

real skills for
real careers

CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE



2020/21 Rolling Intake Study Schedule

VERSION 2.0 | SEPT 2020

Communities@Work

**CENTRE OF PROFESSIONAL
LEARNING AND EDUCATION**
(RTO 88148)



ABOUT US

Communities@Work is a small Registered Training Organisation, trading as **Centre of Professional Learning and Education (CPLÉ)** (RTO 88148).

We pride ourselves in delivering exceptional training programs and services that have been developed to meet sector requirements. Our passionate team specialise in delivering vocational education and training (VET) qualifications in early childhood education and business. Our quality, evidence-based approach to delivering VET qualifications consists of a range of teaching and learning strategies used to deliver our qualifications including; face to face classes, virtual support, guided learning and hands on experience in the work environment.

Our training facilitators are qualified professionals who have relevant industry experience, qualifications and are committed to supporting students throughout their enrollment to successfully achieve their qualification.

In addition to delivering VET qualification, we offer an array of professional development learning sessions and customised training across the ACT and surrounding regions. The professional learning and training programs delivered by CPLÉ are designed to enhance the quality and capacity of services in providing education and care that aligns with the National Quality Standards (NQS) and the National Standards of Registered Training Organisation's 2015.

COURSE OUTLINE

CHC30113 Certificate III in Early Childhood Education & Care



The CHC30113 Certificate III in Early Childhood Education and Care consists of 18 units of competency; 15 core units (C) and 3 elective units (E) and is an approved early childhood education and care qualification by the Australian Children's Education and Care Quality Authority (ACECQA) under the Education and Care Services National Law (2011).

The Certificate III is an entry level qualification into a career in early childhood education and care. This qualification will provide you with foundation skills and knowledge required for the sector.

UNITS WITHIN THE CHC30113 QUALIFICATION

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE006	Support behaviour of children and young people (E)
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
CHCECE020	Establish and implement plans for developing cooperative behaviour (E)
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people (E)



MODES OF DELIVERY

This qualification is offered through

- User Choice Traineeships
- Skilled Capital Funding (when available)
- Fee-for-Service arrangements

Please refer to the following documents on our website for further information

- Student Handbook
- Fee Schedule
- CPLE Policies & Procedures

PRACTICAL EXPERIENCE REQUIRED

Every module you complete within this qualification contains assessment that must be conducted within a workplace for the sake of demonstrating skills and knowledge to pass each unit.

For this reason, it is a requirement that you complete consistent work experience or gain employment upon enrollment into this qualification, for the sake of being capable of meeting assessment expectations.

REQUIRED ICT INFRASTRUCTURE

In undertaking this course, you **MUST** have access to the following ICT infrastructure

- A computer and/or laptop
- Internet access
- Microsoft Office (i.e. Word) or equivalent
- Webcam capability

These resources are required for undertaking assessments as well as to access our online learning system and trainer/assessor support.

ROLLING INTAKE MODE OF DELIVERY



The following study schedule consists of a non-stop rolling intake that allows learners to enter and exit CHC30113 qualification delivery and completion on a flexible basis. This schedule is made up of the following components:

ONLINE LEARNING

Via our Learning Management System (LMS) Canvas, learners get access to all the required study materials they need to complete their studies. Readings, assessments, videos, forums and additional resources are all on offer. Learners are able to download assessment and upload completed work for marking. Modules open on the start date as allocated in the schedule and remain open until completion, however strict due dates are set. Due dates range from suggested time frames of 8-10 weeks per module.

WEBINARS

Pre-recorded webinars completed by our experienced trainer/assessors are loaded into Canvas and are accessible on demand. These webinars contain information that will support you in the completion of the assessments contained within each module and support you in your learning at a time dictated by you.

FACE TO FACE WORKSHOPS

CPLE recognise the importance of face to face learning in a day and age where many RTO's are moving towards online-only learning which can be very isolating and lack the support many learners need. These face to face learning opportunities are scheduled monthly and allow for learners to meet with their assigned trainer/assessor for the sake of assessment mentoring, explanation and guidance. Workshops run for two to three hours on assigned days and evenings and provide learners with the opportunity to ask questions, have assessments revised as well as meet other learners completing the qualification for the sake of mentoring and support.

CANVAS CONFERENCES

Via the use of the inbuilt video conferencing system in Canvas; Big Blue Button, these sessions are designed to allow you to touch base with your CPLE trainer/assessor in the comfort of your own home, for the sake of accessing virtual face to face support with your studies. Individual conferences can be arranged with your trainer, outside of these times if requested.





WORKPLACE VISITS

Competency-based assessment is the process of collecting evidence and making judgments on the development of practical skills. Each module you complete will have practical assessment that need to be implemented. Our trainer/assessors will conduct regular workplace visits to your service for the purpose of observing your practice and supporting your skill development. We will also regularly liaise with your workplace supervisor to oversee the completion of your workplace observation report.



