

**Occupational Profile
Panel**

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Director Academics,
Representative S-TEVTA

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Representative P-TEVTA

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Ms. Shaila Mehfooz
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Occupational Profile Chart

of

“Early Childhood Care and Education”

(ECCE Assistant Teacher/Educator)

Level-2

17/01/2022 - 21/01/2022

Karachi, Pakistan



**National Vocational & Technical
Training Commission**

Mr. Masroor Shaikh
Chairman SBTE Karachi

Mr Ghulam Raza
Representative B-TEVTA

**Occupational Profile
Facilitator**

Engr. Danish Khan
Islamabad

**Occupational Profile
Coordinator**

Mr Muhammad Asim
Assistant Director,
NAVTTC Co-ordinator

DUTIES and TASKS

Level 2 – ECCE Assistant Teacher/Educator			
A. Comply with Work Health and Safety Policies			
A1. Work safely at work place	A2. Communicate work health and safety (WHS) assess at work place	A3. Minimise risks to personal safety at work place	A4. Minimise risks to public safety
B. Perform Basic Communication Skills			
B1. Work in Team	B2. Follow Supervisor's instructions		
C. Perform Basic Computer operations			
C1. Perform Basic Configuration of Computer System	C2. Create a Document using MS Word	C3. Prepare Worksheet using MS EXCEL	C4. Prepare a presentation using MS PowerPoint
D. Practice Basic English language skills			
D1. Apply listening & speaking skills in early years classroom teaching practice	D2. Apply reading skills in the daily routines of early years classroom	D3. Use writing skills in daily routine	
E. Teach Basic Numeracy & Literacy-1 (English & Urdu)			
E1. Understand the term Basic Literacy	E2. Understand the term Numeracy	E3. Practice Basic Literacy and Numeracy	
F. Use First Aid skills and knowledge to provide a First Aid Response to children			
F1. Use general principles and tools to provide First Aid Response	F2. Plan, and manage medical emergencies and injuries at school	F3. Prepare First Aid Kit	
G. Practice Basic Professional Ethics			
G1. Distinguish between self-beliefs about teaching & professional standards of teaching	G2. Use NAEYC code of ethical conduct in early years setting	G3. Maintain a portfolio and reflective journal to record self-beliefs and practices related to professional ethics in early childhood setting	
H. Learn to Play			
H1. Recognise the value of child's	H2. Maintain enabling play environment	H3. Use the concept of play partner in early	H4. Use play to relate learning in

play		years setting	early childhood
I. Use Child developmental theories, observation methods and observation tool “checklist”			
L1. Apply child developmental theories	L2. Observe & record Child Development	L3. Practice ethical protocols to observe a child	L4. Communicate child observation with class teacher
J. Build Relationship with Families			
J1. Build partnership: guide to developing relationships with families	J2. Plan strategies for family engagement	J3. Prepare for challenging conversation with families	
K. Design Creative Art and Crafts Activities			
K1. Understand the difference between Creative Art and Crafts	K2. Recognise the significance & need of Creative Arts and Crafts in early childhood	K3. Identify the purpose of Art and Crafts in Child’s life	K4. Role of an Assistant Teacher in Art & Crafts classroom
K5. Practice Arts & Crafts Routines/ Activities & Project			
L. Implement teaching Practice			
L1. Follow Protocols and professional Ethics	L2. Maintain responsive & engaging environment	L3. Follow curriculum to plan & execute daily routines with the help of ECCE Educator	L4. Maintain Professional Teaching Portfolio and Feedback

Additional Information for PESTICIDE & FERTILISER TECHNOLOGY

Worker traits <ul style="list-style-type: none"> • Devoted/motivated • Honest • Punctual • Knowledgeable • Friendly • Interpersonal skills • Creative • Hard worker • Team work • Collaborative • Confident • Competent • Innovative • Communicative Skills 	Entry Requirements <ul style="list-style-type: none"> • Intermediate/Equivalent Trainer <ul style="list-style-type: none"> • Minimum Bachelor in any discipline and 1 year Diploma in Early Childhood Care and Education (With three years of experience as teacher trainer). 	Duration of training required <ul style="list-style-type: none"> • 6 Months 	Career paths <ul style="list-style-type: none"> • Teacher Assistant • Co- Teacher • Helper Teacher • Nannies • Child Care giver
			Future Trends <ul style="list-style-type: none"> • Precise and target specific application of ECCE (economically feasible, socially acceptable and environmentally sustainable) • Innovation in application procedures. • Bright chances of employment

Related knowledge	Tools
• Listening & speaking skills in early years	Multimedia
• Basic Literacy and Numeracy	You tube
• General principles and tools to provide First Aid Response	Posters
• Medical emergencies and injuries at school	Illustration of child rights
• Self-beliefs about teaching & professional standards of teaching	Handouts
• NAEYC code of ethical conduct in early years setting	Whiteboard and marker
• Value of child's play	Empty cartons
• Child developmental theories	Block of different kind
• Ethical protocols to observe a child	Clay
• Importance of developing relationships with families	Sand and water
• Difference between Creative Art and Crafts	Stones
• Purpose of Art and Crafts in Child's life	Safe waste material
• Arts & Crafts Routines/ Activities & Project	Toys
• Protocols and professional Ethics	Everything available in the environment
• Responsive & engaging environment	White board
• Professional Teaching Portfolio and Feedback	Markers
•	Crayons/ color pencils
•	Watercolor
•	Play dough
•	Multimedia
•	Running Record -Child Observation Tool
•	Developmental Checklist
•	Nurturing Care Framework for Early Childhood

Related knowledge	Tools
	Development
•	Developmental milestones framework
•	Case studies /Scenarios
•	Multimedia Projector
•	Laptop
•	Speakers
•	YouTube
•	Costumes
•	Food & games Stalls
	Sports equipment
	Whiteboard
	Markers
	Multimedia
	Videos
	Checklists
	Posters
	Charts
	Flash cards
	Observation tools (checklist, anecdote, running record, media techniques & portfolios)
	NAEYC Code of Conduct for Teacher Educators
	ECCE Policy Document
	ECCE Curriculum Framework
	ECCE Standards document
	Reflection framework
	Routine Plan Template

Related knowledge	Tools
	Learning Center and resources with guidelines
	Nurturing Care Framework for Early Childhood Development
	Developmental milestones framework
	Laptop & Multimedia Projector
	Mentor and Mentee teacher guideline
	Teaching Professional Portfolio
	Educational Websites
	Speakers
	YouTube