nepeanindustryedgetraining

CHC30113 Certificate III in
Early Childhood Education and Care

NATIONALLY RECOGNISED TRAINING

NIET is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

Qualification overview

This qualification reflects the role of Educators 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 Standards. 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. An approved formal qualification is required to work with children.

The course trains learners to become early childhood educators who plan and provide early childhood education and care for infants and children up to 12 years of age. 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.

This qualification is current as published on www.training.gov.au

Career Pathway

Successful completion may assist learners to gain employment in the following job roles:

- Early Childhood Educator in a Long Day Care Licensed Service
- Kindergarten Educator in a Preschool Licensed Service
- Family Day Care Educator in Family day care services
- Mobile Services Educator in remote areas
- Nanny- in home care services
- Out of School hours Educator in out of school hours service

Qualification Pathway

The further study pathways available to students:

- CHC50113 Diploma of Early Childhood Education and Care
- BECT16 Bachelor of Early Childhood Education

Course Information

Course Duration

- 1 day per week over 36 weeks (9am to 4pm) + 4 months for completion of placement and tasks (if required)
- HLTAID004 (First Aid in an Education and Care Service) will be held from 8:30am to 5:30pm
- Course schedules can be obtained from Administration for current timetable dates

Practical Placement

To achieve this qualification, learners must complete at least 150 hours practical placement as detailed in the Assessment requirements. Learners are to wear a NIET polo shirt and name tag, supplied by NIET to be identified as NIET learners on placement. For learners who are currently working in the industry, working hours for practical placement may be used but they must obtain permission from their employer.

Placement may only commence from Week 10 onwards. Learners are provided with an additional 8 weeks after the last classroom based session if electing to complete in a block, or require additional time to finalise hours, projects and assessments.

Learner directed studies

Learners should be prepared to allocate time outside of the classroom to undertake reading, research, completing assessments and any general study. This will be up to 10 hours per week over the duration of classes and placement time. Our trainer will support learners throughout the course and after classes via email, phone or skype. Learners are welcome to use the computer lab located at NIET's office.

Location

405 Ground Floor Nepean Highway
Frankston
Victoria 3199

Mode of Delivery

This course is delivered through a blended delivery method with classroom based delivery (trainer directed learning), skills development in the workplace during practical placement and learner directed studies (mentioned above). You will be provided with a text book and an assessment for each unit of competency. In addition you will be required to work independently out of class time and have access to a computer and internet.

Assessment Methods

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods may include the following:

- Written Assessment
- Projects
- Case studies
- Scenarios, group discussions

- Workplace portfolios
- Oral Questions
- Work placement logbook
- Research reports

- Presentations
- Work placement observations by a Supervisor and NIET workplace Assessor

Education and Support Services

You will be provided with a range of support services depending on your individual needs. You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

NIET provides additional support and practical placement support with our Student Support Coordinator. Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

Student Handbook

NIET provides further detailed information for learner's rights in the handbook, available in hard copy at reception or located on our website www.niet.com.au

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour
- RPL and Credit Transfer
- Funding opportunities and Student USI

What to bring?

- Notepaper and pens
- IPad or Laptop (optional) Computer lab is available
- Folder to store hand outs and hard copy assignments
- Lunch – it is recommended that you bring lunch as there will be a short lunch break and tea breaks. Kitchen facilities are available. Alternatively, a number of food outlets are within walking distance. Morning and afternoon tea will be provided.

Industry Requirements

A Working with Children's Check is mandatory in this field of employment. A Police Check may be required by some Education and Care Services for Practical Placement. Ineligibility to obtain either of the above will impact your course entry.

RTO Entry Requirements

Pre-Training Review

Prospective learners are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all learners are assessed as a suitable learner for the qualification they

have chosen. Learners are assessed and pre-approved for a course enrolment. If a learner is not suitable at this point, NIET can direct the learner to obtain sufficient support for the level qualification they are seeking. E.g.: a recommendation to Foundation Skills course to enable them to achieve their chosen pathway such as Certificate III or a Diploma level. We also discuss:

- Course suitability
- Ensure learner is well informed of course they are applying for; assessment requirements; assessment conditions
- Existing educational attainment, capabilities, aspirations and interests
- Discuss likely outcomes and job opportunities
- Support for equity and the disadvantaged
- To assess the LLN level for qualification
- Identify any support required for the learner in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective learners are suitable for their chosen course as defined against the Skills First Quality Charter.

