • Discuss the key features which could be highlighted during engagement like safety, staff qualifications, and the educational offerings to make the center more appealing. • Discuss the importance and use of online marketing and digital platforms, including websites and social media. • Discuss the ways of collecting, maintaining and using potential families' data. • Understand the concept of enrolment funnel. • Understanding the ways to convert leads to enrolments. • Describe how to create and disseminate newsletters etc. • Describe how to coordinate for networking events. Transparency in Operations • Discuss the importance of clear and honest communication about the center's policies, fees, daily routines, and safety measures. • Discuss how transparency reassures parents about the quality and reliability of the services provided. Building Trust and Communication • Understand the need to collect relevant data about parents, family and key community members • Describe the importance of engaging with parents, family and community to create	• Review and analysis website and social media handles of 5 childcare centres to assess the strong and weak points wrt marketing • Role play of handling a phone enquiry and a visit enquiry • Prepare a google enquiry form to be filled by parents • List out some creative marketing ideas to increase the footfall in the childcare centre. • Demonstrate coordination skills while promoting and branding an organization in a role play • Prepare sample leaflets, flyers etc. for marketing, promotion and branding. • Research and make a list of the key members, associations, agencies, institutions in a given community who/which can be of help to the childcare centre. Conduct a discussion on the ways they can support. • Interview a childcare centre to know the level of involvement of parents, family and community. • Make a reflective report on different activities which could be planned for engagement with parents, family and community. • Prepare a parent feedback form for continuous improvement of the childcare services.

mutually beneficial relationships and strengthen involvement • Discuss ways to effectively communicate with parents, family and community. Parent Feedback and Continuous Improvement • Discuss the importance and ways of maintaining open and consistent communication with parents, such as providing regular updates on a child's progress and addressing concerns promptly. • Discuss ways of seeking feedback through surveys or informal conversations • Discuss how regular feedback mechanism helps in identifying areas of improvement. Engaging Parents in Activities and Events • Discuss the importance and ways of encouraging parental involvement in various activities, such as parent-teacher meetings or special events, to strengthen the relationship between the centre and the family. • Discuss the ways of creating a sense of community within the center.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Charts, Poster, Branding Materials, Collaterals	

Module 12: Record Keeping and Inventory Maintenance Mapped to HSS/N8910, V1.0

Terminal Outcomes:

- Explain the kinds of records to be maintained in childcare and how to effectively manage childcare data.
- Keep the inventories up to date

Duration: 05:00	Duration: 10:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Record Management • Explain the importance of record keeping and data management • Discuss the importance and ways of recording data of all potential families /enquiry calls / parents' visits • Discuss the importance of completeness of the enrolled family's data along with identification proofs including parent's profession, child's medical details, immunization status and any specific concerns like allergies etc. • Discuss the importance and ways of recording findings accurately in a development chart or diary or MCP (Mother and Child Protection) Card of the child • Discuss the importance and ways of keeping daily attendance of children either manually or using biometric system • Discuss the importance and ways of recording daily activities of children including meals taken, nap period, medicines given (if any), washroom visits (in case of infants and toddlers), sudden illness, accident/injury etc. • Discuss the importance and ways of recording children's progress to be shared with parents on periodic basis • Discuss the importance of maintaining the staff's record of staff's profile, qualification and experience credentials, appointment letter, performance appraisal, resignation/termination, attendance, salary, etc • Discuss the importance of maintaining the transporter's records of driving license, vehicle details including registration, pollution check, police verification, etc. • Discuss the importance and ways of recording data of children availing of transport indicating trip details, caretaker escorting. • Discuss the importance and ways of maintaining all financial records of fee receipts, expense	• Prepare a list of all records to be kept in childcare • Collect and prepare a portfolio of sample records of childcare staff, potential customers, financial records, records of daily routines and schedules, visitors, childcare transport records, activity and meal planners and records of sickness, accidents, abuse, neglect etc • Prepare an index of all files in an excel/google sheet • Prepare a format for storing complete data of all children enrolled in a childcare • Hands-on Exercise on various options of online automated data management software.

