

## Writing Competency Goal Statements

*Think about and prepare the Competency Goal statement in this way.*

*1) Make of list of the things you do in the functional areas being addressed to support the statement. Check the YDC booklet or text book for ideas and examples – for instance -*

### *Competency Goal I*

*To Establish and Maintain a Safe, Healthy, Learning Environment*

*Safe:*

- We do drills*
- Playground checked daily*
- Certified in CPR and First Aid*
- Parents sign in and out daily. We check identification if we don't know them.*
- We practice eyes on supervision.*

*Healthy:*

- Restrooms are always stocked with tissue, paper towels and soap within reach of children.*
- Have had training in recognizing and reporting child abuse and neglect*
- Disinfect surfaces before and after food preparation and serving*
- Check children daily for signs of health problems and possible abuse*

*Learning Environment:*

- Variety of interest areas available*
- Sufficient storage space*
- Children help setup and remove materials*
- Open ended materials available*
- Ask open ended questions*
- Children help develop rules*

***This list of ideas is NOT included in your formal Competency Statement.***

*2) Once you have this list, you can organize it so it makes sense and flows in good paragraph form.*

*3) Then start writing in paragraph form (double spaced) such as the following –*

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Candidate's Name  
Date

Competency Goal I  
To Establish and Maintain a Safe, Healthy, Learning Environment

Safe:

I provide a safe environment at Our School Elementary Before and Afterschool Program by requiring that parents/guardians sign the child in and out. If I do not know the individuals, I require identification.

I work with the children and other staff to help them learn proper procedures for emergencies. We hold monthly drills for fire, tornado and Code Red. A log of these drills is kept in the office. In order to be able to respond in an emergency, I hold current certification in CPR and First Aid.

All staff members work to be sure we always have eyes-on supervision. In this way we always know where our children are whether we are in the building, on the playground or on a field trip.

I make sure the playground is checked daily for any safety hazards such as glass, broken equipment, trash, etc. We also make sure the playground meets licensing standards for safety.

Healthy:

Before children come to the program, I check to be sure the restrooms are stocked with necessary supplies. Tissues are kept on a shelf accessible to children.

All surfaces before any food is prepared or served. Children help clean the tables after snack, however I always sanitize.

I have completed training on recognizing and reporting child abuse and neglect.  
Our program policy includes information on procedures to follow if abuse or neglect is suspected.

*Etc.*

Learning Environment:  
*Etc.*

*(Include page numbers on each page)*

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*4) All Competency Statements should be 200-500 words in length (about 2 pages double spaced). The information included should be divided fairly evenly among the functional areas included in that Competency. (If there are three areas, each should be about 165 words; if four areas then 125 words per section.)*

*5) Remember, you can't tell everything you do in the Competency in 500 words. Share the examples you think are most important in each functional area to help the YDC committee understand that you are competent in that area.*

*6) After you have completed writing your statement, wait a day and then proofread slowly to check for spelling and punctuation errors. If possible have someone else read your statement.*

*7) After you are satisfied with the statement, make an extra copy to give to your Assessor. You will keep your original in your Resource File.*