

# CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



## QUALIFICATION OVERVIEW

### 1. QUALIFICATION SUMMARY

- National code/title: • CHC30113 Certificate III in Early Childhood Education and Care
- Industry relevance: • This qualification reflects the role of workers in various early childhood education settings. Workers support the implementation of an approved learning framework and support children’s wellbeing, learning and development within the requirements of the *Education and Care Services National Regulations* and the *National Quality Standard*.
- Entry requirements: • Whilst there are no formal pre-requisites to entry, it is to be noted that persons under the age of 18 are unable to work unsupervised with young children in a care setting. Applicants must also successfully complete a federal government police check and *Working with Children Check*.
- Recommended skills: • Learners will be expected to read and understand simple documents, interact effectively with colleagues and build relationships with parents and carers.
- Required materials and Equipment • Access to computer, laptop or device. Access to the internet.  
• For best performance, you should access Canvas (our eLearning platform) with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM. For more information on recommended settings, supported browsers and mobile specifications, please visit: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>  
• A fee of \$25 for the purchase of an ACE-branded t-shirt applies for this course. This is mandatory for all students undertaking any practical work placement.

### 2. QUALIFICATION COMPONENTS

To successfully complete the qualification, eighteen units of competency must be completed including 15 core and 3 electives.

- Core units (15): • The core units of this qualification are compulsory for all learners:

1. CHCLEG001	Work legally and ethically
2. CHCECE001	Develop cultural competence
3. CHCECE002	Ensure the health and safety of children
4. CHCECE003	Provide care for children
5. CHCECE004	Promote and provide healthy food and drinks

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6. CHCECE005	Provide care for babies and toddlers
7. CHCECE007	Develop positive and respectful relationships with children
8. CHCECE009	Use an approved learning framework to guide practice
9. CHCECE010	Support the holistic development of children in early childhood
10. CHCECE011	Provide experiences to support children's play and learning
11. CHCECE013	Use information about children to inform practice
12. CHCPR001	Identify and respond to children and young people at risk
13. HLTAID004 †	Provide an emergency first aid response in an education and care setting
14. CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
15. HLTWHS001	Participate in work health and safety

Elective units (3):

1. CHCECE012	Support children to connect to their world
2. CHCPRP003	Reflect on and improve own professional practice
3. BSBWOR301	Organise personal work priorities and development

Special arrangements: † This unit is delivered by Australian Life Saving Academy Queensland (RTO 2804) who will issue successful students with a statement of attainment.

## ASSESSMENT

### 3. ASSESSMENT REQUIREMENTS

Assessment tasks:

- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of direct performance observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.

Task submission:

- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

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### 4. RECOGNITION AND CREDIT

RPL application:

- If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers:

- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study.

## INDUCTION AND SUPPORT

### 5. INDUCTION AND SUPPORT

Pre-enrolment:

- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review your pre-enrolment information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.

Course induction:

- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general orientation to college facilities, rules and safety procedures is also provided.
- Orientation to our online learning management system will also be provided by the trainer.

Individual support:

- Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

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### CERTIFICATION ARRANGEMENTS

#### 6. AWARDS ISSUANCE

Course completion:

- A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.

Partial completion:

- Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

### ENROLMENT INFORMATION

#### 7. ENROLMENT APPLICATION

Application:

- Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.

Unique student identifier (USI):

- It is a condition of enrolment in any nationally recognised training (accredited) programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at [www.usi.gov.au](http://www.usi.gov.au). Further information on the national USI system is available from college administration.

Confirmation:

- Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than \$1500 of the total fee on initial enrolment.

#### 8. FEES AND SUBSIDIES

Full fee:

- \$3500

Additional charges:


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Subsidies available: 

- Yes – see box below for details

<u>Programme:</u>	 <p><b>Skills Assure</b></p> <p>Proud to be a Queensland Government subsidised training provider</p> <ul style="list-style-type: none"> <li>• We are a <i>Skills Assure</i> Supplier</li> <li>• <u>Certificate 3 Guarantee</u> (QLD). Applicants eligible for enrolment under <i>Certificate 3 Guarantee</i> to note that this training is funded by the Queensland Government.</li> </ul>
<u>Eligibility criteria:</u>	<ul style="list-style-type: none"> <li>• You must be at least 15 years old and no longer at school (excepting VET in Schools students)</li> <li>• Resident in Queensland</li> <li>• Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency</li> <li>• Must not have or be enrolled in a Certificate III or higher level qualification (excluding qualifications completed at school and foundations skills training)</li> </ul>
<u>Restrictions:</u>	<ul style="list-style-type: none"> <li>• By doing this qualification you will no longer be eligible for further subsidised training under the Certificate 3 Guarantee programme</li> </ul>
<u>Fees payable:</u>	<ul style="list-style-type: none"> <li>• \$216 student co-contribution fee (\$12 per unit)</li> <li>• \$180 concession card holder co-contribution fee (\$10 per unit)</li> <li>• No fee applies to credit transfer applications for approved units of competency</li> </ul>
<u>Refunds:</u>	<ul style="list-style-type: none"> <li>• Where subsidised training is not completed, a proportion of the co-contribution fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.</li> </ul>

About fees:

- The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course. Excluded is the mandatory fee for ACE-branded t-shirt applicable for work placement, which students are required to contribute to at a cost of \$25.

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### CANCELLATIONS AND REFUNDS

#### 9. CANCELLATIONS AND REFUNDS

Course cancellation:

- Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.
- If ACE Community Colleges, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal:

- Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that \$50 will be deducted from the refund amount to cover administration costs.
- Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

Changes:

- If there are any changes to your enrolment or to the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the College, or to any training delivery arrangement such as a third-party or other services.

### FURTHER INFORMATION

#### 10. ACE STUDENT HANDBOOK

Student handbook:

- Our *Student Handbook* is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The *Student Handbook* reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations and a range of general information.
- While our Student Handbook also contains the specific details of the our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>

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**DELIVERY**

**11. DELIVERY ARRANGEMENTS**

Connected Learning Program

**Course Duration**

Maximum duration: 12 months

Connected Learning Program course structure:

Component	Weekly	Total Course
One-on-one training and assistance	30 min session scheduled with the trainer fortnightly	13 hours
Trainer-directed home study	12 hours per Unit	204 hours
Research	4 hours per unit	68 hours
First aid	One off session	8 hours

**Mode of delivery**

Stage 1: Course work (delivery online) and weekly class based mentoring sessions.

Simulation requirements will be met in the online learning environment by using live video.

Stage 2: Practical

The 120 hours work placement component of the programme can be done throughout the course or at the end of the course.