You may access a copy of the Skills First Quality Charter on our website.

Reasonable adjustments

There may be times and situations in which a learner may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual learner needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the learner undertake the course. The adjustments may include actions such as:

- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods and or practical placement (if required) to cater for any special needs (without effecting the integrity of the outcome)

I.T Requirements

To complete the course you will need access to a computer and the Internet. Please provide a current email address on the enrolment form in the relevant space provided. Your Trainer and our Administration Team will be required to communicate with you via email.

In addition you will need to have a range of computer skills to conduct research on your current topics to complete some or all of your assessments. In particular, you will need skills in word processing.

Minimum Age Requirements

The minimum age to apply for this course is 15 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment and you may be required to present evidence of leaving secondary school. All individuals will undertake a Pre-Training Review to determine suitability.

Literacy, Language, Numeracy (LLN) and Foundation Skills (ASCF) Requirements

Learners must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Learners are able to test their LLN skills by completing an appropriate level LLN test at the Pre-course Interview. For additional information and support contact the Reading Writing Hotline at www.readingwritinghotline.edu.au

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 2-3. The key features of the ACSF are:

Five core skills

- o Learning
- o Reading
- o Writing
- o Oral communication
- o Numeracy

RTO completion Requirements

To complete this qualification you are required to attend all classes; complete all assessments books with a Satisfactory result; complete the required Practical placement hours (unless further hours are specified) and other assessment requirements on Practical Placement with a Satisfactory result. On the successful completion of these requirements you will be deemed Competent for each unit of competency and issued the Qualification.

Qualification

Students need to complete 18 units of competency, consisting of:

- 15 Core units
- 3 Elective units

Core units

Unit Code	Unit Name
CHCPRT001	Identify and respond to children and young people at risk
CHCLEG001	Work legally and ethically
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE002	Ensure the health and safety of children
HLTWHS001	Participate in work health and safety
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning

CHCECE013	Use information about children to inform practice
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety

Elective units

Unit Code	Unit Name
CHCDIV001	Work with Diverse people
CHCECE006	Support behaviour of children and young people
CHCECE012	Support children to connect to their world

What are the fees?

$2495.00	Fee for Service	Break down: $2435.00 tuition fee; $60 resource fee
$250.00	Funded Fee	Breakdown: $190.00 tuition fee ; $60.00 resource fee
$38.00	Concession Rate	Breakdown: $38.00 tuition fee; $nil resource fee
$15.00	For re- issuance of Certificates and Statements of Attainments	Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO
$ 90.00	Lost Text book	
$ 30.00	Lost Placement workbook	
$ 25.00	Additional NIET Polo Tops	

NIET implements a 3 day cooling off period for all payments. If within 3 days you have changed your mind, you will be eligible for a full refund. After this time, you may incur a fee for withdrawal.

The Refund Policy and Procedure can be gained from the Student Handbook on our website www.niet.com.au.

Funding

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to access training subsidised through the Skills First Program. The student tuition fees as published are subject to change given individual circumstances at enrolment.

The 2017 Standard VET Funding Contract Skills First Program. The objective of this funding is to access high quality courses and relevant to industry and employers:

- For eligible individuals to obtain the required skills to be job-ready
- To assist eligible individuals to undertake further study
- To promote / enable access to training for disadvantaged learners

For information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of services refer to the Student handbook.

RPL and Credit Transfer

RPL and credit transfer are available to eligible participants. This is to be indicated on the enrolment application form and further discussed in your Pre-Training Review.

What is the enrolment process?

It is easy!

Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.

If you decided to enrol in the course you must:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided (A*t this stage this is an application only, pending approval after the Pre-Training Review, see below)*
3. Create a Unique Student ID number on http://www.usi.gov.au/Pages/default.aspx# (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Book a Pre-Training Review with NIET and bring with you:
   - The Enrolment Application
   - Photo ID
   - Medicare Care (Green)
   - Health Care Card (Concession entry if required)
     The above ID is required for VET funding requirements
5. Undertake a Language, Literacy and Numeracy test at the Pre-Training Review
6. NIET Student Support Coordinator advises prospective learners of the Pre-Training Review outcome and how to proceed with the enrolment process, which includes a deposit to secure your course selected.

Would you like more information?

Contact our NIET team on:

Telephone:	03 9770 1633
Fax:	03 97831001
Email:	info@niet.com.au
Website:	www.niet.com.au