



Course Information Booklet

CHC50113 Diploma of Early Childhood Education and Care

FEE FOR SERVICE



CHC50113 Diploma of Early Childhood Education & Care

Course description

The Diploma of Early Childhood Education and Care (CHC50113) prepares students for the role of educator and supervisor in a range of early childhood education settings, operating under the national and state legislative guidelines and regulations provided for education and car services. Educators support the implementation of an approved learning framework to facilitate children's wellbeing, learning and development.

The Diploma of Early Childhood Education and Care (CHC50113) is a nationally recognised qualification from the Community Services Training Package. The Diploma is a prerequisite for educators who wish to take on a managerial or leadership role within the early childhood sector.

The Diploma qualification is often requested for the following positions:

- Service Director / Supervisor
- Service Manager
- Team Leader
- Group Leader
- Special Needs Inclusion Worker
- Family Day Care Coordinator

Course delivery

PEAK training offers this course via correspondence. It is also available via face-to-face classroom delivery in metropolitan, regional and remote NSW provided there is the required number of students.

There are 28 units in the Diploma program. Students are provided with a timetable to follow with due dates to submit their assessments. The course fee covers completion of the course in up to 24 months. An extension (up to 6 months) can be requested but additional fees apply. Students will be issued with a nationally recognised Diploma in Early Childhood Education & Care (CHC50113) upon successful completion of the course.

COURSE STRUCTURE

Units of competency for CHC50113 Diploma of Early Childhood Education & Care

CLUSTER 1

- CHCLEG001
- HLTWHS001
- CHCPRT001
- CHCECE014
- BSBWOR301

LEGAL AND ETHICAL

Work legally and ethically (Core)
 Participate in workplace health and safety (Elective)
 Identify and respond to children and young people at risk (Core)
 Comply with family day care administration (FDC stream) (Elective) **OR**
 Organise personal work priorities (Elective)

CLUSTER 2

- CHCECE002
- CHCECE004
- CHCECE005
- CHCECE003

HEALTH AND CARING

Ensure the health and safety of children (Core)
 Provide and promote healthy food and drinks (Core)
 Provide care for babies and toddlers (Core)
 Provide care for children (Core)

CLUSTER 3

- CHCECE010
- CHCECE009

LEARNING AND DEVELOPMENT

Support the holistic development of children in early childhood (Elective)
 Use an approved framework to guide practice (Core)

CLUSTER 4

- CHCECE007
- CHCECE001

BUILDING RESPECTFUL CULTURAL RELATIONSHIPS

Develop positive and respectful relationships with children (Core)
 Develop cultural competence (Core) co-assessed with CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety (Core)

FIRST PRACTICUM

3 week block work placement (total of 120 hours)

If you hold the current Certificate III in early Childhood Education and Care (CHC30113) you are to begin your studies in Cluster 5

CLUSTER 5

- CHCECE017
- CHCECE018
- CHCECE023
- CHCECE024

CHILD DEVELOPMENT AND CURRICULUM

Foster the holistic development and wellbeing of the child in early childhood (Core)
 Nurture creativity in children (Core) co-assessed with CHCECE022 Promote children's agency (Core)
 Analyse information to inform learning (Core)
 Design and implement the curriculum to foster children's learning and development (Core)

CLUSTER 6

- CHCECE020
- CHCECE026
- CHCECE021

INCLUSIVE RELATIONSHIPS WITH FAMILIES AND CHILDREN

Establish and implement plans for developing cooperative behaviour (Core)
 Work in partnership with families to provide appropriate education and care for children (Core)
 Implement strategies for the inclusion of all children (Core)

CLUSTER 7

- HLTAID004
- CHCECE016
- HLTWHS003
- CHCECE025

SAFETY AND SUSTAINABILITY

Provide an emergency first aid response in an education and care setting (Core) [N.B. Students must complete HLTAID004 at another Registered Training Organisation. It must be the exact unit code/ title above to receive credit transfer for this unit]
 Establish and maintain a safe and healthy environment for Children (Core)
 Maintain work health and safety (Core)
 Embed sustainable practices in service operations (Core)

CLUSTER 8

- CHCPRP003
- CHCECE019
- BSBINN502
- BSBLED401

LEADERSHIP

Reflect on and improve professional practice (Elective)
 Facilitate compliance in an education and care services (Core)
 Build and sustain an innovative work environment (Elective)
OR
 Develop teams and individuals (Elective)

SECOND PRACTICUM

3 week block work placement (total of 120 hours)

TOTAL PRACTICUM hours for course: 240 hours

Students are required to complete a total of 240 hours working directly with children in a regulated early childhood education and care service. This service must meet the course requirements and cater for children birth to six years, including babies, toddlers and preschoolers. Competency in each unit is attained after successful completion of all practicum requirements.

Practicum requirements

Practicum placements are arranged by the student in collaboration with PEAK Training. If a student is currently employed as an educator in a Family Day Care or Long Day Care service that meets all necessary requirements a portion of the practicum hours can be completed in their own workplace. Students who are not currently working in a service must attain competency in written assessments prior to commencing 240 hours practicum in a registered early childhood service.

Official written confirmation of practicum placement details from the regulated education and care service and the PEAK Practicum Information Form completed and signed by the student must be received by PEAK Training 2 weeks prior to commencing practicum. A PEAK Assessor will visit students during the practicum to assess student performance. They will observe interaction with staff and children, as well as assess and guide students with practicum written tasks.

