

# Certificate III and Diploma in Early Childhood Education and Care Course Information Booklet



- Affordable Courses
- Supportive Trainers
- Great Student Support

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## Contact Us

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PEAK Training provides training to all the Early Education and Care sector as well as the broader community.

We offer nationally accredited and recognised training qualifications as well as professional development workshops for all service types in the Early Education and Care Sector.

We equip learners with the academic skills and knowledge required to experience the joy of working within the childcare industry.

At PEAK Training we are proud of the quality support and training we provide to our students. We always have a team in to assist students, whether that be providing feedback and advice regarding assessments or assistance with the administrative aspect of completing a course.



**P**rofessionalism  
**E**ducation  
**A**dvancement  
**K**nowledge

Our trainers work in the industry, they teach and have a minimum 5 years of experience. They strive to provide a friendly and supportive environment for all who train with PEAK Training.

PEAK Training is the training and education arm of NSW Family Day Care Association and is accredited by the Australian Skills Quality Authority (ASQA) and registered under the relevant legislation for RTOs under the 2015 National Standards. (RTO Number 90869).

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PEAK Training is committed to your success. We will help you to be as job ready as possible by the end of your course.

Our Student Support Officers are dedicated to ensuring students make the most out of their course and to assist students with any queries relating to the course, assessments or Moodle.

**A qualified Student Support Officer is available  
MONDAY TO FRIDAY 8.30am – 4.00pm**

PEAK Training students receive:

- Regular telephone calls from their Student Support Officer
- Email correspondence
- Access to Moodle (student portal)
- Free access to additional resources
- Questions and answers forum

## **On-Line Portal (Moodle)**

To assist our students, we offer an online eLearning platform (Moodle) allowing students to:

- Submit assessment tasks
- View assessment results
- Access learning resources
- Send and receive message from your Student Support Officer
- Update personal details

Each student will be given a password to access Moodle. 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.

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## Enrolment

At PEAK Training students can commence study at any time of the year. To enrol:

- visit our website  
[nswfdc.org.au/peak-training/early-childhood-education-courses](http://nswfdc.org.au/peak-training/early-childhood-education-courses)
- download an enrolment form
- view the Course Information Booklet.

Alternatively phone (02) 9779 9999 (press 1) or email PEAK Training [info@peaktraining.net.au](mailto:info@peaktraining.net.au) to request an enrolment form. For queries concerning Smart and Skilled subsidised training, contact PEAK Training via the above contact details.

## Fees and Charges

Did you know you could be eligible for subsidised funding?

To be eligible for subsidised training under **Smart and Skilled**, you must be:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen

Smart and Skilled fee-free scholarships are available to NSW Social Housing Residents to study the CHC30113 Certificate III in Early Childhood Education and Care.

To be eligible for **Fee-Free Scholarships**, you must have one of the following:

- either a Commonwealth Welfare recipient or the dependent of a Commonwealth Welfare recipient
- living in social housing or on the waiting list for social housing

Our fees are more affordable than you might think – for course costings and more information on smart and skilled funding please call us on 9779 9999 (press 1).

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# 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.

All students must attain competency in written assessments prior to commencing 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 student 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’s Check:** All students are required to obtain a ‘Working with Children’s Check prior to commencing their practicum placement.

See [www.kidsguardian.nsw.gov.au/working-with-children](http://www.kidsguardian.nsw.gov.au/working-with-children) for further details.

Depending on your location, our Assessors may not be able to conduct a site visit for your Practicum. In this case, you will be listed as a distance practicum student. Your Assessor visit will be replaced by a phone call (approx. 30 min) and students will be required to send though videos of any tasks that require observation by an assessor. One of our Student Support Officers will contact you once you have submitted your Practicum information form to advise if you will receive a visit, or be a distance student. You will submit these videos with your Student workbook onto Moodle at the completion of your practicum.

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# CHC30113 - CERTIFICATE III

## CHCECE30113 Certificate III in Early Childhood Education and Care

Certificate III in Early Childhood Education and Care (CHC30113) is a nationally accredited course for those looking for the skills and expertise required for a successful and rewarding career working with young children aged up to six years.

Certificate III in Early Childhood Education & Care is a nationally recognised qualification for those who wish to commence a career in the early childhood sector. Employment opportunities for those attaining Certificate III in Early Childhood Education & Care include Child Care Educator, Family Day Care Educator, Nanny or In-Home Care Educator.

### When can I enrol?

This course offers the flexibility of on-line learning allowing students to enrol at any time of the year.

### Delivery method

Online with 120 hours of work placement.

### How long does it take to complete?

There are 18 units in total. 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 12 months. An extension (of up to 12 months) can be requested but additional fees apply.

**Please note:** HLTAID004 'Provide an emergency first aid response in an education and care setting' is completed through an external registered training provider of the student's choice and evidence of completion must be submitted to PEAK Training prior to commencement of first practicum.



