

Health & Family Welfare Government of Kerala, India



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Short Term Training Curriculum Guidelines for **CHILD CARE AIDE**



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INTRODUCTION TO THE SKILLS BASED TRAINING CURRICULA

The skill based training courses are the training content developed for enhancing the specific skills of existing professionals or provide for a platform for imparting skills to candidates with no formal qualification.

To undertake the skill based training programme, it is mandatory that the candidate must fulfil the entry criteria provided for the job profile. The training and assessment will certify that the candidate is able to undertake specific set of activities. This must not be equated with the formal qualifications- diploma/ degrees which are given by a University.

It is recommended that the employer must help the candidate in continuing the studies to degree level and formal qualification, if the candidate is willing for gaining knowledge and want to move up the traditional career pathway.

Who is a Child Care Aide?

A child care aide is a trained and certified health-care worker who attends to children at schools, businesses, private households, and child care institutions. She performs a variety of tasks like such as dressing, feeding, bathing, and overseeing play.

Scope of practice

Child Care Aides are responsible for helping and assisting new mothers and/or their families for the care of the child. They are responsible for all basic needs of baby care which may include reading to them and playing with them and any related work assigned by the mother/ family.

Childcare workers use play-way and other instructional techniques to help children's development. For example, they use storytelling and rhyming games to teach language and vocabulary. They may help improve children's social skills by having them work together to build something in a sandbox or teach math by having children count when building with blocks. They may involve the children in creative activities, such as art, dance, and music. Childcare workers also often watch school-age children before and after school.

As per the training module at the end of the training, the candidate would be certified to perform following activities–

1. Bathing, feeding, dressing children and changing diapers etc.
2. Maintain a safe play environment, observe and monitor children's play activities.
3. Sanitize toys and play equipment.
4. Communicate with children's parents or guardians about daily activities, behaviors, and related developmental issues.
5. Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.

6. Support children's emotional and social development of the child.
7. Identifies signs of emotional or developmental problems in children and report to parents or guardians.
8. Instruct children in acquiring healthy personal habits including hygiene and toilet habits.

Minimum Entry requirement

Educational requirement - The candidate must have completed 10th with 2 years of work experience.

Minimum Course duration

It is recommended that any programme developed from this curriculum should have a minimum duration of 1000 hours (306 hours for theory, 334 hours of practical and 360 hours of internship) to qualify as an entry level professional in the field of Child Care Aide.

HOURS			
Module	Theory	Practical	Total
I - IV	156	168	324
V-VII	150	166	316
INTERNSHIP	-	-	360
TOTAL	306	334	1000

Teaching faculty and infrastructure:

1. Should be at the position of a Healthcare Instructor
2. B.Sc. (Nursing) with three years of teaching experience
3. Should be able to perform and train on related skills

Medium of instruction:

English/ regional language shall be the medium of instruction for all the subjects of study and for examination of the course.

Attendance:

A candidate has to secure minimum 80% attendance in overall with at least-

1. 75% attendance in theoretical
2. 90% in Skills training (practical) for qualifying to appear for the final examination.

No relaxation, whatsoever, will be permissible to this rule under any ground including indisposition etc.

PROGRAM LAYOUT

Semester I

Module No.	Course Title	Hours		
		Theory	Practical	Total
CCA01	Introduction to Childcare Aide programme	42	42	84
CCA02	Introduction to development of the child	42	42	84
CCA03	Health and safety in childcare-I	48	36	84
CCA04	Health and safety in childcare-II	24	48	72
TOTAL		156	168	324

Semester II

Module No.	Course Title	Hours		
		Theory	Practical	Total
CCA05	Care of the infant and new mother	36	48	84
CCA06	Care of the toddler	54	60	114
CCA07	Care of school going children	60	58	118
CCA08	Internship	-	-	360
TOTAL		150	166	1000

TRAINING CURRICULA FOR SKILL CERTIFICATION

Learning Outcomes: At the completion of this module, the student should be able to perform the following:

