

# Course Outline

## CHC30113 Certificate III in Early Childhood Education and Care



Early  
Childhood  
Training

<b>Qualification</b>	<b>CHC30113 Certificate III in Early Childhood Education and Care</b>																									
<b>Purpose</b>	<p>The purpose of vocational level aged 18 – 24 students and Care</p>  <p>NATIONALLY RECOGNISED TRAINING</p>	<p>this course is to provide students post school training, that focuses on the skills required for entry employment, and would be suitable for learners entering the workforce for the first time or older seeking to work in the Early Childhood Education industry.</p>																								
<b>Course Provider</b>	<p>Early Childhood Training, RTO ID: 90900 Suite 1, 875 Glen Huntly Road, South Caulfield VIC 3162 <b>Phone:</b> 1300 139 778 <b>email:</b> <a href="mailto:info@earlychildhoodtraining.com.au">info@earlychildhoodtraining.com.au</a></p>																									
<b>Delivery Mode</b>	<p>This program is offered using a blended learning approach; self- paced in the workplace. Students are provided a hard copy of the McGraw Hill - The Early Childhood Educator for Certificate III. <a href="http://www.mheducation.com.au/9781743079157-aus-the-early-childhood-educator-for-certificate-iii-connect-plus/?gclid=CjwKEAiA2dSkBRCX8KmK5YrFviwSJACeYweCLohD9vo0ne00DVzASRbqE5nJcz88oUpak10HI1mX0RoCvITw_wcB">http://www.mheducation.com.au/9781743079157-aus-the-early-childhood-educator-for-certificate-iii-connect-plus/?gclid=CjwKEAiA2dSkBRCX8KmK5YrFviwSJACeYweCLohD9vo0ne00DVzASRbqE5nJcz88oUpak10HI1mX0RoCvITw_wcB</a></p>																									
<b>Delivery Site/Location</b>	<p>As our training is delivered on the job, the suitability of the facilities and equipment is confirmed and a WHS assessment on the venue is conduct prior to commencing the program.</p>																									
<b>Course Duration</b>	12-24 Months																									
<b>Career Outcomes</b>	<p>Once you have successfully completed the CHC30113 Certificate III in Early Childhood Education and Care you can apply for jobs within the Early Childhood Education.</p> <p>Job roles/careers may include:</p> <ul style="list-style-type: none"> <li>● Family day care worker</li> <li>● Play centers worker</li> <li>● Preschool worker</li> <li>● Private homes worker</li> <li>● Special needs worker</li> <li>● Child care worker</li> </ul>																									
<b>Education Pathways</b>	<p>The further study pathways available to students who undertake this qualification include:</p> <ul style="list-style-type: none"> <li>● CHC50113 Diploma of Early Childhood Education and Care</li> </ul>																									
<b>Units of Competency</b>	<p>The CHC30113 Certificate III in Early Childhood Education and Care requires the completion of the following 18 units (including 15 core and 3 electives).</p> <table border="1" data-bbox="406 1568 1428 1960"> <thead> <tr> <th>CODE</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>CHCLEG001</td> <td>Work legally and ethically</td> <td>Core</td> </tr> <tr> <td>CHCECE001</td> <td>Develop cultural competence</td> <td>Core</td> </tr> <tr> <td>CHCECE002</td> <td>Ensure the health and safety of children</td> <td>Core</td> </tr> <tr> <td>CHCECE003</td> <td>Provide care for children</td> <td>Core</td> </tr> <tr> <td>CHCECE004</td> <td>Promote and provide healthy food and drinks</td> <td>Core</td> </tr> <tr> <td>CHCECE005</td> <td>Provide care for babies and toddlers</td> <td>Core</td> </tr> <tr> <td>CHCECE007</td> <td>Develop positive and respectful relationships with children</td> <td>Core</td> </tr> </tbody> </table>		CODE	Unit Title	Type	CHCLEG001	Work legally and ethically	Core	CHCECE001	Develop cultural competence	Core	CHCECE002	Ensure the health and safety of children	Core	CHCECE003	Provide care for children	Core	CHCECE004	Promote and provide healthy food and drinks	Core	CHCECE005	Provide care for babies and toddlers	Core	CHCECE007	Develop positive and respectful relationships with children	Core
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	CHCECE009	Use an approved learning framework to guide practice	Core
	CHCECE010	Support the holistic development of children in early childhood	Core
	CHCECE011	Provide experiences to support children's play and learning	Core
	CHCECE013	Use information about children to inform practice	Core
	CHCPRT001	Identify and respond to children and young people at risk	Core
	HLTWHS001	Participate in work health and safety	Core
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
	HLTAID004	Provide an emergency first aid response in an education and care setting	Core
	CHCECE012	Support children to connect to their world	Elective
	CHCPRT003	Work collaboratively to maintain an environment safe for children and young people	Elective
	CHCECE006	Support behaviour of children and young people	Elective
<b>Pre-requisites</b>	There are no pre-requisites for this qualification or any of the units of competency contained within it.		
<b>Entry Requirements</b>	<p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> <li>• Have a Working with Children Check prior to commencing work in this industry.</li> <li>• At a minimum, students require reading skills to interpret key information and writing skills to plan, draft and produce familiar reports and documents according to organisational standards.</li> </ul>		
<b>Training Arrangements</b>	<p>Learning is blended, incorporating on the job, self-paced, and trainer visits every 4-6 weeks. McGraw Hill textbooks are provided on enrolment and online research is required. Additional resources are provided to self-paced learners to simulate a childcare setting. Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks.</p> <p>Students are provided with the following textbooks to students to support their learning (these are included in the course fees):</p> <ul style="list-style-type: none"> <li>• The Early Childhood Educator for Certificate III, by Lorraine Walker &amp; Shelagh Miller. McGraw Hill</li> </ul>		
<b>Additional Support</b>	<p>All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.</p> <p>Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include:</p> <ul style="list-style-type: none"> <li>• Mentoring from trainers</li> <li>• Additional classes, tutorials and workshops</li> <li>• Online support and exercises for some courses</li> <li>• Computer and technology support</li> </ul>		