invoices, bank statements, income tax returns, GST, TDS returns, ESI and EPFO payments (if applicable) • Understand the importance of effectively organizing records for easy retrieval, storage and discarding. • Discuss the ways to store data - online, hard copy Inventory Management • Understand the importance of maintaining inventories and kind of inventories to be maintained in a childcare centre. • Discuss the importance and ways of monitoring the inventory of all equipment, appliances, furniture, supplies etc	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
sample records of childcare staff, potential customers, financial records, records of daily routines and schedules, visitors, childcare transport records, activity and meal planners and records of sickness, accidents, abuse, neglect etc. Computers with latest version of automated data management software	

Module 13: Early Detection of 4D's: Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments

Mapped to HSS/N8911, V1.0

Terminal Outcomes:

- Identify children with 4D's (Defects, Deficiencies, Diseases, Developmental Delays, disabilities and impairments).
- Sensitized and provide support in early detection for children covering 4 'D's viz. Defects at birth, Deficiencies, Diseases, Development delays including disability.
- Understand simple ways and means of examining children.
- Develop skills which would help in screening children who have an impairment.
- Apply the ways to handle Divyang/Specially-abled children/children with special needs
- Spread awareness regarding early identification of infants and mothers who are 'at risk'

Duration: 10:00	Duration: 14:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Introduction to 4D's: • Understanding stages of child development (physical, cognitive, emotional, social). • Familiarity with age-appropriate milestones in various domains. • Know the concept of Divyang. • Explain the types/categories of special needs in children. • Understand the concept and coverage of 4 D's (viz. Defects at birth, Deficiencies, Diseases, Development delays including disability) referring various guidelines such as Rashtriya Bal Swasthya Karyakram (RBSK) guidelines. • Explain the different defects which could be detected at birth, their signs and importance of its screening, early detection and interventions. • Explain the different physical-locomotor disability, sensory disabilities and mental retardation in children, their causes, symptoms, and importance of its screening, early detection and interventions. • Explain the different developmental delays/disorders (motor, cognitive, speech, language, social/emotional delays, etc.) in children, their causes, symptoms, and importance of its screening, early detection and interventions. • Explain the different learning disabilities/disorders (dyslexia, dysgraphia, dyscalculia, etc.) in children, their signs and ways to address them. • Explain the different conditions that can include developmental delays and/or learning disabilities (autism, ADHD, Down syndrome, etc.) in children,	• Research and prepare a ppt on 4 D's (viz. Defects at birth, Deficiencies, Diseases, Development delays including disability). • Demonstrate uses of various simple screening tools and techniques to be used for early detection and identifying the red flags. • Visit a screening center and make a reflective report. • Organize/ participate as volunteer in a screening camp and make a reflective report. • Identify red flags of 4 D's in various case studies. • Research and aggregate some IEC material for spreading awareness on simple screening methods and prevention strategies for different types of 4D's. Display the material and gather feedback on same.

their causes, symptoms, and importance of its screening, early detection and interventions. • Explain the different impairments (cognitive, hearing or vision impairment, etc.) in children and special ways to handle children with impairment. • Explain the group of diseases common in children (dental caries, rheumatic heart disease, reactive airways diseases etc.), their causes, symptoms, and importance of its screening, early detection and interventions. • Re-emphasize on the group of nutritional deficiencies (Anaemia, Vit A, Vit D, SAM, Goitre, etc.), their causes, symptoms, and importance of its screening, early detection and interventions. Screening, Early Detection and intervention, Referral: • State the need for effective screening, early detection, intervention and management to prevent these conditions from progressing to its more severe and debilitating form. • Discuss how to use simple screening tools and techniques to identify/notice the red flags and importance of training the childcare staff on the same. • Discuss ways of spreading awareness about these signs, screening tools and need for early detection and intervention among parents and community. • Discuss the importance of developing skills to keenly observe and analyze children's behavior, interactions, behavioral patterns and developmental milestones. • Discuss the importance of documenting and reporting observations and findings accurately and systematically. • Elaborate on the nutritional needs of divyang/specially abled children • Discuss the importance of using and displaying IEC materials for spreading awareness on simple screening methods and prevention strategies for different D's.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case studies, screening tools and techniques to be used for early detection such as Divyang protocol given under ICDS (Integrated Child Development Services), Disability Screening Schedule (DSS), etc.	