1. Supervise infants and toddlers individually and in small groups.
2. Provide care, guidance and assist in healthy development of the children, meeting the early educational and emotional needs of the children.
3. Understand the physical and emotional requirements of the child like pain, hunger, fear etc.
4. Give each infant individual specialized attention each day, responding to each infant's/ child's specific needs.
5. Provide and assist in personal hygiene practices, including toileting issues as necessary.
6. Follow the developmental pattern of each child.
7. Report regarding the child's development and well-being, discuss the child's special needs or abilities.
8. Perform other duties as assigned.
9. Demonstrate the ability to perform basic skills essential in providing the care services.
10. Demonstrate professional behavior, personal qualities and characteristics of a Child Care Aide.

MODULE – 1: FOUNDATION MODULE – INTRODUCTION TO CHILD CARE AIDE PROGRAMME

Learning Outcomes: At the completion of this module, the student should be able to:

1. Discuss the duties and responsibilities of a Child Care Aide
2. Discuss working within home settings as appropriate to the role of a Childcare Aide
3. Discuss the scope of work of a Childcare Aide
4. Discuss the reporting mechanism and line of action
5. Demonstrate reporting when situations are beyond competence and authority
6. Maintain and upgrade competence within the role of a Childcare Aide
7. Understand the art of effective communication with the child’s family, guardians
8. Identify rapidly changing situations and adapt accordingly
9. Understand the role of a Childcare Aide in disaster preparedness and management

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Introduction to Childcare and Education	6	6	12
2.	Essential attributes of an efficient Childcare Aide	12	12	24
3.	Professionalism and Values	12	12	24
4.	Communication	12	12	24
TOTAL		42	42	84

Detail of Topics

1. Introduction to Childcare and Education

- a. Discuss the Duties & Responsibilities of a Childcare Aide
- b. Describe scope of work including Do’s & Don’ts for a Childcare Aide
- c. Demonstrate meaning and usage of basic terminologies related with child care
- d. Discuss the sensitivity related with care of the child and personal safety

2. Essential attributes of an efficient Childcare Aide

- a. Communicating with a child with impaired hearing/ vision/ speech/ memory
- b. Recognizing changes in the child-behavior/ abnormal signs
- c. Dealing with anger or tantrums of the child
- d. Body language, posture and gestures
- e. Use the correct combination of verbal and non-verbal communication
- f. Give facts and avoid opinions unless asked for

3. Professionalism and Values

- a. Discuss ethics in healthcare – Privacy, confidentiality, consent, medico legal aspects
- b. Discuss code of conduct, professional accountability and responsibility; Misconduct
- c. Discuss the importance of socio-cultural aspects w.r.t. child care

- d. Avoiding scope creep
- e. Handling objections and refute
- f. Demonstrate gathering of information from observation, experience and reasoning
- g. Identification of rapidly changing situations and adapt accordingly
- h. Planning and organization of work

4. Communication

- a. Demonstrate structuring of brief and logical messages
- b. Discuss the importance of listening skills and patience
- c. Speak clearly and slowly in a gentle tone
- d. Basic reading and writing skills, sentence formation, grammar and composition
- e. Discuss importance of health awareness and prompt action in childcare
- f. Barriers of communication & how to overcome them

MODULE – 2: INTRODUCTION TO CHILD DEVELOPMENT

Learning Outcomes: At the completion of this module, the student should be able to:

1. Enumerate age-wise stages in the growth of a child
2. Describe developmental milestones
3. Identify and report any abnormal signs in the growth of the child
4. Describe the role of a Childcare Aide in the care of the child
5. Recognise the need/ requirement of the child
6. Demonstrate taking record on growth of the child

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Developmental stages in children	12	6	18
2.	Development and learning	12	6	18
3.	Methods of observation and basic developmental screening	12	18	30
4.	Documentation of growth and learning	6	12	18
TOTAL		42	42	84

