



Identifying Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations

PURPOSE

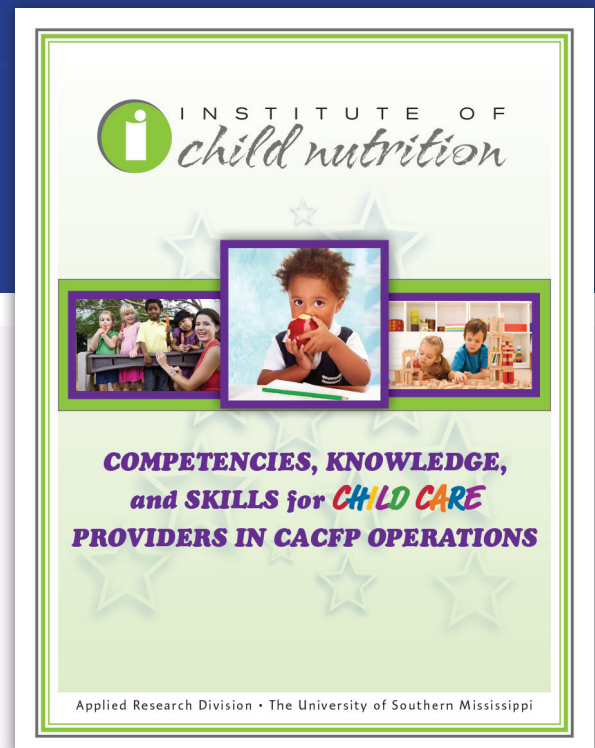
The purpose of this study was to identify the competencies, knowledge and skills needed by child care professionals to effectively maintain nutrition standards in child care settings.

METHOD

The initial research done by the Institute of Child Nutrition (ICN), Applied Research Division (ARD) on determining the job functions of child care providers in CACFP operations was the foundation for the development of functional areas, as well as knowledge and skill statements.

Phase I – Expert Panel

- The expert panel consisted of child care directors, sponsoring agency professionals, and state agency professionals representing all United States Department of Agriculture (USDA) regions.
- Professionals participated in a two-day workshop, after which four rounds of follow-up discussions were conducted to finalize results.
- Six functional areas were identified that encompass the job responsibilities of child care professionals working within the CACFP.
- The panel came to agreement on competency, knowledge, and skill statements needed in each functional area, and sorted statements into competency categories.



FUNCTIONAL AREAS

- Administration
- Procurement
- Compliance
- Health & Safety
- Nutrition & Meal Management
- Education & Training

Phase II – Review Panel

- The review panel consisted of 79 participants representing state agencies, sponsoring agencies, and child care/family day care homes from all USDA regions.
- The objective of the panel was to confirm the findings of the Phase I expert panel by:
 - ✓ Verifying if the knowledge and skill statements were important to the job responsibilities of a child care professional in the CACFP.
 - ✓ Categorizing the knowledge and skill statements into two distinct groups:
 - When Hired:** Basic level knowledge and understanding of a competency area, general ability to communicate basic understanding of local, state, and national regulations and program requirements, and reliance on observation and guidance from others in the field to increase effectiveness and outcomes.
 - Advanced:** Higher level of knowledge and understanding of the competency area and ability to communicate, make decisions, solve problems, and support staff based on advanced knowledge of local, state, and national regulations and program requirements.
 - ✓ Confirming if the competency statements were consistent with supporting knowledge and skill statements.

THE RESOURCE

The *Competencies, Knowledge, and Skills for Child Care Providers in CACFP Operations* is a resource that focuses on the identified functional areas, competencies, knowledge, and skills needed for child care providers to successfully operate a CACFP. The functional areas, competencies, knowledge, and skills identified in this resource offer assistance to the role of the child care professional at all levels. While job requirements differ from program to program, child care directors and/or those responsible for hiring staff in child care can use the knowledge and skill statements in identifying qualified staff for both entry-level and advanced-level positions in the child care setting.

The resource can be used:

- by individuals as a basis for advancing their knowledge and skills while working in a CACFP setting;
- by management to identify training needs among current staff;
- to assess current training programs by identifying strengths, weaknesses, and training results; and
- as a guide for professional development, job description development, assessment and evaluation, and training development.

Download for Free!

To download your free copy of this resource, please visit:

<http://www.theicn.org/documentlibraryfiles/PDF/20160215042809.pdf>

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