

### CHC30113 Certificate III in Early Childhood Education and Care

Mode of Delivery		Classroom Based (Face to Face)	
Qualification Duration		52 Weeks (1 Year), Full Time	
Qualification Level		Certificate III	
Fees	Government Funded*	Tuition Fees	With Concession: \$20 Without Concession: \$100
	Fee for Service	Tuition Fees	\$ 3000
	Materials/Resources/Student Services & Amenities	No Cost	
	Administration Fees	No Cost	
Location(s)	<ul style="list-style-type: none"> <li>• 587 Sydney Rd, Coburg, VIC.</li> <li>• 118-120 Foster Street, Dandenong, VIC.</li> <li>• 3/216 Blackshaws Road Altona North, VIC.</li> <li>• 5 / 195 Somerton Road Coolaroo/Roxburgh Park, VIC</li> <li>• Any other ACET temporarily approved location.</li> </ul>		

\*Funding is available for Eligible individuals. This training is delivered with Victorian and Commonwealth Government Funding through the Skills First program. People with disabilities are encouraged to apply. For further information please visit the following website: <http://www.education.vic.gov.au/skillsfirst/Pages/about.aspx>

#### Qualification Overview

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.

It covers workers who use organisation policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

Occupational titles may include:

- |                          |                                       |
|--------------------------|---------------------------------------|
| • Child care assistant   | • Outside school hours care assistant |
| • Playgroup supervisor   | • Recreation assistant                |
| • Family day care worker | • Nanny                               |
| • Child care worker      | • Mobile assistant                    |

\* Some jurisdictions may require CHC40113 - Certificate IV in School Age Education and Care for these work roles.

***So if you have current vocational experience in the Children Services field and are looking to formalise your qualifications and skills, this will be an ideal qualification for you.***

## Qualification Structure

The Certificate III in Early Childhood Education and Care qualification is made up of 18 units of competency, consisting of 15 core units and 3 elective units as outlined below:

<b>CORE UNITS</b>	<b>Hours</b>
CHCLEG001 Work legally and ethically	55
CHCECE001 Develop cultural competence	80
CHCECE002 Ensure the health and safety of children	75
CHCECE003 Provide care for children	120*
CHCECE004 Promote and provide healthy food and drinks	45
CHCECE005 Provide care for babies and toddlers	120*
CHCECE007 Develop positive and respectful relationships with children	120*
CHCECE009 Use an approved learning framework to guide practice	85
CHCECE010 Support the holistic development of children in early childhood	120*
CHCECE011 Provide experiences to support children's play and learning	55
CHCECE013 Use information about children to inform practice	55
CHCPRT001 Identify and respond to children and young people at risk	55
HLTAID004 Provide an emergency first aid response in an education and care setting	30
HLTWHS001 Participate in work health and safety	35
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	30
<b>ELECTIVE UNITS</b>	<b>Hours</b>
BSBWOR301 Organise personal work priorities and development	30
BSBSUS301 Implement and monitor environmentally sustainable work practices	55
CHCDIV001 Work with diverse people	40

### Note:

- the above hours include all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities. This is in accordance with AQF volume of learning.
- during this period of 120 hours, the candidate could demonstrate competency for a number of additional units.
- the Elective Units can be changed depending on clients needs and in accordance with training package rules.

## **Assessment Methods**

A wide variety of assessments methods will be employed to assess student competence in each unit. This includes:

- Demonstrations & Observations
- Case Studies (Role Plays)
- Written Tests
- Group Assignments

## **Work placement**

There are workplace requirements for this qualification. Students need to be either working in the workplace or have access to a workplace for workplace exercises where needed. The practicum requirements are 120 hours. Please note that:

- Unless the student requests to arrange the work placement, ACET will organise the work placement for the students. ACET and through its industry partners has arrangements in place with several Child Care providers to place its enrolled students. Please refer to the ACET website or contact the college directly for further details about those providers.
- The workplace environment will be a registered and operating Child Care Facility (including family day care).
- All work-based learning & assessment will be arranged at the commencement of the qualification (via signed triparted agreement between the college, the student and the host employer) and assessment to be completed after the completion of the set classroom theory for the relevant unit.
- candidates must have a current Working with Children Check and a current National Police Record check before they can commence their work placement.
- Each student will have an allocated workplace mentor, along with a structure of duties that that they must undertake in their workplace. After they have had the time to meet their competency requirements, they will be assessed directly by one of our workplace assessor.
- certain units have practical work placement hours that are required to be completed before the unit is deemed competent.
- You will also note that the students are always attending classes prior to entering into a workplace. This is to ensure that each student is inducted as per our college's induction qualification. Each student also has full access to our student welfare system / personnel, regardless if they are attending the college or on work-placement.

## **Entry Requirements**

1. Applicants 18 years and above who have satisfactorily completed year 10 or equivalent or,
2. Applicants 18 years and above with no formal qualifications who can be assessed for skills that would qualify to undertake this training.
3. Must have a current Working with Children check and a current National Police Record check (or in the process of obtaining them).
4. Must complete literacy and numeracy test and the pre-training review. As a result of the pre-training review, any learners with identified barriers will be referred to the appropriate



support services/office or referred externally where required. If a learner is unable to, meet the inherent requirements of the qualification, even with reasonable adjustment, ACET will offer counselling regarding alternative training and/or career path options.

## **Licensing and Regulatory Requirements**

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).

## **Completion of the Qualification**

Upon successful completion of this qualification, you will receive a nationally recognised qualification **CHC30113 Certificate III in Early Childhood Education and Care** issued by the Australasian College of Education and Training (ACET).

Australasian College of Education and Training (ACET) is a Registered Training Organisation (Provider Number: 121666) registered with the Australian Skills and Qualifications Authority (ASQA).

## **Qualification Availability**

ACET has regular monthly intakes for each of its qualifications. Please contact ACET for confirmation of the commencement date for the next available intake.

## **Future Study Pathways**

After successful completion of your Certificate III, you will have many other study options available to you. It may include CHC50113 Diploma of Early Childhood Education and Care.

## **Recognition of Prior Learning (RPL)**

Candidates may be able to shorten the length of their chosen qualification by supplying evidence of their previous training, employment experience or other life skills that directly relate to the qualification competencies. The evidence must be valid, sufficient and authentic.

Contact ACET directly to discuss your previous experience and we will be able to guide you through the RPL process.

## **Credit Transfer (CT)**

Students may be able to shorten the length of their chosen qualification by taking into account previous studies. ACET accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or



- authenticated VET transcripts issued by the Registrar.

Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.

### **Special Requirements**

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the qualification.

### **Payment terms and conditions including deposits and refunds**

Prepaid fees (tuition fees and materials fees) must be made to ACET upon enrolment and prior to commencement of training. ACET reserves the right to withdraw your enrolment if payments are not made by the due date.

Full Refund (100% of the Pre-Paid Fees) will be provided if:

- Student withdrawal prior to agreed commencement date. Withdrawal notified in writing and received by ACET prior to qualification/course /unit of study commencement date.
- Qualification/Course/unit of study withdrawn by ACET or ACET is unable to provide the qualification/course/unit of study for which the original enrolment and payment has been made.

No Refunds of the Pre-Paid Fees will be provided if:

- The student failed to commence training after enrolling in the qualification of course,
- Student withdraws from the qualification/course/unit of study after the commencement date.

#### Note:

- For students attending classes, a course is deemed to have commenced as soon as an induction has been completed. This will usually be on the first day of class but may also occur prior to attending a class.
- Students may have extenuating circumstances that prevent them from attending scheduled qualification/course/unit of study dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the student's circumstances, fees may either be transferred to the next available qualification/course/unit of study where applicable, or a refund of fees will be issued.
- ACET does not collect more than \$1500 in prepaid fees from learners at any time.

***Please refer to the 2019 ACET Student Handbook for further details about the college, main staff, enrolment process and the relevant policies and procedures. The Student Handbook is available at any of the above specified college locations and is given to student at enrolment or upon request.***