'Working with Children' Check: All Students are required to obtain a 'Working with Children' check prior to commencing their Practicum placement.

See: www.kidsguardian.nsw.gov.au/working-with-children for further details.

First Aid Qualification

As part of Cluster 2, all students are required to provide proof of attainment in HLTAID004 - Provide an emergency first aid response in an education and care setting. (NB: This qualification code current on ACECQA website at Nov 2017). As PEAK Training does not offer this unit, students must obtain the qualification externally and at their own cost. Students provide a certified copy of the Statement of Attainment accompanied by a Credit Transfer form to PEAK Training to arrange Credit Transfer.

Resources

Each student will be given a password to access our online eLearning platform ('Moodle') for additional resources. Moodle resources consist of a different range of current resources, templates, videos and work samples to help students complete each unit. Students must have access to the internet with current 'Adobe' software, to access the PEAK Moodle online eLearning platform.

Students are required to purchase the following textbooks:

- Karen Kearns (2017). The Big Picture: Early Childhood Education and Care Series (4th ed.) Cengage Learning
- Karen Kearns (2017). Birth to Big School: Early Childhood Education and Care Series (4th ed.) Cengage Learning
- Karen Kearns (2017). The Business of Childcare Early Childhood Education and Care Series (4th ed.) Cengage Learning
- Karen Kearns (2017). Frameworks for Learning and Development: Early Childhood Education and Care Series (4th ed.) Cengage Learning

Support available to students

A Student Support team of qualified Trainers and Assessors with current industry knowledge and experience is available to help students achieve their qualification. Student Support staff are available Monday to Friday 8.30 am – 4.00 pm to assist students with assessments and any questions relating to the course.

Student Support staff can be contacted via telephone on (02) 9779 9999, via email at studentsupport@peaktraining.net.au or through the Moodle online forum. Face-to-face meetings with Student Support staff can be arranged at the PEAK office near Summer Hill Station. If you have specific identified learning needs that may require additional assistance, please speak to PEAK Training about your requirements.

FEES

The following payment plan exists over the 12 month delivery of course:

3 Instalment Payment Plan (Full fee: \$4,590)	
1. 1st Cluster	\$1,500 (including \$200 enrolment fee)
2. 3 rd Cluster	\$1,290
3. 5 th Cluster	\$1000
4. 7 th Cluster	\$800

OR

Individualised Payment Plan (Full fee: \$4,590)
\$200 enrolment fee + Fortnight payment plan

Please note:

- *The \$200 Enrolment fee is non-refundable*
- *Individual payments must be paid before continuing to the new cluster*
- *If an extension is required, students will need to negotiate this directly with Student Support staff at PEAK Training. An extension can be negotiated on a month by month basis, for up to 6 months at a cost of \$30.00 per month.*
- *Individualised payment plans can be arranged where requested*

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Recognition of Prior Learning (RPL) is for applicants who can provide detailed evidence to show that they have demonstrated the competencies for one or more units in this course.

Credit Transfer (CT) is the direct transfer of units of competency with the same course and unit code. The student must supply a JP certified certificate of attainment from a registered training organisation.

If you would like further information about the RPL assessment process please contact Student Support at PEAK Training studentsupport@peaktraining.net.au or phone (02) 9979 9999.

General Complaints Procedure

PEAK Training will monitor any feedback you provide to us and if necessary initiate remedial action to ensure that any problems are corrected as soon as is practicable. A student who has a complaint is advised to raise the matter in the first instance with the course Trainer and Assessor or in the case of correspondent students with a Student Support Officer to resolve the issue, who will record the matters of concern.

If the student is not satisfied with the response, the student must complete Student Complaint Form and submit it to the PEAK Training Manager for review. A written response will be issued to the student by the PEAK Manager within 5 working days from receipt of the Student Complaint Form.

Students, who wish to take the matter further, may put a written submission to the CEO of the NSW Family Day Care Association Inc. Submissions to the CEO must be received within 10 working days from the date of the written response from the PEAK Training Manager to the student.

RTO Closure

In the event PEAK ceases operation or is unable to deliver any part of the training product, Students will be reimbursed any amounts owing, issued Statements of Attainment for all completed units and supported to complete their studies with another provider.

Assessment Appeal Procedure

A student has a right to appeal against a decision in regards to an assessment result. If following feedback discussions with their Trainer and Assessor or Student Support Officer both parties do not come to an agreement, the student can appeal to the PEAK Training Manager by completing, lodging the Assessment Appeal Form and attaching all relevant written assessment items originally submitted. Any re-assessments will be done by a different Trainer and Assessor and the student will be advised in writing by the PEAK Training Manager of the re-assessment outcome within ten (10) working days from receipt of the appeal.



If the outcome of the re-assessment comes back as the same as the original result, the student will be provided with support and counselling by a Trainer and Assessor, Student Support Officer or the PEAK Training Manager.

Students who wish to appeal the re-assessment results can lodge a written submission to the CEO of the NSW Family Day Care Association Inc. within ten (10) working days from the date of the written re-submission result sent by the PEAK Training Manager to the student.

Enrolment

If you would like to enrol in this course, please use the enrolment form included in this package.

Phone (02) 9779 9999 (option 1) or email PEAK Training info@peaktraining.net.au to request an enrolment form if you have received the Course Information booklet only.

Visit the website at <http://nswfdc.org.au/peak/student-handbook> to view the Student Handbook.