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## COURSE INFORMATION

### **CHC50113 Diploma of Early Childhood Education and Care - Correspondence**

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

*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](http://www.acecqa.gov.au).*

**Career Opportunities (occupational titles)** may include:

- Nominated Supervisor
- Centre Director
- Early Childhood Educator
- Team Leader
- Group Leader
- Program Leader
- Room Leader
- Service Manager
- Additional Needs Inclusion Worker

## Delivery

Includes, resources and units which will be posted to the student, completed by the student at their own pace and returned to the college. The next unit will be sent to the student upon the satisfactory completion of the preceding unit. Students are required to engage in the equivalent of one day a week work place experience (flexible in arrangement) and also undertake a 2 x 2 week block work placements.

## 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

1405 hours (approximately 1 year) Maximum 2 years plus 240 hours 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

Completion of prerequisites units (these can be completed as part of the Diploma)

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

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 \$225.00

## Qualification Requirements

### 23 Core Units

Unit	Unit Name	Hours
CHCLEG001	Work legally and ethically	40
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
CHCECE016	Establish and maintain a safe and healthy environment for children	40
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	130
CHCECE018	Nurture creativity in children	70
CHCECE019	Facilitate compliance in an education and care services	50
CHCECE020	Establish and implement plans for developing cooperative behaviour	40
CHCECE021	Implement strategies for the inclusion of all children	40
CHCECE022	Promote children's agency	60
CHCECE023	Analyse information to inform learning	70
CHCECE024	Design and implement the curriculum to foster children's learning and development	160
CHCECE025	Embed sustainable practices in service operations	50
CHCECE026	Work in partnership with families to provide appropriate education and care for children	40
CHCPRT001	Identify and respond to children and young people at risk	30
*HLTAID004	Provide an emergency first aid response in an education and care setting	Source Own
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	20
HLTWHS003	Maintain work health and safety	40

### 5 Elective Units

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

Unit	Unit Name	Hours
CHCECE010	Support the holistic development of children in early childhood	60
BSBINN502	Build and sustain an innovative work environment	50
CHCPRP003	Reflect on and improve own professional practice	80
BSBLED401	Develop teams and individuals	40
CHCECE013	Use information about children to inform practice	50

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

- demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas;
- analyse and plan approaches to technical problems or management requirements;
- transfer and apply theoretical concepts and/or technical or creative skills to a range of situations;
- evaluate information, using it to forecast for planning or research purposes;
- take responsibility for own outputs in relation to broad quantity and quality parameters; and
- take some responsibility for the achievement of group outcomes.

## 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. Students may apply for their current employment to contribute to the compulsory workplace/practical experience hours.

## Further Study

Diploma Graduates may be eligible for credit with universities for Bachelor degree courses. Students should contact their preferred university to clarify.

## Fees

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

- × A non-refundable administration fee of \$225.00 (paid on enrolment)
- × Course Fee: \$4158.00 (we have a variety of payment options available)
- × Total Course Cost: \$4383.00

First payment which includes first unit and administration fee will be \$379.00 with the last 26 units being \$154 per unit.

\*Note: HLTAID004 Provide an emergency first aid response in an education and care setting is to be sourced and paid for at your own cost but must be completed before qualification will be issued.

## Payment of course fees

Course fees are in prescribed instalments. Students 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.