Module 14: Supporting children with special needs (CWSN): Diversity, Equality and Inclusion

Mapped to HSS/N8911, V1.0

Terminal Outcomes:

- Describe the concept of diversity and inclusion and how to build an inclusive childcare centre
- Apply simple strategies for managing children with disabilities in the classroom to facilitate inclusion of CWSN in ECCE centres.
- Ensure that all children with special needs receive individualized attention
- Promote an inclusive learning environment by providing appropriate support, while ensuring that all children feel valued and respected

Duration: 14:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
Diversity, Equality and Inclusion • Know the concept of diversity and equality • Understand inclusion and its types • Differentiate between empathy vs sympathy • Explain the importance of creating an inclusive environment in a childcare centre. • Discuss how to work collaboratively with special educators in childcare. • Discuss ways of implementing policies and procedures related to confidentiality, consent, and ethical practices in childcare esp. with respect to children with special needs with dignity and calmness. • Discuss the importance and ways of making children with special needs self-dependent. • Discuss ways of implementing a customized schedule for the differently abled children • Discuss elements to be considered while monitoring age and developmentally appropriate activities for the differently abled children as per the identified disability/impairment and goals set for each child in the childcare program of center • Discuss the importance of coordination with the staff while handling children with special needs • Discuss the importance of orienting and sensitizing other children to practice inclusion. Advocacy, counselling and support services • Differentiate between the three roles of a childcare centre- advocacy, counselling and support services • Describe the various inclusions in advocacy services. • Understand the need for encouraging parents and families of children with disabilities to avail counselling and ways to coordinate the same. • Discuss how to interact with parents and families	• Visit inclusive center and make a reflective report on disability/impairment wise customization implemented in infrastructure and activities to practice inclusion • Demonstrate through role play experience of management of divyang/ specially abled children • Demonstrate counselling of parents of divyang/ specially abled children

in distress. • Understand the emotional trauma, social stigma and financial stress of parents with differently abled children • Understand the burnout of parents and staff working with different abled children and ways to handle, train and counsel parents and staff. • Outline the support services which could be offered by childcare centre. • Discuss the need to map various institutions in the vicinity of childcare offering therapies and treatment.	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Case studies, reports, tools of monitoring and tracking, advanced research and data analysis tools.	

Module 15: Employability Skills (60 Hours)

Mapped to DGT/VSQ/N0102, V1.0

Mandatory Duration: 60:00			
Location: On-Site			
S.N o.	Module Name	Key Learning Outcomes	Duration (hours)
1.	Introduction to Employability Skills	- Discuss the Employability Skills required for jobs in various industries. - List different learning and employability related GOI and private portals and their usage.	1.5
2.	Constitutional values - Citizenship	- 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. - Show how to practice different environmentally sustainable practices.	1.5
3.	Becoming a Professional in the 21st Century	- Discuss importance of relevant 21st century skills. - 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. - Describe the benefits of continuous learning.	2.5
4.	Basic English Skills	- Show how to use basic English sentences for every day conversation in different contexts, in person and over the telephone. - Read and interpret text written in basic English - Write a short note/paragraph / letter/e -mail using basic English.	10
5.	Career Development & Goal Setting	Create a career development plan with well-defined short- and long-term goals.	2
6.	Communication Skills	- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. - Explain the importance of active listening for effective communication. - Discuss the significance of working collaboratively with others in a team.	5
7.	Diversity & Inclusion	- Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD. - Discuss the significance of escalating sexual harassment issues as per POSH act.	2.5
8.	Financial and Legal Literacy	- Outline the importance of selecting the right financial institution, product, and service. - Demonstrate how to carry out offline and online financial transactions, safely and securely. - List the common components of salary and compute	5

