



Level 2

Children's Care, Play, Learning and
Development: Core

Practice Multiple Choice Test (MCQ)
Unit 003

21. What is the main purpose of a job description for the employee?

(a)	To outline the policies and procedures of the setting	
(b)	To outline whose responsibility it is to complete certain duties	
(c)	To outline expectation and limitations of own duties and responsibilities	
(d)	To outline job roles to prevent conflict and stress in the work environment	

22. A new staff member has started working in a childcare setting. He is asked to read the policies and procedures of the setting. Why is it **most** important that he does this?

(a)	So the manager can sign off his induction paperwork	
(b)	So that he can sign his employment contract	
(c)	So that he knows how he should carry out his role	
(d)	So that he is aware of his pay and holiday entitlement	

23. Why is 'multi-agency working' important?

(a)	To demonstrate effective and efficient team work in the setting	
(b)	To provide seamless care for the children who attend the setting	
(c)	To achieve results more quickly for all the children who attend the setting	
(d)	To allow childcare workers to share good practice within the team	

24. Which of the following refers to safe handling of information including the storing, recording, maintaining confidentiality and sharing of information?

(a)	United Nations Convention on the Rights of the Child 1989	
(b)	Health and Safety Act 1974	
(c)	Social Services and Well-Being Act (Wales) 2014	
(d)	General Data Protection Regulation 2018	

25. Which is considered to be the safest method of storing information on children and staff in a childcare setting?

(a)	Electronically on a password protected computer	
(b)	Paper copies in a box file in an office	
(c)	Electronically on a removable storage device	
(d)	Paper copies in a box file in the staff room	

26. A member of staff has made reference to a child in the setting on social media. This will be considered to be a:

(a)	Genuine error and disciplinary matter	
(b)	Disciplinary matter and confidentiality issue	
(c)	Data protection issue and general error	
(d)	Genuine error and confidentiality matter	

27. What is the **main** purpose of the Welsh Language Standards 2018?

(a)	To ensure a multicultural approach in all settings	
(b)	To make all children who attend nursery settings in Wales bilingual	
(c)	To promote the use of the Welsh language in all settings	
(d)	To encourage more children to enter Welsh-medium settings	

28. Which of the following **best** describes the purpose of supervisions and appraisals?

(a)	Opportunity for managers to review progress of their staff and plan for further Continuing Professional Development	
(b)	Opportunity for the staff members to ask about holiday entitlement and promotion opportunities	
(c)	Opportunity to discuss children that are experiencing difficulties in the setting and new procedures to try	
(d)	Opportunity for managers and staff to work together on staff development and any issues that need to be addressed	