Detail of Topics

1. Developmental stages in children

- a. Discuss age wise classification of children
- b. Discuss developmental milestones in children
- c. Describe age-wise physical capabilities of children
- d. Discuss abnormal growth patterns in children
- e. Identify characteristics of temperament by changes in age

2. Development and learning

- a. Discuss vision, hearing and other sensory abilities of children
- b. Discuss the signs of development of understanding in children
- c. Discuss different learning styles in children
- d. Discuss the development of sense of self and others
- e. Discuss the role of a Childcare Aide in promoting learning in children

3. Methods of observation and basic developmental screening

- a. Discuss normal and abnormal growth in children
- b. Discuss the signs to identify normal growth patterns
- c. Discuss observation of a child in a social/ child care setting
- d. Identify the needs of children with different temperaments and learning styles
- e. Demonstrate reporting of observations of a child's behavior

4. Documentation of growth and learning

- a. Identify techniques for measuring growth rate
- b. Describe ways of observation of children
- c. Demonstrate reporting of any abnormal delay/ difficulty in word formation, motor skills, understanding
- d. Demonstrate measuring of height, weight etc.

MODULE – 3: HEALTH AND SAFETY IN CHILDCARE-I

Learning Outcomes: At the completion of this module, the student should be able to:

1. Recognise what is important and harmful for the health of the child
2. Describe methods to minimize exposure of the child to any infection
3. Discuss the importance of complete immunization
4. Discuss the importance of proper nutrition to the child
5. Demonstrate comforting the child

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Health and safety of the child	6	6	12
2.	Infection Control Measures	6	6	12
3.	Immunization in Child Care	18	6	24
4.	Importance of Breast feeding	12	6	18
5.	Complementary feeding	6	12	18
TOTAL		48	36	84

Detail of Topics

1. Health and safety of the child

- a. Discuss the harmful effects of plastic toxins
- b. Identify ways to minimize children's exposure to toxins
- c. Describe safe diaper changing method
- d. Discuss indoor and outdoor safety of the child

2. Infection Control Measures

- a. Use of Personal Protection Equipment (PPE)
- b. Hand Hygiene and personal hygiene
- c. Infection Control Techniques in day to day life like sterilization of utensils, feeding bottles etc.
- d. Basic measures to follow prevention of spread of diseases
- e. Use of sanitizers and barrier nursing in case of sick child

3. Immunization in Childcare

- a. Importance of complete immunization
- b. Basic Immunization Schedule
- c. Vaccinations and side effects
- d. Care measures and precautions during vaccination
- e. Reporting of any allergies or abnormal signs after vaccination

4. Importance of Breast feeding

- a. Exclusive breastfeeding and lactation counseling
- b. Benefits of breastfeeding for baby and mother

- c. Common lactational problems
- d. Nutritional requirements of the mother during lactation
- e. Expressed breastmilk- method and storage

5. Complementary feeding

- a. Discuss the importance of complimentary feeding
- b. Choosing the right complementary feed
- c. Discuss the importance of including variety and nutrition in the food
- d. Making complementary feeds more appealing
- e. Describe the frequency and quantity of feed as per age of the child

MODULE – 4: HEALTH AND SAFETY IN CHILDCARE-II

Learning Outcomes: At the completion of this module, the student should be able to:

1. Discuss and describe the preparedness for safety of the child
2. Discuss child abuse and neglect
3. Describe common traits of abusive adults
4. Describe signs of stress in children
5. Describe measures to ensure safety of children in transportation

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Disaster preparedness & Management	6	12	18
2.	Abuse and Neglect: a Caregiver's guide to child abuse	6	12	18
3.	Stress in Early Childhood	6	12	18
4.	Transportation Safety	6	12	18
TOTAL		24	48	72

Detail of Topics

1. Disaster preparedness & Management

- a. Discuss fundamentals of emergency management and handling of the child
- b. Demonstrate preparedness and risk reduction
- c. Describe reporting mechanisms and line of action
- d. Resource management in times of an emergency

