

Model Curriculum

Baby Caregiver (Non Clinical)

SECTOR: Domestic Workers Sector Skill Council
SUB-SECTOR: Caregiving (Non Clinical)
OCCUPATION: Child Care (Non Clinical)
REF ID: DWC/Q0202, V 1.0
NSQF LEVEL: 4



Certificate

COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

DOMESTIC WORKERS SECTOR SKILL COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Baby Caregiver (Non Clinical)**'
QP No. '**DWC/Q 0202 NSQF 4'**

Date of Issuance: July 15th, 2018
Valid up to*: July 14th, 2020

*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above (whichever is earlier)



Authorised Signatory
(Domestic Workers Sector Skill Council)

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Baby Caregiver (Non Clinical)

CURRICULUM/SYLLABUS

This program is aimed at training candidates for the job of a “Baby Caregiver (Non Clinical)”, in the “Domestic Workers Sector Skill Council” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Baby Caregiver (Non Clinical)		
Qualification Pack Name & Reference ID	DWC/Q0202		
Version No.	1.0	Version Update Date	15 Jul 2018
Pre-requisites to Training	8 th Standard Pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Feed babies and toddlers 2. Attend to other basic needs of babies and toddlers 3. Engage with babies for their holistic development 4. Prepare basic food as per dietary requirements 5. Display standards of hygiene and work etiquette 6. Maintain a clean and secure working environment 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Baby Caregiver (Non Clinical)” Qualification Pack issued by “Domestic Workers Sector Skill Council”.

S. No	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Bridge Module</p>	<ul style="list-style-type: none"> State the objectives of the program. Explain Domestic Workers Sector in India. Describe categorization of domestic workers in India. Identify the reasons for the growth of Domestic Workers Sector in India. Discuss the emerging trends in Domestic Workers Sectors in India. Define the roles and responsibilities of a of Baby Caregiver (Non Clinical) 	PowerPoint presentations and handouts
2	<p>Feed babies and toddlers</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS DWC/N0205</p>	<ul style="list-style-type: none"> Identify the basic requirements of babies or toddlers in terms of their feeding and food/nourishment requirements. Evaluate and take care of pre-feed requirements Identify feeding schedules and other requirements during feed Attend to the post feed requirements of babies/toddlers Explore various methods to coach kids to self-feeding and drinking by self-help. Prepare and cook basic dishes relevant to Baby and Toddlers. Manage stocks and availability of items Identify any food to be omitted from the diet and any food to be substituted 	<p>PowerPoint presentations and handouts</p> <p>Baby food articles and cooking and feeding utensils for babies. Necessary food items such as milk, sugar and baby food available in the market, and as recommended by the Pediatricians.</p>
3	<p>Attend to other basic needs of babies and toddlers</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS DWC/N0206</p>	<ul style="list-style-type: none"> Identify and attend to basic ADL requirements of babies and toddlers, such as bathing, clearing bowels, mouthwash etc. Caring during illness. Arrange medical attention and medication if required. Understand how to respond to babies' and toddlers preference and needs. Assist learning and relaxation through toys. Putting babies to sleep in accordance with their routine. Explore various methods to coach kids to self-help in terms of cleaning up, bathing and dressing. Cleaning and sterilizing baby's products. 	<p>PowerPoint presentations and handouts</p> <p>Baby soap, sponges, nappies, baby food, feeding equipment, baby oil, baby bath tub and potty seat, baby powder, brush etc.</p>
4	<p>Engage with babies for their holistic development</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 50:00</p>	<ul style="list-style-type: none"> Explore and evaluate infant/toddler learning environment through interaction with other close family members. Support growth of children with different milestones like physical, cognitive, social and emotional. Explore the different ways to engage kids and babies, such as mentoring, playing and supporting normal and healthy growth. Keep the environment clean and safe for babies. 	<p>PowerPoint presentations and handouts</p> <p>Learning and playing toys, nappies, hand towels, baby soaps, oil, cream and powder, learning and playing toys, baby walker, baby mannequin</p>

