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COURSE INFORMATION

CHC30113 Certificate III in Early Childhood Education and Care

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

Career Opportunities (occupational titles) may include:

- Early Childhood Educator
- Family day care worker
- Nanny
- Mobile assistant
- Playgroup supervisor

Delivery

- Classroom based learning 2 days per week
- 1 day per week centre based work experience
- 2 days per week assigned for study.

Students will also undertake a 2 week block work placement.

Assessment Strategies

Units of competency contain a variety of assessment methods. These assessments can include written assignments, workplace projects, group discussions, practical demonstrations, interviews, self-studies and portfolios.

All tasks are assessed by qualified trainers with a Certificate IV in Training and Assessment and relevant and current industry training.

Qualifications will be issued when all practical hours are undertaken and assessment tasks are complete and students are deemed competent in all areas.

Course duration

644 hours (approximately 6months) including 120 hours of practical experience

Entry Requirements

Minimum age to start the course is 16 years, however under the Education and Care Services Regulations you cannot be left unsupervised in a children's service until you are 18 years of age.

Completion of year 10 or equivalent

Students should be able to read, comprehend and discuss printed information in English and understand simple verbal and written instructions.

All students must complete a Prohibited Persons Declaration and consent to a Working with Children Check.

Enrolment Procedure

Registration of Interest through completing an Application for Enrolment Interview Process if required

Acceptance of offer of enrolment (this is conditional upon agreement to college fee policy)

Completion of Enrolment form and signed student declaration (if applying for RPL evidence must be supplied at this stage)

Payment of Non - Refundable student administration fee of \$550.00

Qualification Requirements

15 Core Units

Unit	Unit Name	Hours
HLTAID004	Provide an emergency first aid response in an education and care setting	24
CHCLEG001	Work legally and ethically	55
CHCECE001	Develop cultural competence	30
CHCECE002	Ensure the health and safety of children	60
CHCECE003	Provide care for children	60
CHCECE004	Promote and provide healthy food and drinks	20
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	30
CHCECE009	Use an approved learning framework to guide practice	25
CHCECE010	Support the holistic development of children in early childhood	55

CHCECE011	Provide experiences to support children's play and learning	40
CHCECE013	Use information about children to inform practice	40
CHCPRT001	Identify and respond to children and young people at risk	30
HLTWHS001	Participate in work health and safety	30
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25

Note: HLTAID004 Provide an emergency first aid response in an education and care setting is provided by an outside training organisation.

The following electives have been selected to ensure graduates gain diverse experience relevant to childcare settings.

3 Elective Units

Unit	Unit Name	Hours
BSBWOR301	Organise personal work priorities and development	30
CHCECE012	Support children to connect with their world	30
CHCPRP003	Reflect on and improve own professional practice	30

Competencies at this level enable an individual with this qualification to:

- demonstrate some relevant theoretical knowledge;
- apply a range of well-developed skills;
- apply known solutions to a variety of predictable problems;
- perform processes that require a range of well-developed skills where some discretion and judgement is required;
- interpret available information, using discretion and judgement;
- take responsibility for own outputs in work and learning; and
- take limited responsibility for the output of others.

Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC)

Students may apply for recognition of prior learning (RPL). RPL assessment is based on the evidence provided to support the candidate's competency. We also recognise current competencies (RCC), and other qualifications/statements of attainment issued by other RTO's.

Further Study and Employment Opportunities.

Certificate III of Early Childhood Education and Care (CHC30113) is included in the Diploma of Early Childhood Education and Care (CHC50113) and students may wish to undertake this qualification at the completion of the Certificate III of Early Childhood Education and Care.

Students will be identified as Actively Working Towards a Cert III level qualification, and gain employment after being assessed as competent in the following 5 units, CHCLEG001, CHCECE002, CHCECE003, CHCPRT001, HLTAID004

Fees

On accepting our *Offer of Enrolment* you also acknowledge and accept our *fee policy*, which includes:

- × A non-refundable administration fee of \$550.00 (paid on enrolment)
- × Course Fee: \$4000.00

Payment of course fees

Course fees are to be paid in prescribed instalments. Students paying in instalments will be advised on enrolment when payments are due. ***Failure to pay fees at the scheduled time will result in withholding of assessment tasks, learning materials and results, including transcripts and certificates.***

Payments can be made by:

- direct debit,
- credit card.

Course Fee Refund Policy

The following policy must to read in relation to course fees:

1. The course administration fee is non-refundable
2. If a student withdraws from the course, in writing, within 14 days of the date of enrolment and prior to the advertised commencement date of the course, all course fees will be refunded.
3. If a student withdraws from the course, in writing, after 14 days of the date of enrolment and prior to the advertised commencement date of the course, 50% of all course fees will be refunded.
4. If a student withdraws from the course on or after the advertised commencement date of the course, no refund will be given.
5. If a student withdraws from the course, and does not immediately notify the college in writing, no refund will be given.
6. In the case of proven extreme hardship or serious illness/injury, and at the discretion of the college CEO, a partial refund may be given.
7. If a student wishes to apply for special consideration in relation to clause (5) must do so in writing and supply supporting evidence.
8. If a student is deemed to be “at risk” and has not made satisfactory process as per the “at risk” policy and procedure and where a student’s enrolment is terminated by the college, no refund will be given.

9. If the RTO fails to provide the agreed service a full refund, or partial refund of services not provided will be given

10. If the RTO closes, ASQA will be notified, students will be issued with any certificates, statement of attainments or transcripts required and a refund will be given for any units/qualifications not yet taught.