2. Abuse and Neglect: a Caregiver's Guide to Child Abuse

- a. Discuss child abuse and neglect
- b. Describe signs of child abuse and neglect
- c. Describe children's common explanation for parents' abusive or neglectful behaviors
- d. Reporting child abuse and neglect
- e. Common traits of abusive and neglectful parents
- f. Strategies for helping children affected by domestic violence

3. Stress in early childhood

- a. Discuss the effect a parent's strictness on children
- b. Discuss children's emotional needs during the various phases of development
- c. Discuss strategies for helping children cope with fears
- d. Describe the ways to respond to children's needs during and following a stressful situation
- e. Discuss strategies for helping children who experience serious illnesses or hospitalizations

4. Transportation Safety

- a. Discuss the safest methods of transportation for children
- b. Discuss the most adequate ways of carrying a child on person
- c. Describe the use of use child harnesses
- d. Discuss the safety of children in public transportation including school buses
- e. The dangers of leaving children unattended in vehicles
- f. Discuss safe driving practices with children on-board

MODULE – 5: CARE OF THE INFANT AND NEW MOTHER

Learning Outcomes: At the completion of this module, the student should be able to:

1. Describe and demonstrate care of the infant and new mother
2. Recognise and report signs of abnormal growth patterns in infancy

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	General care of the infant and mother	18	24	42
2.	Early identification of children with special needs	18	24	42
TOTAL		36	48	84

Detail of Topics

1. General care of the infant and mother
 - a. Discuss proper handling of the infant and feeding position for mothers
 - b. Discuss the importance of burping in infants
 - c. Discuss soothing of a colic infant and stomach massage
 - d. Discuss the importance of massage and sun exposure to the infant
 - e. Bathing position and toileting of the infants and assistance to the mother
 - f. Discuss methods to help the new mother in her activities of daily living (ADLs)
2. Early identification of children with special needs
 - a. Discuss physical, emotional, social and mental health of children
 - b. Discuss attention requirements for children with special needs
 - c. Discuss physical needs of differently-abled children
 - d. Discuss about short attention span of children and ways to work around it
 - e. Demonstrate encouraging children to best utilise their faculties for maximum independence

MODULE – 6: CARE OF THE TODDLER

Learning Outcomes: At the completion of this module, the student should be able to:

1. Discuss the growth traits of toddlers
2. Describe the methods to promote learning in toddlers
3. Discuss development of social skills in toddlers
4. Demonstrate ways to keep the child busy and ensure physical activity

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Development of toddlers	12	12	24
2.	Learning patterns in a toddler	12	18	30
3.	Emotional and Social development	18	12	30
4.	Indoor & Outdoor play activities	12	18	30
TOTAL		54	60	114

Details of Topics

1. Physical Development

- a. Discuss the age group of toddlers
- b. Enumerate the broad milestones in the development of a toddler;
- c. Discuss the role of a Childcare Aide to support toddlers' physical growth and development;
- d. Demonstrate reporting of any abnormal signs in the physical growth of a child
- e. Discuss ways to start/ promote walking, use of toilet for a child;

2. Learning patterns in a toddler

- a. Discuss methods to promote learning behaviour in toddlers
- b. Discuss the importance of play-way in the learning cycle of toddlers' learning;
- c. Describe the elements of language development to support development of language skills
- d. Discuss the role of Childcare Aide in social development of a toddler
- e. Demonstrate reporting of any abnormal signs in the cognitive growth of a child

3. Emotional and Social Development

- a. Describe ways in which toddlers develop emotionally and socially;
- b. Discuss the role of a Childcare Aide in supporting children's social and emotional development;
- c. Discuss separation anxiety in children and ways to manage
- d. Discuss the importance of developing cultural and familial habits in children
- e. Describe the ways to deal with tantrums and anger of a toddler

4. Indoor & Outdoor play activities

- a. Discuss the importance of learning-through-play in early childhood
- b. Discuss early signs of play/ art interests of children to promote imaginative, creative learning
- c. Describe the importance of games for physical growth in children
- d. Demonstrate use of play activities to incorporate learning and physical exercise in children
- e. Discuss playful indulgence for promoting learning in differently-abled children

