

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

- National code/title:
- CHC50113 Diploma of Early Childhood Education and Care
- Industry relevance:
- This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so, they work to implement an approved learning framework within the requirements of the *Education and Care Services National Regulations* and the *National Quality Standard*. They may have responsibility for supervision of volunteers or other staff.
- Qualification structure and entry points:
- This qualification combines former pre-requisites at AQF level 3 with core and elective units at AQF level 5. This creates a separate entry point to the qualification for existing workers who can demonstrate competency in the 11 entry-level units. As such, the qualification may be delivered selectively to this group or in full to those without an entry-level qualification. Refer to the section below to see which of these groups the qualification has been configured for in this instance.
- Adaptation:
- This qualification will be delivered in full, making it suitable for aspirants with no formal qualifications in Early Childhood Education and Care.
- 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 complex documents, synthesise and evaluate specialised information, demonstrate sound conceptual and analytical skills, 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.

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2. QUALIFICATION COMPONENTS

To successfully complete the qualification, twenty-eight units of competency must be completed including 11 core and 17 electives.

Core units (11):

- The core units of this qualification are compulsory for all learners:

1. CHCLEG001	Work legally and ethically
2. CHCPRT001	Identify and respond to children and young people at risk
3. CHCECE001	Develop cultural competence
4. CHCECE002	Ensure the health and safety of children
5. CHCECE003	Provide care for children
6. CHCECE004	Promote and provide healthy food and drinks
7. CHCECE005	Provide care for babies and toddlers
8. CHCECE007	Develop positive and respectful relationships with children
9. CHCECE009	Use an approved learning framework to guide practice
10. CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
11. HLTAID004 †	Provide an emergency first aid response in an education and care setting

Elective units (17):

1. CHCECE016	Establish and maintain a safe and healthy environment for children
2. CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
3. CHCECE018	Nurture creativity in children
4. CHCECE019	Facilitate compliance in an education and care services
5. CHCECE020	Establish and implement plans for developing cooperative behaviour
6. CHCECE021	Implement strategies for the inclusion of all children
7. CHCECE022	Promote children's agency
8. CHCECE023	Analyse information to inform learning
9. CHCECE024	Design and implement the curriculum to foster children's learning and development
10. CHCECE025	Embed sustainable practices in service operations
11. CHCECE026	Work in partnership with families to provide appropriate education and care for children
12. HLTWHS003	Maintain work health and safety
13. BSBLED401	Develop teams and individuals
14. CHCPRP003	Reflect on and improve own professional practice
15. CHCPOL002	Develop and implement policy
16. BSBWOR301	Organise work priorities and development
17. BSBINN502	Build and sustain an innovative work environment

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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.

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.

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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.

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.

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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. 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:
 - \$4500

- Additional charges:
 - 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.

- Subsidies available:
 - Yes – see box below for details

<u>Programme:</u>	<ul style="list-style-type: none"> • Smart and Skilled (NSW). Applicants eligible for enrolment under <i>Smart and Skilled</i> to note that this training is subsidised by the NSW government.
<u>Eligibility criteria:</u>	<ul style="list-style-type: none"> • You must be at least 15 years old and no longer at school • You must be living or working in NSW (or be an Aboriginal or Torres Strait Islander person living in specific NSW border areas) • You must be an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen
<u>Fees payable:</u>	<ul style="list-style-type: none"> • \$4970 if you fulfil eligibility criteria • \$4420 if you fulfil eligibility criteria and this will be your first post-secondary qualification <p>\$0 (fee exempt) if you identify as Aboriginal or Torres Strait Islander or are receiving a Disability Support Pension or are a dependent child, spouse or partner of a person receiving a Disability Support Pension</p>
<u>Refunds</u>	<ul style="list-style-type: none"> • Where subsidised training is not completed, a proportion of the student fee – corresponding to the number of unfinished units – will be refunded upon

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written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.

Further details:

- Please note that fees may be further reduced for individual applicants in circumstances where credit transfers and RPL have been approved.

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.

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.

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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 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: 24 months

Connected Learning Program course structure:

Component	Weekly	Total Course
One-on-one training and assistance	30 min session scheduled with the trainer per month	12 hours
Trainer-directed home study	12 hours per Unit	324 hours
Research	4 hours per unit	108 hours
First aid	One off session	8 hours

Mode of delivery

Stage 1: Course work (delivery online) and weekly class based mentoring sessions. Monthly trainer visits to your centre.

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

Stage 2: Practical

If employed need evidence of 240 hours employment and job tasks, OR work placement component of the programme can be done throughout the course or at the end of the course.