		income, expenditure, taxes, investments etc. Discuss the legal rights, laws, and aids.	
9.	Essential Digital Skills	- Describe the role of digital technology in today's life. - Demonstrate how to operate digital devices and use the associated applications and features, safely and securely. - Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely. - Create sample word documents, excel sheets and presentations using basic features. - Utilize virtual collaboration tools to work effectively.	10
10.	Entrepreneurship	- Explain the types of entrepreneurship and enterprises. - Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan. - Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement. - Create a sample business plan, for the selected business opportunity.	7
11	Customer Service	- Describe the significance of analyzing different types and needs of customers. - Explain the significance of identifying customer needs and responding to them in a professional manner. - Discuss the significance of maintaining hygiene and dressing appropriately.	5
12	Getting Ready for Apprenticeship & Jobs	- Create a professional Curriculum Vitae (CV). - Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively. - Discuss the significance of maintaining hygiene and confidence during an interview. - Perform a mock interview. - List the steps for searching and registering for apprenticeship opportunities.	8

LIST OF TOOLS & EQUIPMENT FOR EMPLOYABILITY SKILLS		
S No.	Name of the Equipment	Quantity
1.	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)	As required
2.	UPS	As required
3.	Scanner cum Printer	As required
4.	Computer Tables	As required
5.	Computer Chairs	As required
6.	LCD Projector	As required
7.	White Board 1200mm x 900mm	As required
<i>Note: Above Tools & Equipment not required, if Computer LAB is available in the institute.</i>		

Mandatory Duration: 90:00	Recommended Duration: 00:00
Module Name: On-the-Job Training Location: Early childhood care and learning centres, such as daycare creches, child development institutions, and Balwadis etc.	
Terminal Outcomes • Organize training and professional development sessions for the team across levels • Manage and supervise the day-to-day functioning of team • Prepare and monitor routines and schedules of the centre. • Develop and implement age and developmentally appropriate Teaching Learning Material (TLM) • Create "Print-rich" and stimulating environment as per TLM • Implement age and developmentally appropriate activities for holistic development of children as per TLM • Maintain inventory of materials and resources in the centre required to conduct various learning activities across ages. • Ensure provision of nutritionally balanced meals in a safe and hygienic manner • Maintain personal, environmental hygiene and sanitation practices in the centre • Maintain health, protection and safety norms in the centre • Support the holistic development of all children including babies and children under 6 years- toilet training, developmental milestones, etc. • Maintain immunization and specific ailments records of children • Observing, Recording and Reporting • Maintain positive relationships with children, families, and community. • Handling conflicts amongst children and staff • Supervise the housekeeping staff • Contribute to the effectiveness of teams. • Support in day-to-day management of early childhood care, learning and development facility/center including finances, operations, compliances and documentation effectively, profitably and qualitatively. • Support in early detection of 4D's of a Child with Special Needs (CWSN). • Make appropriate referrals to health facilities for diagnosis and early intervention • Acquire simple skills to include children with disabilities in the center • Observe and report signs of abuse in children to parents or appropriate authority. • Support parents to meet the challenges in raising CWSN child. • Keep children safe, healthy and ensure well-being • Maintain environments to meet children's needs • Identify and respond to children at risk • Provide an emergency first aid response in setting	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation/ Post-Graduation	Any field preferably certified in ECD/ ECCE /Home Science/ social work / child psychology / Public Health/ Education or HSSC certified carepreneur or equivalent	5	In childcare administration	3	In ECCE center / Preschools/ Nursery School / NGOs	As full-time faculty for all modules
Diploma /graduate/Postgraduate	Nursing, preferably certified in maternal and childcare or pediatrics or equivalent	4	In childcare /pediatrics	3		As guest faculty for module on childcare giving and development
Graduate/Postgraduate	Dietetic and nutrition or equivalent	3	Preferably in child nutrition	1		As guest faculty for module on nutrition and meal management
Medical graduate	MD/DNB / fellowship in pediatrics or equivalent	1				As a guest faculty for module on medicine, administration, vaccination, emergency response and early detection of 4d's.
Diploma/graduate/postgraduate	Education, preferably certified in ECCE / Special Education or equivalent	2		1		As a guest faculty for module on childcare programme
NSQF Certification	HSSC certified carepreneur – ECD services	3		2		