## Course Structure

Code	Unit of Competence	Field
<b>Cluster 1: Legal and Ethical</b>		
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCPRP003	Reflect on and improve own professional practice	Elective
CHCECE014	Comply with family daycare administration requirements	Elective
BSBWOR301	OR Organise personal work priorities	
HLTAID004	Provide an emergency first aid response in an education and care setting	Core
<b>Cluster 2: Health and Caring</b>		
CHCECE002	Ensure the health and safety of children	Core
CHCECE005	Provide care for babies and toddlers	Core
CHCECE007	Develop positive and respectful relationships with children	Core
HLTWHS001	Participate in work health and safety	Core
<b>Practicum 1</b>	<b>Babies and Toddlers 0-23mths</b>	
<b>Cluster 3: Learning and development</b>		
CHCECE011	Provide experiences to support children's play and learning	Core
CHCECE009	Use an approved learning framework to guide practice	Core
CHCECE010	Support the holistic development of children in early childhood	Core
CHCECE013	Use information about children to inform practice	Core
<b>Cluster 4: Supporting children's relationships</b>		
CHCECE003	Provide care for children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
CHCECE012	Support children to connect with their world	Elective
<b>Cluster 5: Strengthening cultural relationships and reflective practice</b>		
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
<b>Practicum 2</b>	<b>Preschool practicum 2-5 years</b>	



## CHCECE50113 Diploma of Early Childhood Education and Care

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 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.

### Career prospects

- 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

### When can I enrol?

This course offers the flexibility of on-line learning allowing students to enrol at any time of the year.

### Delivery method

Online with 240 hours of work placement.

### How long does it take to complete?

There are 28 units in total. 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.

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## Course Structure

Code	Unit of Competence	Field
Cluster 1: Legal and ethical		
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
HLTWHS001	Participate in work health and safety	Elective
CHCECE014	Comply with family day care administration requirements	Elective
BSBWOR301	OR Organise personal work priorities	
Cluster 2: Health and caring		
CHCECE002	Ensure the health and safety of children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
CHCECE003	Provide care for children	Core
CHCECE005	Provide care for babies and toddlers	Core
Cluster 3: Learning and development		
CHCECE009	Use an approved learning framework to guide practice	Core
CHCECE010	Support the holistic development of children in early childhood	Elective
Cluster 4: Building respectful cultural relationships		
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCECE007	Develop positive and respectful relationships with children	Core
Cluster 5: Child development and curriculum		
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	Core
CHCECE018	Nurture creativity	Core
CHCECE022	Promote children's agency	Core
CHCECE023	Analyse information to inform learning	Core
CHCECE024	Design and implement the curriculum to foster children's learning and development	Core
Practicum 1	0 – 6 years old children	

Code	Unit of Competence	Field
<b>Cluster 6: Inclusive relationships with families and children</b>		
CHCECE020	Establish and implement plans for developing cooperative behavior	Core
CHCECE021	Implement strategies for the inclusion of all children	Core
CHCECE026	Work in partnership with families to provide appropriate education and care for children	Core
<b>Cluster 7: Safety and Sustainability</b>		
HLTAID004	Provide an emergency first aid response in an education and care setting**	Core
CHCECE016	Establish and maintain a safe and healthy environment for Children	Core
CHCECE025	Embed sustainable practices in service operations	Core
HLTWHS003	Maintain work health and safety	Core
<b>Cluster 8: Leadership</b>		
CHCECE019	Facilitate compliance in an education and care service	Core
BSBINN502	Build and sustain an innovative work environment	Elective
BSBLED401	OR Develop teams and individuals	
CHCPRP003	Reflect on and improve own professional practice	Elective
<b>Practicum 2</b>	<b>3 – 6 years old children</b>	



# GENERAL INFORMATION

## **Recognised Prior Learning (RPL) and Credit Transfer (CT)**

Recognised 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](mailto:studentsupport@peaktraining.net.au) or phone (02) 9979 9999.

## **Resources**

Students are required to purchase the following textbooks:

### **Certificate III**

- Karen Kearns (2017). The Big Picture: Working in Early Childhood Education and Care (4th ed.) Cengage Learning
- Karen Kearns (2017). Birth to Big School: Working in Early Childhood Education and Care (4th ed.) Cengage Learning

### **Diploma**

- 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
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# GENERAL INFORMATION

## 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 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 Training 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.



# GENERAL INFORMATION

## Assessment Appeal Procedure

A student has a right to appeal against a decision in regard to an assessment result. If following feedback discussions with their Student Support Officer, both parties do not come to an agreement, the student can appeal to the PEAK Training Manager by completing 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 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.

## Disciplinary Procedures

PEAK Training reserves the right to terminate the training and/or assessment of any student found guilty of academic misconduct (e.g. plagiarism). This policy is set out in detail in the Student Handbook.