MODULE – 7: CARE OF SCHOOL GOING CHILDREN

Learning Outcomes: At the completion of this module, the student should be able to:

1. Discuss the importance of developing discipline in children
2. Discuss importance of inclusiveness and gender equality in early childhood programs
3. Recognise early signs of special skills/ abilities in children
4. Demonstrate good touch and bad touch, reporting of bad touch
5. Recognise and manage lack of physical activity, laziness in children

S. No.	Topics	Hours		
		Theory	Practical	Total
1.	Discipline in Childcare	12	12	24
2.	Inclusive Early Childhood Programmes	18	10	28
3.	Nurturing competence	6	12	18
4.	Good and bad touch	12	12	24
5.	Fun and fitness	12	12	24
TOTAL		60	58	118

Details of Topics

1. Discipline in Childcare

- a. Discuss importance of inculcating discipline in early childhood
- b. Discuss positive guidance and reinforcement
- c. Demonstrate ways to explain rules, and behaviour
- d. Discuss the importance of punishment for inappropriate behaviour
- e. Discuss the harmful effects of negative approaches to discipline

2. Inclusive Early Childhood Programmes

- a. Discuss the importance of including children of all abilities in early childhood programs
- b. Demonstrate teaching children to understand their peers' special needs
- c. Discuss the importance of developing self-esteem, especially in differently-abled children
- d. Describe bullying and measures to prevent/ stop the habit in children
- e. Discuss gender equality and its importance in a civilized society

3. Nurturing Children's Competence

- a. Discuss identification of special skills of children and methods to promote them
- b. Describe ways to promote competence in children with special needs
- c. Discuss utilisation of interest of children to promote development of other skills

4. Good and bad touch

- a. Demonstrate teaching good and bad touch to children and talking about any advances by anybody
- b. Discuss identification of children with signs of depression over a past abuse
- c. Demonstrate talking to children to comfort them and get information out
- d. Discuss reporting of any case of child abuse to the family/ authorities

5. Fun and Fitness: Addressing childhood procrastination

- a. Discuss the increasing prevalence of lack of physical exercise in children
- b. Discuss life-long benefits of physical fitness for children
- c. Demonstrate ways to promote physical activity in children
- d. Discuss the right eating habits and food products for children
- e. Discuss emotional wellness of children and linkages between emotional and physical wellness

MODULE – 8: INTERNSHIP

Learning Outcomes: At the completion of this module, the student should be able to:

1. Acquire all necessary skills of a Childcare Aide
2. Demonstrate the skills and attitude of an efficient care giver in supervised sessions

S. No.	Topics	Internship	
		Duration	Setting
1.	Exposure to child care under supervision	300 hrs.	Play schools, Creche, Anganwadi centres, Private nursing homes
2.	Field visits	30 hrs.	NICU, PICU, Maternity wards, NRCs
3.	Community orientation (with Lady Health Visitor, ASHAs)	15 hrs.	Community
4.	Health awareness programs	15 hrs.	Community
TOTAL			360

Details of Topics

- a. Training should be provided in home care and hospital set ups
- b. Trainees should be posted with play schools, creche, anganwadi centres, private nursing homes
- c. Trainees could be utilised in health awareness programs, immunization drives
- d. Trainees should be taken on visits of hospitals, Neonatal Intensive Care Units, maternity wards
- e. Clinical training should be undertaken in a structured manner with a training plan under supervision.
- f. A training plan that reflects tasks to be performed and competencies to be imparted should be prepared and signed teacher, and supervisor at the training facility, during the internship phase.
- g. The trainer should break down all the steps of child care and train the students as per the training plan:
 - The instructor or the trainer should explain every aspect of child care as per the syllabus.
 - The trainer should demonstrate each step in detail, followed by hands-on training in a supervised set up.