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# COURSE INFORMATION

## CHC50113 Diploma of Early Childhood Education and Care

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, classroom based learning 2 days per week, 1 day per week centre based work experience and 2 days per week assigned for study. Students will also undertake 2 x 2 week block practicum.

## 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) including 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 Form

Interview Process (if deemed necessary)

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

### 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	24
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	20
HLTWHS003	Maintain work health and safety	40

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

### 5 Elective Units

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

Unit	Unit Name	Hours
CHCECE012	Support children to connect with their world	30
BSBINN502	Build and sustain an innovative work environment	50
CHCPRP003	Reflect on and improve own professional practice	120
BSBLED401	Develop teams and individuals	40
CHCPOL002	Develop and Implement Policy	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.

### Further Study and Employment Opportunities.

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

Students will be identified as Actively Working Towards a Diploma level qualification, and gain employment after being assessed as competent in a minimum of 11 units

### 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: \$7500.00 (we have a variety of payment options available)

### Payment of course fees

Course fees are 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 students 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.