


**CHC30113 – Certificate III Early Childhood Education and Care
Workplace Based Delivery**

Course Outline

Accreditation	<p>TRY Learning is a Registered Training Organisation (RTO Number 21053) under the Australian Skills Quality Authority.</p> <p>This training program is nationally accredited and recognized at Certificate III standard (level 3) under the Australian Qualification Framework.</p>	 <p>NATIONALLY RECOGNISED TRAINING</p>
Delivery Mode	<p>Training will be delivered face to face at the student's workplace. Trainer/Assessor will visit the student in their workplace and deliver training once per month.</p>	
Course Duration	<p>Course duration varies depending upon the needs, previous qualifications, knowledge & skills of each student.</p> <p>The training program will usually be delivered in 13 months. Individual training plans will be discussed with the students to ensure that training and assessment arrangements are suitable for the student needs and capabilities</p> <p>A minimum of 120 hours in a regulated early childhood education and care service must be recorded in Student's Logbook.</p> <p>Regulated early childhood education and care service accepted are long day care centers (childcares), Kindergartens.</p> <p>Based on previous qualification evidence provided clients may be entitle to Credit Transfer which will shorten the length of their training accordingly.</p>	
Course Structure	<p>Students are required to complete 15 core and 3 elective units as listed on the next page.</p>	
Pre-requisites	<p>There are no formal entry requirements for enrolment into this course; however, students are required to meet following conditions under this training program, before being accepted for admission into this course.</p> <ul style="list-style-type: none"> - Students must be employed in a regulated service - Students must hold a current working with children check - Students must be able to provide evidence that they have children of varying age under their care (Eg. Letter from employer, position description) - Students must be Australian Citizen/permanent residents. - Students must be able to speak, read and write English. This will be assessed through a LLN assessment. Assessors will make a judgement based on the Australian Core Skills Framework to assess if a student can be accepted for enrolment and if any support strategies are to be adopted. The following levels of LLN are required at Certificate III level : Learning – level 3; Reading – level 3; Writing – level 3; Oral communication – level 4; Numeracy – level 3. <p>https://vetnet.education.gov.au/Pages/download.aspx?url=https://vetnet.education.gov.au/Public%20Documents/HLT_and_CHC_Foundation_Skills_Guide_R2.pdf</p> <ul style="list-style-type: none"> - A Pre Training Interview/Review will also be conducted to ensure that the course is suited to their ambitions, career objectives and aspirations and that workplace training delivery is suitable to student's abilities. <p>Applicants will be required to provide evidence of employment and of the age group of children they are working with (Eg. Resume, Letter from employer).</p> <p>Applicants must be 18 years old or over.</p>	

Career Outcomes	Graduates of this course can work in early childhood education and care facilities as educators who will be assisting in designing and implementing curriculum in early childhood education and care services. Graduates of this program will have required knowledge/ understanding on how to implement approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.	
Education Pathways	Graduates may wish to continue their education into Diploma level and may be able get credit towards Diploma of Early Childhood Education and Care.	
Units in this training program		
Health, safety and Nutrition		
CHCECE002	Ensure the health and safety of children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
HLTWHS001	Participate in workplace health and safety	Core
Working Effectively		
BSBWOR301	Organise personal work priorities and development	Elective
First Aid in Early Childhood Ed. & Care		
HLTAID004	Provide an emergency first aid response in an education and care setting	Core
Sensitive Practice		
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
Legislation and Frameworks		
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCECE009	Use an approved learning framework to guide practice	Core
Care and Nurturing		
CHCECE003	Provide care for children	Core
CHCECE005	Provide care for babies and toddlers	Core
CHCECE007	Develop positive and respectful relationships with children	Core
Supporting Children's Development		
CHCECE006	Support behaviour of children and young people	Elective
CHCECE010	Support the holistic development of children in early childhood	Core
CHCECE011	Provide experiences to support children's play and learning	Core

CHCECE013	Use information about children to inform practice	Core
Connecting children to their world*		
CHCECE012	Supporting children to connect with their world	Elective
Family Day Care Administration*		
CHCECE014	Comply with family day care administration requirements	Elective

* choose one of these elective units.