	<p>Corresponding NOS DWC/N0207</p>	<ul style="list-style-type: none"> Monitor and keep an eye on baby at all times, never to be left unattended. Provide parents with feedbacks about the baby's food consumption, bowel movements, growth/learning pattern and other daily activities. 	
5	<p>Prepare basic food as per dietary requirements</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS DWC/N9901</p>	<ul style="list-style-type: none"> Identify the healthy and nutritional dishes for the job role concerned. Maintain the nutritional value of the food items during and after cooking. Prevent wastage of vegetables, ingredients, cooking oil, gas etc. while cooking Apply methods for preserving the leftover dishes after cooking and serving them, Identify the temperatures and places at which leftovers need to be preserved. 	<p>PowerPoint presentations and handouts</p> <p>Kitchen Utensils – Cookware, Serve ware, Grocery items as per the requirement.- Fruits, Vegetables, milk, eggs and Canisters to store grocery and cooked food, PPE (Apron, mask, gloves and cap)</p>
6	<p>Display standards of hygiene and work etiquette</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS DWC/N9902</p>	<ul style="list-style-type: none"> Greet visitors with appropriate gesture based on the type of guest on their arrival Listen attentively and respond tactfully and politely Maintain personal integrity and ethical behavior Dress professionally Maintain positive attitude at work Maintain well-groomed personality Maintain punctuality Maintain the social and telephonic etiquette Use appropriate tone, pitch and language to convey a message with care and professionalism Recognize importance of hygiene and cleanliness for the benefit of the employer as well as oneself 	<p>PowerPoint presentations and handouts</p> <p>Cleaning gels and tools, different types of brooms and dusting cloth, mops</p>
7	<p>Maintain a clean and secure working environment</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS DWC/N9903</p>	<ul style="list-style-type: none"> Identify the safety hazards in the course of work and take safety measures promptly and efficiently, as per existing instructions and procedures Follow the emergency procedures promptly, calmly and efficiently when confronted with an emergency event Identify and recommend opportunities for improving health, safety, and security to the concerned person Handling waste safely Describe why different waste containers which are used for different types of waste List the reasons for keeping waste areas clean, tidy and sanitized at all times Identify relevant personal protective equipment required for different types of waste Apply methods of cleaning waste/ garbage from the work area as per the procedures and statutory provisions 	<p>PowerPoint presentations and handouts</p> <p>Practice Sample garbage/ waste bins for different types of waste, scoops, brooms, mops and dusters, first aid kit. and safety equipment/ fire extinguishers</p>

<p>Total Duration:</p> <p>Theory Duration (hh:mm) 120:00</p> <p>Practical Duration (hh:mm) 240:00</p>	<p>Unique Equipment Required:</p> <p>Baby cooking and feeding utensils for babies. Necessary food items such as milk, sugar and baby food available in the market, and as recommended by the Pediatricians, Baby soap, sponges, nappies, baby oil, baby bath tub and potty seat, Learning and playing toys, nappies, hand towels, baby soaps, oil, cream and powder, baby pram and walker, baby mannequin, Kitchen Utensils – Cookware, Serve ware, Grocery items as per the requirement. - Fruits, Vegetables, milk, eggs and, food storing equipment. PPE (Apron, mask, gloves and cap), Cleaning gels and tools, brooms, soft broom, mops, dusters, Sample garbage/waste and garbage bins for different types of garbage/waste, first aid kit, safety equipment/ fire extinguishers.</p>
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Grand Total Duration: 360 Hours, 0 Minutes

OJT (Recommended) Duration: 140 hours, 0 Minutes (Not mandatory)

(This syllabus/ curriculum has been approved by Domestic Workers Sector Skill Council)

