

TEAC 2040 MANAGEMENT AND ADMINISTRATION IN EARLY CHILDHOOD SETTINGS

Credit Points 10

Legacy Code 102672

Coordinator Kerry-Lee Staples ([https://directory.westernsydney.edu.au/search/name/Kerry-Lee Staples/](https://directory.westernsydney.edu.au/search/name/Kerry-Lee%20Staples/))

Description Early childhood teachers work in complex and dynamic environments that are influenced by historical, social, cultural and political contexts. As advocates for quality children and family services that embrace social justice, inclusivity and equity, early childhood teachers must enact their ethical, legal and professional responsibilities. Early Childhood Education and Care (ECEC) services are similar to small businesses, requiring teachers to be knowledgeable about systems, strategies and processes to meet organisation goals and mandatory regulatory and licensing requirements. This unit builds students' foundational skills in strategic planning, policy development, staff management, conflict resolution and team building. Students will investigate effective management and administration dimensions, including human resources, marketing, financial accountability, governance and compliance processes.

School Education

Student Contribution Band HECS Band 1 10cp

Check your HECS Band contribution amount via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 2 subject

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

| Item | Length | Percent | Threshold | Individual/Group Task |
|-----------------|--------------|---------|-----------|-----------------------|
| Quiz | 20 questions | 20 | N | Individual |
| Applied Project | 1,200 words | 30 | N | Group |
| Essay | 1,500 words | 50 | N | Individual |

Teaching Periods