



## CHC50113 Diploma of Early Childhood Education and Care



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 to support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously as an Educator leader. An approved formal qualification is required to work with children.

This qualification is current as published on [www.training.gov.au](http://www.training.gov.au)

### Qualification Pathway

The further study pathways available to students:

### Career Pathway

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

- Education and Care Services Coordinator
- Family Day Care Coordinator
- Playgroup Coordinator
- OSHC Coordinator
- Educator
- Team Leader or Room Leader
- Diploma Early Childhood Educator
- Assistant Director

### Qualification Pathways

The further study pathways available to students:

- CHC50113 Bachelor of Early Childhood Education
- CHC62015 Advanced Diploma of Community Sector Management

## Course Information

### Course Duration

The following information is face to face delivery times. Students have practical placement continuing after classes cease with continuing support from their trainer until course completion.

#### ***Evening Program***

Classes held 1 evening per week over 51 weeks. Secondary evening sessions are held approximately every three weeks. These sessions are compulsory for new workers to the sector, however experienced/qualified students are welcome to attend for additional learning opportunities. Evening sessions held from 6:00pm to 9:00pm.

Curriculum will also include x12 Saturdays, 9:00am to 4:00pm.

First Aid is from 8:30am to 5:30pm.

#### ***Day Program (during week)***

Classes held 1 day per week over 54 weeks, 9:00am to 4:00pm.

First Aid is from 8:30am to 5:30pm.

#### ***Saturday Program (for individuals that hold the CHC30113 Certificate III in Early Childhood, Education and Care)***

Classes are held 1 Saturday per month over 24 months, 9:00am to 4:00pm. This model is based on the curriculum delivered under NIET's Certificate III and provides credits towards your Diploma. If you have completed a Certificate III with another provider and hold different elective units, you may have to sit additional evening or day classes to make up these components.

*Course schedules can be obtained from Administration for current dates*

### Practical Placement

To achieve this qualification, candidates must complete at least 250 hours practical placement as detailed in the Assessment requirements. Students are to wear a NIET polo shirt and name tag, supplied by NIET to be identified as NIET students on placement. For students 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. Students 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.

### Student directed learning

Students should be prepared to allocate time outside of the classroom to undertake reading, research, completing assessments and any general study. This can vary between 5-9 hours per week over the duration of classes and placement time. Our trainer will support students throughout the course and after classes via email, phone or skype. Students 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 (teacher directed learning), skills development in the workplace during practical placement and student directed learning (mentioned above). You will be provided with text books, a USB containing additional resources 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
- 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](http://www.niet.com.au)

- Complaints and appeals

### NIET RTO TOID 22214

- 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. (Saturday classes only)

### 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

The following will be discussed in further detail at the Pre-Training Review and submit the Enrolment Application form.

### Pre-requisites

The CHC50113 training package does not have a pre-requisite as part of course entry. However, there are factors to be taken into consideration for NIET's pre-selection criteria to be met so that students undertake a formal qualification level suited to their literacy and numeracy capability and industry foundation skills.

### Pre-Training Review

Prospective students are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all students are assessed as a suitable candidate to the qualification they have chosen. Students are assessed and pre-approved for a course enrolment. If a candidate is not suitable at this point, NIET can direct the student 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 Student 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 Student in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective students 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: <http://www.niet.com.au/fees-funding/>

### **Reasonable adjustments**

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student 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 student 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 broad 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 (ACSF) Requirements**

Students 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. Students 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](http://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.

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This qualification ACSF level is 3-4. The key features of the ACSF are:

Five core skills

- Learning
- Reading
- Writing
- Oral communication
- 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.

**Additional Entry Options**

Application with recognition of a CHC30708 or CHC30712 Certificate III in Early Childhood

This opportunity will be discussed at Pre-Training Review regarding eligibility and RPL for up to 5 units:

- RPL will be the process to approve up to 5 bridging units (from past qualification to current) and to complete the NIET practical placement requirements for these units to meet each unit of competency assessment requirements in an Education and Care Service.

Please bring to your Pre-Training Review the following documents for consideration as evidence to support this RPL process:

- Original Certificate III qualification in Early Childhood and the Statement of Attainment (we need to sight the original to take a photocopy)
- A Current resume: demonstrating how long you have been working in the industry with varying age groups and any Professional Development undertaken.
- HLTAID004 Provide emergency first aid in an education and care setting certificate (for Credit Transfer)
- Letter from Employer: as a reference of you currently working in the industry, age group/s and if you have participated in an Assessment Rating.
- Copy of your current job description

Application for Recognition of Prior Learning (RPL) and Credit Transfer

In addition to the above, you may have extensive industry experience. If you identify this at the Pre-Training Review you may be able to apply for recognition of further units and proceed with the formal RPL process to have your industry experience assessed. An additional interview will be arranged for this RPL process with one of our Early Childhood Assessors.

Application entry into the Diploma with Credit Transfers from CHC30113 or CHC30213:

NIET will acknowledge:

- Credit Transfer from CHC30113 Certificate III in Early Childhood Education and Care
- Credit Transfer from CHC30213 Certificate III in Education

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- Please bring to your Pre-Training Review the following documents:
  - Original Certificate Qualification and Statement of Attainment, to determine eligible credits (we need to sight the original to take a photocopy)
  - HLTAID004 Provide emergency first aid in an education and care setting certificate

## Qualification

Students need to complete 28 units of competency, consisting of:

- 23 Core units
- 5 Elective units

### Core units

Unit Code	Unit Name
CHCECE016	Establish and maintain a safe and healthy environment for children
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS003	Maintain work health and safety
CHCDIV002	Promote aboriginal and/or Torres strait islander cultural safety
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
CHCECE019	Facilitate compliance in an education and care service
CHCECE002	Ensure the health and safety of children
CHCECE025	Embed sustainable practices in service operations
CHCECE009	Use an approved learning framework to guide practice
CHCECE004	Promote and provide healthy food and drinks
CHCECE017	Foster the holistic development and wellbeing of the children in early childhood
CHCECE018	Nurture creativity in children
CHCECE005	Provide care for babies and toddlers
CHCECE003	Provide care for children
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE022	Promote children's agency
CHCECE001	Develop cultural competence
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE007	Develop positive and respectful relationships with children
CHCECE021	Implement strategies for the inclusion of all children

### Elective units

Unit Code	Unit Name
CHCDIV001	Work with diverse people
BSBSUS501	Develop workplace policy and procedures for sustainability
CHCPRP003	Reflect on and improve own professional practice
BSBLED401	Develop teams and individuals
CHCMGT003	Lead a work team

### What are the fees?

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\$ 8,500.00	Fee for Service	Break down: \$8250 tuition fee; \$250 resource fee
\$ 50.00	Funded Fee	Breakdown: \$50 tuition fee; \$0.00 resource fee
\$ N/A	Concession Rate	N/A
\$ 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 (each)	3 issued
\$ 30.00	Lost Placement workbook (each)	2 issued
\$ 25.00	Additional NIET Polo Tops	1 issued

**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](http://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.

### 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 (*At 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



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- 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 students of the Pre-Training Review outcome and how to proceed with the enrolment process, which includes a deposit to secure your course selected.
- 7. Apply for working with children's check

**Would you like more information?**

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

