



# Pre-enrolment Information Package

## CHC50113 Diploma of Early Childhood Education and Care

2015

### **COURSE OBJECTIVES**

The Diploma in Early Childhood Education and Care is a practically oriented course, which enables graduates to advance their careers in the childcare industry. This qualification covers workers in children's services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements.

At this level:

- Workers have responsibility for supervision of other staff and volunteers,
- In most states it is the highest qualification required at director or service manager level for Children's service centre-based care.
- All units must be successfully completed in order to achieve the qualification. The course uses the skills, knowledge and expertise of the trainers to ensure each learner achieves their full potential and contextualizes the training to meet learners' individual needs.

### **COURSE SUMMARY**

The program is organised to provide students with theory components as well as practical application.

The Diploma in Early Childhood Education and Care is offered via a combination of classroom training, distance learning, blended learning, E-learning and practical work. Students need to complete 28 units and practicum of 240 hours which will include workplace observations.

Training will be delivered through face-to-face tutorials/workshops, which will incorporate a variety of learning methods including group and individual activities, discussions, role plays, case studies, practice in a simulated classroom environment and practice in the workplace. Distance learning components will include research activities and completion of workbook activities.

Australia City College will ensure that for each unit, participants are provided with training resources, learning outcomes, assessment criteria, learning/assessment guides and reference materials via Moodle (its e-learning platform) and 4 text books in electronic book format. Students will access the course material and assessment activities via Moodle and complete the assessment activities and upload them for marking via the Moodle platform.

## **COURSE INFORMATION**

### **ENTRY ADVICE**

Entry into the course is available to students who can demonstrate competence in Certificate III in Early Childhood Education and Care CHC30113 or through an application for RPL from Certificate III in Children's Services CHC30712.

### **STUDY OPTIONS:**

Online, including weekly online live tutorials, Face to Face or Workshops as organised by Australia City College, email and phone support and workplace visits during placement.

**Recognition of Prior Learning.** We recognize students' prior experience and learning. Students, who would like to apply for RPL, should contact Australia City College for a RPL Guideline Kit. Students submit required evidence as per the guideline in the Kit to demonstrate their knowledge and skills. Once an RPL has been granted students will not have to study these units. Students should be aware that if RPL is granted, it may impact on student visa conditions through a shortening of the course duration.

**Enrolment into the diploma is on a rolling basis, this means the course is always open for enrolment, please contact Australia City College for more information.**

## WHAT SUBJECTS WILL I COMPLETE?

Unit Code	Unit Title
CHCECE009	Use an approved learning framework to guide practice
CHCECE014	Comply with family day care administration requirements
CHCECE013	Use information about children to inform practice
CHCECE002	Ensure the health and safety of children
CHCCS400C	Work within a relevant legal and ethical framework
CHCECE004	Promote and provide healthy food and drinks
CHCPRT001	Identify and respond to children and young people at risk
CHCECE003	Provide Care for Children
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
HLTHIR404D	Work Effectively with Aboriginal and/or Torres Strait islander people
CHCECE001	Develop cultural competence
CHCECE017	Foster the holistic development and well-being of the child in early childhood
CHCECE018	Nurture Creativity in Children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE026	Work in partnership with families to provide appropriate education and care for children (also in CHC30113)
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE019	Facilitate compliance in an education and care service
CHCECE025	Imbed sustainable practices in service operations
HLTWHS003	Maintain work health and safety
CHCORG624E	Provide leadership in community service delivery (from TP Packaging Guidelines Elective units)
CHCORG428A	Reflect on and improve own professional practice
HLTHIR403C	Work Effectively with culturally diverse clients and co-workers
HLTAID004	Provide an emergency first aid response in an education and care setting

## **TYPICAL COURSE Q&A**

### **Q. How Long Does It Take To Complete The Program?**

A. 12 months to 2 yrs to complete (average 18 months), this depends on funding, placement arrangements and previous experience. On average a subject should take 2-3 weeks to complete or a student should devote at least 10-12 hours of study per week to ensure they make reasonable academic progress.

### **Q. What Are The Entry Requirements?**

A. This course has no specific lower course completion requirements, however a workable understanding in written and spoken English is required (contact Australia City College if you have concerns). A Language, Literacy and Numeracy test will be conducted on enrollment to determine your suitability. Completing a Certificate III in any qualification will generally indicate that this requirement has been met.

### **Q. What Are The Pathways Into The Diploma?**

1. Direct Entry. Any individual who can meet the basic language, literacy and numeracy requirements may enroll directly into the Diploma. This student will be required to complete all 28 subjects and the practicum requirements to graduate.
2. Recognition of a Prior Qualification.
  - a. If you have a CHC30113 qualification then you will enroll into the diploma and have all of the cores units and any elective units included in our course package Credit Transferred. You will simply need to complete the remaining subjects to qualify. Australia City College's CHC30113 covers 12 subjects in the 28 Subject Diploma, this leaves 16 units to complete.
  - b. If you have a CHC30712 qualification you will be able to Credit Transfer the following two units leaving 26 units to complete:
    - i. HLTHIR403C Work Effectively with Culturally Diverse Clients and Co-Workers
    - ii. CHCCS400C Work Within a Relevant Legal and Ethical Framework
3. Recognition of Prior Learning. This is applicable if you have relevant work experience that you can document against the requirements of the course subject. You will need to apply for this directly to the college academic team.
4. Australia City College will recognise the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations.