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Associate cum Coordinator – Early Child Development (ECD) services /Bal Vikas Prabandhak" mapped to QP: "HSS/Q8902, V1" with minimum score of 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0" with minimum score of 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduation/ Post-Graduation /PhD	Any field preferably certified in ECD/ ECCE /Home Science/ social work / child psychology / Public Health/ Education or or equivalent	5	In childcare administration	2	In ECCE center / Preschools/ Nursery School /NGOs	
Diploma /graduate/Postgraduate	Nursing, preferably certified in maternal and childcare or pediatrics or equivalent	6	In childcare administration	2		
Medical graduate	MD/DNB / fellowship in pediatrics or equivalent	1	In childcare administration			
Diploma/graduate/postgraduate	Education, preferably certified in ECCE / Special Education or equivalent	2	In childcare administration	1		
NSQF Certification	HSSC certified carepreneur – ECD services	3		2		

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Associate cum Coordinator – ECD services /Bal Vikas Prabandhak "mapped to QP: "HSS/Q8902, V1.0" with minimum score of 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q/2701, V2.0" with minimum score of 80%.

Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. Accordingly, assessment criteria for each job role is set and made available in qualification pack.

The assessment papers for both theory and practical would be developed by Subject Matter Experts (SME) hired by Healthcare Sector Skill Council or with the HSSC accredited Assessment Agency as per the assessment criteria mentioned in the Qualification Pack. The assessments papers would also be checked for the various outcome-based parameters such as quality, time taken, precision, tools and equipment requirement etc.

Each NOS in the Qualification Pack (QP) is assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Element/Performance Criteria in the NOS is assigned marks on relative importance, criticality of function and training infrastructure.

The following tools would be used for final assessment:

1. Practical Assessment: This comprises of a creation of mock environment in the skill lab which is equipped with all equipment required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. is ascertained by observation and marked in observation checklist. The outcome is measured against the specified dimensions and standards to gauge the level of their skill achievements.

2. Viva/Structured Interview: This tool is used to assess the conceptual understanding and the behavioral aspects with regard to the job role and the specific task at hand. It also includes questions on safety, quality, environment and equipment etc.

3. On-Job Training: OJT would be evaluated based on standard log book capturing departments worked on, key observations of learner, feedback and remarks of supervisor or mentor.

4. Written Test: Question paper consisting of 100 MCQs (Hard:40, Medium:30 and Easy: 30) with questions from each element of each NOS. The written assessment paper is comprised of following types of questions:

- True / False Statements
- Multiple Choice Questions
- Matching Type Questions.
- Fill in the blanks

- v. Scenario based Questions
- vi. Identification Questions

QA Regarding Assessors:

Assessors are selected as per the “eligibility criteria” laid down by HSSC for assessing each job role. The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to HSSC Assessment Framework, competency-based assessments, assessors guide etc. HSSC conducts “Training of Assessors” program from time to time for each job role and sensitize assessors regarding assessment process and strategy which is outlined on following mandatory parameters: Guidance regarding NSQF

- 1) Qualification Pack Structure
- 2) Guidance for the assessor to conduct theory, practical and viva assessments
- 3) Guidance for trainees to be given by assessor before the start of the assessments.
- 4) Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
- 5) Viva guidance for uniformity and consistency across the batch.
- 6) Mock assessments
- 7) Sample question paper and practical demonstration

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
NPWT	Negative Pressure Wound Therapy
CPR	Cardio-pulmonary Resuscitation
MLC	Medico Legal Case
PPE	Personal Protective Equipment