Training Arrangements	<p>A training plan will be prepared for every student with an approximate start and end date of unit/cluster delivery and an estimated assessment due date. Trainer will adopt consultative approach with the student and workplace supervisor in preparing the training plan. Workplace visits will be conducted in agreement with student and workplace supervisor as per student's training plan. Trainer/assessor will visit the student in their workplace once every month to deliver training in a minimum 3 hours face-to-face session. In addition to face-to-face training sessions, workplace assessment (assessment of required skills) will be conducted during a separate 3 hours visit.</p> <p>Students will be required to undertake self-directed study (research, reading textbook) and completing assessments for approximately 8-12 hours per week and approximately 8- 12 hours per week for Portfolio development.</p> <p>The observations will be recorded on the observation checklists for the relevant cluster. The observation will also form the basis of discussion for the new topic/unit or cluster. Trainer will provide training support materials to the student i.e. unit learner guide, handouts, power point slides or any other fact sheets either hard or digital copy as per student's preference. Students will also have the opportunity to ask questions about the assessments, show portfolios and get guidance on any learning and assessment activities.</p> <p>Students will be required to provide evidence of their employment, clearly stating their responsibilities/duties, the number of hours they directly work with children, the age and the number of children in their care (Eg. Position Description, Letter from Employer, CV).</p> <p>Students will be inducted about their rights and obligations during an induction session prior to the commencement of any formal training.</p>
Additional Support	<p>In accordance with the <i>Standards for RTOs 2015</i>, at a minimum, support should include:</p> <ul style="list-style-type: none"> - Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) learners would need to complete each course, and - Developing strategies to make support available where gaps are identified. <p>This may include, but not limited to providing:</p> <ul style="list-style-type: none"> - Language, Literacy & Numeracy (LLN) support - Assistive technology - Additional tutorials, and/or - Other mechanisms, such as assistance in using technology for research, reports, use of digital/electronic learning resources
Assessment Arrangements	<p>Assessment will be conducted by a qualified assessor who meets the requirements specified under the Standards for RTOs 2015. Assessment is structured throughout the course. Students will be provided with feedback where needed to improve their knowledge and skills. Assessments are conducted holistically, where similar units are clustered together. This approach provides an opportunity to the assessor to assess the students on different subjects/topics at the same time.</p> <p>A range of assessment methods are used to assess student's competency in the subjects:</p> <ul style="list-style-type: none"> - Written Questions - Case Studies/Scenarios

	<ul style="list-style-type: none"> - Practical Activities - Research Reports - Portfolios - Assessor's Observation <p>Trainers/assessors will be required to obtain verification of the face-to-face workplace visits by acquiring the dated signatures of the workplace supervisor and trainees.</p> <p><u>Credit Transfer</u></p> <p>If students have previous qualifications in children's services may be entitled for credit transfer for some units. Please provide us a copy of your previous qualification to determine if you are eligible for any credit.</p> <p><u>Recognition of Prior Learning (RPL)</u></p> <p>If you are working in the industry for over 5 years and you believe that you have skills and knowledge that you want to be assessed against the course, then you can apply for RPL and we will estimate your skills/knowledge to see if you can be granted any recognition for your experience. Please contact us to know the process involved.</p>
<p>Workplace Requirements</p>	<p>Students must be supervised at all times by a diploma qualified educator that will provide consistent mentoring and feedback on student's work performance. Workplace supervisors will be inducted about their responsibilities before student starts the course. A supervisor handbook will be provided as a guide for them. Supervisors will mainly be responsible for mentoring the student at the workplace, making sure that student receives the feedback on their activities and the log of structured training withdrawal is up to date.</p> <p>Students must have access to working with all age group children, from 0 to 6 years old, throughout the length of the course.</p> <p>Trainer/Assessor will evaluate the workplace suitability to training requirements by using the Workplace checklist</p> <p>Work placement visits will be arranged in agreement with student and workplace supervisor as per group Timetable provided to students and workplace supervisors at course commencement.</p>
<p>Costs</p>	<p>This training is delivered with Victorian Government funding. Students who meet the eligibility requirements under the Skills First Program will only pay the enrolment fee of \$300. 80% reduction applies to Concession Card holders. Please contact our office on 03 8545 9500 to determine if you are eligible for a funded place.</p> <p>If you are not eligible for a funded place, you may want to undertake this training by paying full fee of \$3,870 plus enrolment fee. Please contact our office on 03 8545 9500 should you need further details.</p>
<p>How to enroll</p>	<p>Please contact our office on 03 8545 9500 or training@try.org.au to undertake and eligibility assessment and for enrolment process or to ask any question/ further information.</p> <p>TRY Learning encourages individuals with disabilities and culturally diverse background to access Government subsidized training.</p>
<p>Contact Details</p>	<p>TRY Learning</p> <p>Suite 3, Level 1, Building 2, 88 Ricketts Rd Mt Waverley VIC 3149</p> <p>Phone: 03 9545 9500</p> <p>Email: training@try.org.au</p> <p>Web: training.try.org.au</p>