



# Course Information Booklet



## CHC30113 Certificate III in Early Childhood Education and Care

Smart and Skilled

This training is subsidised by the NSW Government



# CHC30113 Certificate III in Early Childhood Education & Care

## About Smart and Skilled

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It aims to assist NSW residents to acquire the skills they need to secure a job and advance their careers.

Commencing on 1 January 2016, Smart and Skilled provides eligible PEAK students with an entitlement to government subsidised training up to and including Diploma qualification level.

## Are you eligible?

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.

In addition to the eligibility criteria listed above, you must be:

- aged between 15 - 30 years when commencing training
- 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

For further information about Smart and Skilled, please access <https://smartandskilled.nsw.gov.au> or phone PEAK Training on 9779 9999

## **Course description**

PEAK Training is currently approved to deliver CHC30113 Certificate III in Early Childhood Education and Care under the Smart and Skilled program.

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

The Certificate III in Early Childhood Education & Care is a nationally recognised qualification from the Community Services Training Package. It is for those who wish to commence a career in the early childhood sector. Employment opportunities for those attaining Certificate III in Early Education & Care include Child Care Educator, Family Day Care Educator, Nanny or In- Home Care Educator, out of school hours (OOSH) educator.

## **Course delivery**

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

There are 18 units in the Certificate III 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 12 months. An extension (of up to 12 months) can be requested but additional fees apply. Students will be issued with a nationally recognised Certificate III in Early Childhood Education & Care (CHC30113) upon successful completion of the course.

## COURSE STRUCTURE

### Units of competency CHC30113 Certificate III in Early Childhood Education and Care

#### CLUSTER 1 LEGAL AND ETHICAL

- CHCLEG001 Work legally and ethically (core)
- CHCPRP003 Reflect on and improve own professional practice (elective)
- CHCPRT001 Identify and respond to children and young people at risk (core)
- CHCECE014 Comply with family day care administration requirements (elective)
- BSBWOR301 Organise personal work priorities (N.B. This is an alternative elective unit to CHCECE014 available for students not planning to work in the Family Day Care sector)
- HLTAID004 Provide an emergency first aid response in an education and care setting (core) [Students must complete HLTAID004 at another Registered Training Organisation].

#### CLUSTER 2 HEALTH AND CARING

- CHCECE002 Ensure the health and safety of children (core)
- CHCECE007 Develop positive and respectful relationships with children (core)
- CHCECE005 Provide care for babies and toddlers (core)
- HLTWHS001 Participate in workplace health and safety (core)

#### Practicum 1 Babies and Toddler 0-23mths (40 hours)

### **CLUSTER 3 LEARNING & DEVELOPMENT**

- 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)
- CHCECE009 Use an approved learning framework to guide practice (core)

### **CLUSTER 4 SUPPORTING CHILDRENS RELATIONSHIPS**

- CHCECE012 Support children to connect to their world (elective)
- CHCECE004 Promote and provide healthy food and drinks (core)
- CHCECE003 Provide care for children (core)

### **CLUSTER 5 STRENGTHENING CULTURAL RELATIONSHIPS AND REFLECTIVE PRACTICE**

- CHCECE001 Develop cultural competence (core)
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety (core)

### **Practicum 2 Preschool practicum 2-5 years (80 hours)**

Competency in each unit is achieved after successful completion of the unit's practicum requirements.

#### **Practicum requirements**

Students are required to complete a total of 120 hours working directly with at least three babies and toddlers aged 0-24 months and three children up to 6 years in a regulated early childhood education and care service.

Each student is responsible for arranging their own Practicum placements in collaboration with PEAK Training. The practicum may be completed in a long

day care centre, preschool or family day care service provided the criteria for age and number of children is met.

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

### First Aid Qualification

Students must obtain the HLTAID004 - Provide an emergency first aid response in an education and care setting externally and at their own cost as PEAK Training does not offer this unit (NB: This qualification code is current as at June 2016 on ACECQA website). 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: 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

## Student Support

A qualified Student Support team with current industry knowledge and experience is available Mondays to Fridays (8.30 am – 4.00 pm) to assist students with any queries relating to the course, assessments or Moodle.

Student Support staff can be contacted via telephone on (02) 9779 9999, email at [studentsupport@peaktraining.net.au](mailto:studentsupport@peaktraining.net.au) or through the Moodle online forum. If you have specific identified learning needs that may require additional assistance, please speak to PEAK Training about your requirements.

### FEES

Under Smart and skilled, a student contributes towards the cost of training through the payment of student fees. The following student fee payments exist over the 12 month delivery of the course:

3 Instalment Payment Plan (Full fee: up to \$1,950*)			Individualise Payment Plan (Full fee: up to \$1,950*)	
1. 1 <sup>st</sup> Cluster	\$650	<b>OR</b>	<b>\$200 enrolment fee</b> + <b>Fortnight payment plan</b>	
2. 3 <sup>rd</sup> Cluster	\$550			
3. 4 <sup>th</sup> Cluster	\$400			
4. 5 <sup>th</sup> Cluster	\$350			

*\* This training is subsidised by NSW Government. This fee can vary according to the criteria met by the student.*

#### Please note:

- **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.**

## **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 on [studentsupport@peaktraining.net.au](mailto:studentsupport@peaktraining.net.au) or 9779 9999.

## **Enrolment**

If you would like to enrol in this course, please visit the website here <http://nswfdc.org.au/peak-training/student-handbook-forms/> to download an enrolment form and to view the Student Handbook. Alternatively phone (02) 9779 9999 or email PEAK Training [info@peaktraining.net.au](mailto:info@peaktraining.net.au) to request an enrolment form.

For queries concerning the subsidised training, you may contact PEAK Training on the above contact details, or contact State Training Services Customer Support Centre by email at [enquiries@smartandskilled.nsw.gov.au](mailto:enquiries@smartandskilled.nsw.gov.au) or phone 132 811.

## **Consumer Protection Information**

Students are protected under Australian Consumer Law when enrolled with PEAK Training. Please refer to our Student Handbook for the Consumer Protection Policy.