	<ul style="list-style-type: none"> <li>• Referral to external support services</li> <li>• Reasonable adjustment to assessments</li> </ul> <p>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.</p> <p>Early Childhood Training is committed to access and equity principles and processes in the delivery of its services and in the working environment. Via inclusive practices, CMS aims to ensure training opportunities for all learners on an equal and fair basis, irrespective of their gender, culture, linguistic background, socio-economic demographic, disability, age, marital status, pregnancy status, sexual orientation or carer's responsibilities.</p> <p>Other special needs i.e. physical and/or intellectual ability</p> <p>If required, we will refer you to the community council support. They, in conjunction with you, will communicate to the relevant teaching staff to ensure that appropriate support mechanisms are put in place. Where necessary and possible, we will make arrangements to take account of any special needs by making reasonable adjustments to the training and/or assessment requirements.</p> <p>This does not mean that a student gains any unfair advantage over other students.</p> <p>Student Support Services will be engaged to develop Special Needs Management Plans as Required. Management Plans to support students will be done in conjunction with the student. Variations to assessment tasks may include allowing additional time to complete an assignment or test, providing special equipment, substituting one form of assessment task for another, and providing support personnel.</p>
<p><b>Assessment Arrangements</b></p>	<p>Customised assessments tailored to suit the learning approach are given to students as they progress through the program. Trainers conduct workplace visits on a monthly basis, to monitor the students' progress and conduct assessments.</p> <p>Assessments are conducted using a range of assessment methods including, questions both written and oral, observation checklists to observe relevant tasks on the job and third-party reports confirm the student's consistent performance. Students collate a portfolio of evidence made up of photos, and workplace documents as directed.</p> <p>Assessment tasks will vary from cluster to cluster, examples may include:</p> <ul style="list-style-type: none"> <li>• Answering questions</li> <li>• Completing Workplace Projects</li> <li>• Responses to Case Studies</li> <li>• Observation checklists used to observe the Student whilst participating on the job</li> <li>• Third Party Reports to support skill development overtime</li> <li>• Collating a portfolio of evidence</li> </ul> <p>You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor / online via the student portal/via workplace supervisor.</p>
<p><b>Course Credit</b></p>	<p>CMS can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p>



	<p>*Please refer to your Student Handbook for more information on Course Credit.</p>
<p><b>Recognition of Prior Learning (RPL)</b></p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>CMS has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. If you think RPL is a suitable option for you, the first step is to contact your trainer/assessor or our office and have a conversation about whether or not RPL might be suitable for you. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to your Student Handbook for more information on RPL.</p>
<p><b>Costs</b></p>	<p><b>Total Tuition Fee:</b> \$4,000  <b>RPL Costs:</b>            Application Fee - \$50            Charge per unit of competency - \$173</p> <p>Nationally Recognised Training does not occur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Charges Policy.</p>
<p><b>Inclusions</b></p>	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p><b>Additional charges apply if students require:</b></p> <ul style="list-style-type: none"> <li>• Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$80 per document applies.</li> <li>• Additional copies of text books or any other learning and assessment. A fee of \$50 per text book.</li> <li>• Where an additional Re-Assessment is required in order to achieve competency, an additional re-assessment fee of \$100 will be charged per additional assessment required.</li> </ul> <p><b>Other costs (not included) to be aware of:</b></p> <p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none"> <li>• USB drives that students are required to use to submit their assessments.</li> <li>• Notebooks/pens/laptops* or other general stationary required for students to complete their work.</li> </ul>
<p><b>Selection Process</b></p>	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that CMS is able to meet your individual needs. The assessment includes a written test an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment CMS will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>

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<b>How to apply</b>	If you would like to enroll into the CHC30113 Certificate III in Early Childhood Education and Care please contact our office to obtain a Student Enrolment Form. <b>Phone:</b> 1300 139 778 <b>Email:</b> <a href="mailto:info@earlychildhoodtraining.com.au">info@earlychildhoodtraining.com.au</a> Please fill out all sections in the Student Enrolment Form and return to: <b>Post:</b> Suite 1, 875 Glen Huntly Road South Caulfield VIC 3162 Once we receive your completed forms we will contact you to arrange an entry interview.
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If you would like to discuss this course in more detail, please call us for a confidential discussion on 1300 139 778

This course outline should be read in conjunction with Early Childhood Training's Student Handbook.