Trainer Prerequisites for Job role: “Baby Caregiver (Non Clinical)” mapped to Qualification Pack: “DWC/Q0202, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>DWC/Q0202, v1.0</u> ”.
2	Personal Attributes	This job requires the individual to be well groomed, attentive, multi-task, organized with an eye for detail, time sensitive with a positive attitude
3	Minimum Educational Qualification	Graduate with minimum 2 years of industry experience
4a	Domain Certification	Certified for Job Role: “ <u>Baby Caregiver (Non Clinical)</u> ” mapped to QP: “ <u>DWC/Q0202, v1.0</u> ”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ”. Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	As per the standards set by relevant SSC to practice in different industry sectors.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Baby Caregiver (Non Clinical)

Qualification Pack: DWC/Q0202

Sector Skill Council: Domestic Workers Sector Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/ option NOS/ set of NOS
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 600					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. DWC/N0205 (Feed babies and toddlers)	PC1. wash and sanitize the baby's feeding apparatus thoroughly using appropriate cleaning agents before feed	100	15	5	10
	PC2. store food and drink for the baby or child, hygienically		15	5	10
	PC3. remove any potential choke hazards from the baby or child's vicinity at all times		15	5	10
	PC4. feed the baby carefully as per time specified, ensuring its comfort with the temperature and quantity of food		15	5	10
	PC5. check if the baby has ingested food properly		10	3	7
	PC6. clean the baby of any mess caused due to the feed		10	5	5
	PC7. monitor the baby or child after the feed and inform parents immediately in case of any unfavourable reaction		10	5	5
	PC8. coach the babies (9 months old onwards) in self-feeding		10	5	5
	Total		100	38	62
2.DWC/N0206 (Attend to other basic needs of babies and toddlers)	PC1. identify with parents, any specific requirements/routine for bathing and basic massaging the baby or toddler	100	5	2	3
	PC2. give the baby or child a bath carefully as scheduled ensuring its comfort with temperature of water and cleaning agents		5	2	3
	PC3. give the baby basic massage as scheduled using appropriate agents		5	2	3
	PC4. clean the baby or toddler thoroughly after each call of nature and change the diapers or inner garments of the baby or toddler		10	4	6
	PC5. provide assistance with toilet training		10	4	6
	PC6. identify with parents, any specific requirements related to sleep schedule of the baby or toddler		5	3	2
	PC7. prepare and lay the bed for baby or toddler as per requirements		5	2	3
	PC8. put the baby or toddler to sleep as per schedule and monitor its sleep constantly		5	3	2
	PC9. remove any potential risks or hazards from the baby or toddler's vicinity while sleeping		5	2	3

	PC10. report physical signs of illness in the baby or toddler to the parents at the earliest opportunity		5	2	3
	PC11. manage the symptoms of illness in the baby or toddler calmly and effectively whilst they are in your care		5	2	3
	PC12. seek medical assistance when necessary for the baby or toddler who becomes acutely ill whilst in your care		5	2	3
	PC13. administer right dosage of medicines to the baby or toddler on time, as instructed by parents		5	2	3
	PC14. check nipples and bottles carefully for any cracks or splits		5	2	3
	PC15. sterilize the bottle, nipple, pacifiers, plastic toys and teething rings before using them		10	5	5
	PC16. wash/sanitize babies' clothes, bed sheets and nappies thoroughly using appropriate cleaning agents		10	5	5
		Total	100	44	56
3.DWC/N0207 (Engage with babies for their holistic development)	PC1. discuss with parents, any specific aspects that need to be considered for the developmental plan of babies or toddlers	100	5	2	3
	PC2. work with parents to assess what is necessary to create and maintain a safe and secure environment for the baby or toddler		10	5	5
	PC3. check if the necessary safety equipment is installed and securely placed to protect the baby or child from danger and harm		10	4	6
	PC4. monitor the baby or toddler at all times and do not leave the baby unattended		5	2	3
	PC5. take the necessary safety and hygiene measures when providing toys and equipment for the baby or toddler		5	2	3
	PC6. develop a play schedule for the baby or the toddler		10	4	6
	PC7. interact with the baby constantly, by talking, reading or playing with it		10	5	5
	PC8. develop mobility of the baby by making it exercise and explore its surroundings		5	2	3
	PC9. convey to the children, the boundaries of acceptable and unacceptable behaviour in themselves and others		10	4	6
	PC10. seek appropriate help when you are unable to deal with any issues raised by children		5	3	2
	PC11. provide parents with regular updates about the baby or toddler's food consumption, bowel movements, daily activities etc.		5	2	3