### **Q. How Will I Be Assessed?**

Students' progress is reviewed throughout the course by means of formative assessment. This takes the form of monitoring student participation in class activities and the learning environment; group and/or individual assignments; group and/or individual lesson presentations and On the Job Observation. The grading system provides for a Satisfactory or Not Satisfactory grading for discrete assessment tasks with an overall course grading of Competent or Not Yet Competent.

Types of assessment include: Observation (in class and in the workplace), Oral questioning, Case Study, Simulation, Written activities, Journal/diary, Third party report, Portfolio.

### **Q. What Employability Outcomes Can I Expect?**

On successful completion, students will be eligible to be employed in a range of Child Care positions including, but not limited to:

- Authorised supervisor (children's services)
- Children's services co coordinator
- Centre manager (children's services)
- Nominated Supervisor
- Director (children's services)
- Early Childcare educator
- Childhood educator
- Group/ team coordinator/ leader (children's services)
- Children's adviser
- Program Leader (children's services)
- Children's service director/ manager
- Child development worker

### **Q. Student Support:**

Australia City College prides itself on a high level of ongoing student support in many areas, particularly Language, Literacy and Numeracy. If you have needs in these or any other areas please contact Australia City College

### **Q. Practical Requirements:**

Apprenticeship practical requirements are met with the normal employment conditions. Fee for Service students, or unemployed students, will need to complete 240 hours of placement under direct supervision of a current diploma or higher qualified individual.

The diploma is a qualification that allows graduates to function in the role of a supervisor, group leader or manager. This means that the majority of the 240 hours of placement must be completed with the student performing or functioning in the role of the supervisor/group leader as described below.

Placement can be done in a block period or over the duration of the course as long as the number or supervised hours requirement is met and the college is able to assess the student in the workplace completing the functions and roles of a diploma qualified employee.

## **FEES & POLICIES**

### **Tuition Fees**

The fees for this course are subject to change and will be confirmed with the student prior to enrolment. The fees include access, via Australia City College's Moodle e-learning platform, to all of the training material, assessment exercises required to complete the course. The Moodle platform allows students to access download and upload all the required documents in an electronic format.

Students have the option of paying tuition fees on a "unit by unit" basis, the first payment includes a non-refundable enrolment administration fee of \$100:00 and must be paid before the student will be given access to the course material. Subsequent payments must be made before the student will be given access to the next unit of course material. Issuance of a Diploma or Statement of Attainment will be subject to the payment of all fees.

Students may be eligible for government funding assistance, subject to the eligibility requirements associated with the relevant funding programs. The Queensland Department of Education, Training and Employment offers funding assistance for this course to eligible students via their Higher Level Skills program. Students are encouraged to contact Australia City College for further information regarding the availability of funding assistance, the eligibility criteria and other conditions associated with the funding programs.

### **Guarantee of Training Completion**

Australia City College undertakes to guarantee student completion of courses in the event that significant change occurs to affect the RTO's legal or operational status. The college has a sound financial management policy which guarantees the capacity to teach out and support a particular cohort of students to the end of the agreed period of the course.

Should Australia City College experience any significant change in its RTO status, we undertake to comply with all requirements regarding ceasing registration in accordance with the National VET Regulator requirements including a completion of training guarantee.

### **Issuance of Qualification**

Students who successfully complete all the required units from their course will be issued with a nationally recognised Certificate of Qualification. This will be sent to the student at their nominated address and specify the qualification name, code and individual units within the course. The student will receive this within 21 days of becoming eligible for the qualification subject to the payment of all fees associated with the course.

Where a student does not complete the full requirements of the course a Statement of Attainment for the individual units successfully completed will be issued.

Please note that a re-issue of a Certificate, Diploma or Statement of Attainment will cost \$80.00 to cover the administration costs involved and be subject to positive proof of identity of the student requesting the re-issue of the qualification.

## **Refund of Tuition Fees**

Australia City College will not generally refund fees paid in advance unless the training is cancelled by Australia City College.

The following percentage of refund will apply to all students that withdraw from training due to reasonable mitigating circumstances:

- Where 20% or less of the course has been provided to the student a 100% refund less \$100.00 admin fee will apply.
- Where more than 20% but less than 50% of the course has been provided to the student a 50% refund less \$100.00 admin fee will apply.
- Where 50% or more of the course has been provided to the student no refund will apply.
- Where a student withdraws without reasonable mitigating circumstances no refunds will be made.
- Each case will be assessed on its individual merits and the decision may be subject to ACC's Complaints and Appeals Policy with the subsequent outcome being final.

## **Student Handbook**

Each enrolled student at Australia City College will receive a Student Handbook which gives details of a number of important Policies and Processes, including but not limited to:

- Student at Risk
- Refunds
- Academic Standards
- Plagiarism
- Academic Deferment
- Withdrawal from a Course
- Expected Duration of Study
- Complaints and Appeals

A full copy of the Student Handbook is available for viewing on-line, or downloading, from [www.australiacitycollege.com.au](http://www.australiacitycollege.com.au).

## **CONTACT US**

### **General Enquiries**

P: (07) 3343 1287

E: [info@australiacitycollege.edu.au](mailto:info@australiacitycollege.edu.au)

### **Fee Enquiries**

P: (07) 3343 1287

E: [finance@australiacitycollege.edu.au](mailto:finance@australiacitycollege.edu.au)

### **Web Site**

[www.australiacitycollege.com.au](http://www.australiacitycollege.com.au)

## **CHECKLIST FOR ENROLMENT**

### **WHAT YOU NEED:**

- Enrolment/application form filled out and signed
- Identification evidence (e.g. Driver's License, green Medicare Card, Birth Certificate, etc.)
- Evidence of Queensland residency (eg power bill, Bank statement, etc)