TSC Category	Operations and Management					
TSC	Data and Information Management					
TSC Description	Gather and use data and information for planning, monitoring and review					
TSC Proficiency	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
	<Insert TSC Code>	**<Insert TSC Code>**	ECC-DAT-3025-1.1	ECC-DAT-4025-1.1	ECC-DAT-5025-1.1	ECC-DAT-6025-1.1
			Collect child personal and development related data and information in adherence to Centre's guidelines and Standard Operating Procedures (SOPs) on management of private and confidential information	Study and interpret child personal and development related data and information in compliance to Centre's guidelines and SOPs on management of private and confidential information	Identify, manage and analyse data and information collected for planning, monitoring and reviewing of child development programmes and Centre's operations	Develop guidelines and SOPs for collection and management of data and information and drive the use of analysed data and information to improve child development programmes and Centre's operations
Knowledge			• Organisational privacy and data protection policies and guidelines • Procedures for privacy and confidentiality operations at the Centre • Importance of maintaining confidentiality of young children and their families • Standard practices for proper handling of private and confidential information • Communication guidelines and templates • Information and data collection tools and techniques • National legislation related to Data Protection	• Indicators of a privacy breach • Impact of confidential data security breach • Treatment of breaches of confidential data security • Strategies to mitigate poor handling of confidential information • Underlying ethical principles governing confidential data and information handling • Quality indicators of data collected • Data validation principles	• Modes of communication of privacy policies to various stakeholders • Strategies to mitigate privacy risks • Methods for integrating and analysing different types of data	• Industry developments and emerging issues in the use of confidential data information in the education sector • Importance of privacy education and awareness • Resources required to ensure compliance to privacy and data protection guidelines and standards • Legal frameworks relevant for confidential data and information handling • Features and limitations of different types of data preparation • Strengths and limitations of different statistical techniques
Abilities			• Obtain necessary approvals when gathering, handling, processing, storing and using confidential information	• Clarify ethically questionable situations surrounding the handling of confidential information for colleagues	• Develop guidelines on how to appropriately handle confidential data and information and mitigate privacy risks	• Establish policies and key principles for the handling of confidential information across Centres

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			• Obtain informed consent for photography and videography of young children • Collect and prepare selected data for the use in assessment • Maintain records in accordance with legislative and Centre requirements • Safekeep observations and documentations • Protect information of young children and their families from disclosing to unauthorised personnel • Protect the safety, security and confidentiality of young children and their families • Transfer confidential information within the Centre safely and securely	• Mentor colleagues on internal standards for management of confidential information • Advise on potential privacy risks • Monitor compliance to privacy policies • Initiate process to mitigate risk of poor handling of confidential information • Evaluate types and sources of child personal and development related data and information • Assess quality of sources of child personal and development related data and information • Advise on the tools and techniques to gather child personal and development related data and information	• Lead implementation and review of privacy and confidentiality protection initiatives • Manage a robust communication and engagement strategy • Advise on methods and tools for managing, analysing and reporting data • Design data validation methodologies to verify reliability and validity of data • Evaluate the effectiveness of data management processes • Guide the collection of data and interpretation of results • Co-create strategies to mitigate privacy risks • Investigate breaches of confidential information security	• Formulate internal standards to manage confidential data • Drive privacy awareness initiatives • Lead a robust communication and engagement strategy • Understand potential legal implications of data handling processes • Evaluate the adequacy of data and information collected in bridging gaps in Centre's systems, processes, curriculum and pedagogy • Review organisation's initiatives, systems and processes based on data analysis to enhance Centre's productivity and curriculum planning across Centres • Develop solutions to address areas of improvement to further enhance organisation's systems and processes • Formulate plans for new areas of growth identified using analysed data and information

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