	PC12. manage the baby or toddler during its various milestones such as rolling over, sitting up, crawling, walking etc.		10	5	5
	PC13. educate toddlers about interaction with strangers – the dos and don'ts of it		10	5	5
		Total	100	45	55
4. DWC/N9901 (Prepare basic food as per dietary requirements)	PC1. identify any specific requirement and feeding routine with people concerned	100	5	2	3
	PC2. develop a feeding plan basis the discussion		10	3	7
	PC3. check the availability of all ingredients as per the regular dietary requirements and procure it if not available		10	5	5
	PC4. check that the ingredients meet both quality and quantity requirements of the food items to be prepared		5	2	3
	PC5. clean the items thoroughly and cut them into required proportions using appropriate tools		10	4	6
	PC6. select and organize ingredients required for the dish from the kitchen/pantry		10	4	6
	PC7. cook the customized recipes by using appropriate cooking methods as required for the recipes		10	3	7
	PC8. inspect the dish to ensure flavor, color, taste and quality consistency		10	4	6
	PC9. finish and present the dish to meet requirements		10	3	7
	PC10. make different types of beverages (such as tea, coffee, fruit juice etc.)		10	3	7
	PC11. store any cooked or remaining uncooked vegetables not for immediate use adequately		10	4	6
		Total	100	37	63
5. DWC/N9902 (Display standards of hygiene and work etiquette)	PC1. interact in a courteous and disciplined manner with all	100	5	2	3
	PC2. dress appropriately and maintain a well-groomed personality		10	5	5
	PC3. ensure not to argue with the employer/guest		5	2	3
	PC4. listen attentively and answer back politely		5	2	3
	PC5. maintain personal hygiene		20	10	10
	PC6. follow hygiene practices at workplace, such as covering one's mouth while coughing or sneezing, washing hands regularly etc.		12	2	10
	PC7. do not eat or chew while talking		3	1	2
	PC8. report any personal health issues related to injury, food, air and infectious diseases to the appropriate person		15	5	10
	PC9. establish and agree your work requirements with the person concerned		15	5	10
	PC10. report any kind of issue to the appropriate person		10	5	5
		Total	100	39	61

6. DW/N9903 (Maintain a clean and secure working environment)	PC1. perform first aid techniques including CPR in case of such a situation	100	15	5	10
	PC2. report any identified breaches in health, safety, and security to the designated person		5	3	2
	PC3. identify any hazards and deal with them in safe and competent manner within the limits of one's authority		10	3	7
	PC4. identify and wear appropriate cleaning gear for waste disposal as required		10	3	7
	PC5. clean waste from the work area thoroughly and according to instructions		10	3	7
	PC6. collect and segregate waste according to type		5	2	3
	PC7. reduce the volume of waste through appropriate techniques and throw waste in appropriate waste container/ assigned bins		5	2	3
	PC8. change disposable garbage bags when full and clean the waste bins regularly		5	2	3
	PC9. inspect the work site and ensure they are clear of waste		10	5	5
	PC10. clean the place of dust or any particulate matters		10	4	6
	PC11. arrange for adequate ventilation		5	2	3
	PC12. make use of techniques to manage pollution such as noise, air etc.		10	3	7
Total			100	37	63