

## 1. Title of the certificate (NL)

**Ervaringsbewijs: begeleider buitenschoolse kinderopvang (m/v)**

In the original language

## 2. Translated title of the certificate

**Certificate of professional competence: out-of-school childcare assistant (m/f) (EN)**

**Titre de compétence professionnelle: accompagnateur accueil extrascolaire (h/f) (FR)**

This translation has no legal status.

## 3. Profile of skills and competences

*The occupational standard was developed and approved by the sectoral social partners.*

**The holder of the certificate of professional competence can:**

### **deal with children:**

- speaks frequently, spontaneously and individually to children;
- makes eye contact with the children on his own initiative;
- greets and says goodbye to each child;
- responds to what children do, tell, feel and bring along, in a way appropriate to the child's age, development level and background;
- invites children to say what is the matter when they behave differently than usual;
- lets children show their emotions;
- stays in contact with the group;
- plays along with the children without slowing down their games.

### **stimulate children and involve them:**

- gives often stimuli in a way appropriate to each child's age and development level (cognitive, social and emotional, motor, language);
- stimulates children to take initiative at their own pace and to give their own interpretation and helps them, if necessary;
- puts an emphasis on pleasure, involvement and well-being of children instead of on outcomes;
- gives compliments to all children in the group;
- invites children repeatedly.

### **supervise activities:**

- immediately adjusts the activity programme when circumstances change;
- stimulates children when explaining activities to motivate and involve them;
- brings variation and adds challenges to game activities through different forms and techniques of games;
- gives children the possibility to stop or not to participate in activities;
- adjusts activities to the children's input;
- develops a game activity appropriate to the child's age and development.

### **Explanatory note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

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**structure and put limits to children:**

- keeps to the plan for the day;
- consults with the children about what is allowed and what is not within childcare;
- confirms children who display positive behaviour;
- gives reprimands in a calm manner to children who break agreements, reiterates the agreement and tells or shows the way to do it;
- recognises situations that can run out of hand and adjusts them by offering an alternative;
- encourages children to be quiet when necessary;
- sets him/herself a good example by staying calm;
- intervenes when a conflict arises and asks each child to tell his/her story without choosing sides and draws attention to the feelings and effects produced in others;
- asks children, in a manner appropriate to their age and development, how they can solve a conflict situation and, if necessary, makes him/herself proposals to close the incident by using conciliatory words;
- gives children alternatives to aggression to express themselves.

**deal with parents:**

- has a chat;
- confers with the parents about the child(ren) and childcare;
- listens to complaints and concerns and discusses them;
- does not get carried away in conversations and discussions;
- reminds parents about agreements, even if they are broken;
- deals in a confidential way with information on parents and children.

**deal with diversity:**

- does not show any rejective, humiliating, discriminating behaviour towards children, parents or colleagues;
- encourages others to behave in a respectful way;
- recognises differences in habits (norms and/or values and/or educational methods) between children, parents or colleagues;
- discusses differences without making negative judgements.

**co-operate:**

- consults with colleagues and acts according to the group decisions made;
- exchanges functional information with colleagues about how things are going in childcare when work shifts take place;
- asks the opinion of colleagues and the responsible person and is open to feedback;
- informs the responsible person in a functional way about problem behaviour in children and complaints made by parents;
- stands up calmly for his opinion taking circumstances into account;
- listens to the contribution of others;
- never makes negative remarks in the presence of children or parents.

**work in a safe, hygienic and healthy way:**

- acts when toys and material are used unsafely;
- never lets the group get out of sight and knows what each child is doing;
- ensures the security of the child and asks for the help of the responsible person or doctor in case a child is injured or ill;
- immediately informs the responsible person when an unauthorized person presents him/herself to collect the child;
- supervises toilet use and helps, if necessary;
- ensures that children have clean hands, mouths and noses and helps, if necessary;
- ensures that children are protected against weather conditions;
- provides a safe environment.

**4. Range of sectors and occupations relevant to the holder of the certificate**

*The holder of the certificate of professional competence can work in the sector of out-of-school childcare.*

| 5. Official basis of the certificate                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name and status of the body awarding the certificate</b><br><i>Test centre recognized by the Flemish government</i>                                                                                                                                                                                                                                                                                     | <b>Name and legal status of the national/regional authority providing accreditation/recognition of the certificate</b><br><b>Flemish Ministry of Work and Social Economy</b><br><i>Koning Albert II laan 35 box 21<br/> 1030 Brussels</i> |
| <b>Level of the certificate (national or international)</b><br><i>Flemish level<br/> RAC (Recognition of Acquired Competencies)</i>                                                                                                                                                                                                                                                                        | <b>Grading scale / Pass requirements</b><br><i>All competences as described in point 3 must be proved.</i>                                                                                                                                |
| <b>International regulations</b>                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |
| <b>Legal basis</b> <ul style="list-style-type: none"> <li>• <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on obtaining a certificate of professional competence</i></li> <li>• <i>Ministerial Order of 10 September 2006 determining the standard for the title of out-of-school childcare assistant (= certificate of professional competence)</i></li> </ul> |                                                                                                                                                                                                                                           |

| 6. Officially recognized ways of acquiring the certificate                                                                                                                                                                                                                                                                                                                                                     |                                   |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------|
| Description of followed pathways                                                                                                                                                                                                                                                                                                                                                                               | Percentage of total programme (%) | Duration (hours/weeks/months/years) |
| Recognition of acquired competences                                                                                                                                                                                                                                                                                                                                                                            | 100 %                             | Max. 3 x half a day                 |
| <b>Total duration of the assessment leading to the certificate</b>                                                                                                                                                                                                                                                                                                                                             |                                   | Max. 3 x half a day                 |
| <b>Additional information</b><br><i>The assessment was developed according to the out-of-school childcare assistant standard, as established and approved by employees' representatives and employers' representatives from the sector. The assessment consists of an optional portfolio evaluation and the actual assessment by 2 evaluators according to the out-of-school childcare assistant standard.</i> |                                   |                                     |
| <b>More information is available at:</b><br><a href="http://www.ervaringsbewijs.be">www.ervaringsbewijs.be</a>                                                                                                                                                                                                                                                                                                 |                                   |                                     |
| <b>Flemish overview of Europass certificate supplements:</b><br><i>You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:</i><br><a href="http://www.europass-vlaanderen.be/cs">www.europass-vlaanderen.be/cs</a>                                                                             |                                   |                                     |