CHCPRT001 IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK

NATIONALLY RECOGNISED TRAINING

WORKSHOP OVERVIEW

1. WORKSHOP SUMMARY

National code/title:	• CHCPRT001 – Identify and respond to children and young people at risk
Industry relevance:	• Child protection is crucial in the early childhood industry. Refresh your skills on identifying risk, maintaining confidentiality and completing mandatory reporting. This is a regulatory requirement in many states and can add to your professional development toolbox.
Entry requirements:	This workshop is suitable for individuals who: • hold a qualification at Certificate III level or higher in early childhood education and care, or are employed in the early childhood industry.
Recommended skills:	• It is recommended that applicants be able to read, write and communicate in English to at least Year 10 standard. Learners will be expected to read and understand simple documents, interact effectively with colleagues and build relationships with parents and carers.

2. WORKSHOP COMPONENTS

To successfully complete the workshop, one unit of competency must be completed.

Core units (1):	• The core units of this qualification are compulsory for all learners:

1. CHCPRT001	Identify and respond to children and young people at risk

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 project work, case studies, portfolio evaluation, written assignments/examinations, role plays, oral questioning, practical demonstrations and observation of performance in the workplace or simulated work environment.

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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.

INDUCTION AND SUPPORT

4. 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. • If applicable, Orientation to our online learning management system will also be provided by the trainer.

CERTIFICATION ARRANGEMENTS

5. AWARDS ISSUANCE

Course completion:	• A statement of attainment 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.

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ENROLMENT INFORMATION

6. 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. 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.

7. FEES AND SUBSIDIES

Full fee:	• Accredited: $300 • Non-Accredited: please contact Customer Care for a quote
Subsidies available:	• Not applicable
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.

CANCELLATIONS AND REFUNDS

8. 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.

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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

9.   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

10. DELIVERY ARRANGEMENTS

Course duration:
- Non-accredited: 3 hour workshop facilitated by a trainer
- Accredited: student must complete the unit of competency, combined with a 2 hour workshop facilitated by a trainer

Delivery location:
- ACE Community Colleges Burleigh –
  5/2 Executive Drive, Burleigh Waters QLD 4220
  OR
- Onsite at client's workplace