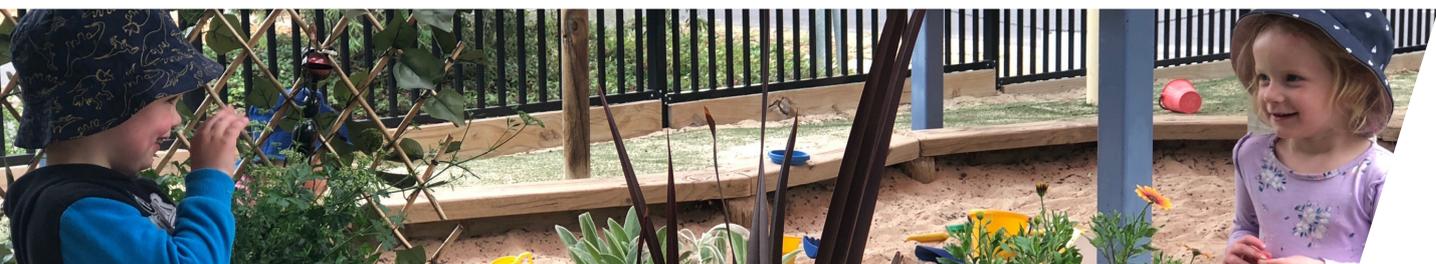
MODULE OUTLINES



LEGISLATION AND ETHICS

- CHCECE009 Use an approved learning framework to guide practice**
- CHCPRT001 Identify and respond to children and young people at risk**
- CHCLEG001 Work legally and ethically**

This module will require you to identify and work within the legal and ethical frameworks that apply to your job role as an early year's educator. It will require you to play a proactive role in identifying and meeting your legal and ethical Responsibilities relating to the areas of child protection, working within the required approved learning frameworks as well as understanding law, policy and procedure requirements of the profession.



HEALTH AND SAFETY

- CHCECE002 Ensure the health and safety of children**
- CHCECE004 Promote and provide healthy food and drinks**
- HLTWHS001 Participate in workplace health and safety**

This module will require you to demonstrate skills and knowledge to maintain the health and safety of children. It covers areas relating to safe food handling, medication administration, WHS, health and allergy needs of children and the maintenance of clean and safe learning environments for children in a range of settings.



RELATIONSHIPS IN THE EARLY YEARS

CHCECE005 Provide care for babies and toddlers

CHCECE010 Support the holistic development of children in early childhood

This module will require you to demonstrate your skills in working with babies and toddlers to ensure that the children's physical and emotional well-being is maintained. You will also be expected to develop and use skills and knowledge to support and recognise the interrelationship between the physical, social, emotional, cognitive and communication development of children.

***Mandatory minimum of 120 hours of work placement with children aged 0-2 years is required for the completion of this module.



GUIDING BEHAVIOUR

CHCECE006 Support the behaviour of children and young people

CHCECE020 Establish and implement plans for developing cooperative behaviour

This module will require you to demonstrate your ability to support individuals and groups of children in developing pro-social and cooperative behaviours and apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment.



SUPPORTING PLAY AND DEVELOPMENT

- CHCECE011 Provide experiences to support children's play and learning
- CHCECE007 Develop positive and Respectful relationships with children
- CHCECE003 Provide care for children
- CHCECE013 Use information about children to inform practice

This module will require you to plan and implement play based learning activities for children. You will be required to gather information about children through observation and other sources as a basis to inform program-planning cycles and to share with children and their families.

***Mandatory minimum of 120 hours of work placement with children aged 0-6 years is required for the completion of this module



INCLUSIVE PRACTICES

- CHCECE001 Develop cultural competence
- CHCDIV001 Work with diverse people
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety (C)

This module will require you to work in culturally competent ways to support Participation of all children and families in children's service. This support includes contributing to children's understanding and acceptance of all cultures – especially that of Australia's First Peoples: Aboriginal and Torres Strait Islander culture.



FIRST AID

HLTAID004 Provide an emergency first aid response in an education and care setting

First Aid is delivered through a partnership arrangements with St John Ambulance A.C.T RTO 88041. This unit describes the skills and knowledge required to provide a first aid response. It applies to educators who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies. Students must have a valid First Aid certificate on completion of the qualification.



INTAKE TIMETABLE



SUPPORTING PLAY AND DEVELOPMENT

120 0-6 YEARS HOUR WORK PLACEMENT
REQUIRED FOR ASSESSMENT
MODULE START DATE: 19TH OCTOBER 2020
MODULE END DATE: 8TH JANUARY 2021

FACE TO FACE CLASSES

Tuesday 3rd November, 5.30 - 7.30pm
Tuesday 1st December, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 21st October, 5.30 - 6.30pm
Wednesday 18th November, 5.30 - 6.30pm
Wednesday 16th December, 5.30 - 6.30pm

INCLUSIVE PRACTICES

8 WEEKS FOR COMPLETION
MODULE START DATE: 11TH JANUARY 2021
MODULE END DATE: 5TH MARCH 2021

FACE TO FACE CLASSES

Tuesday 12th January, 5.30 - 7.30pm
Tuesday 9th February, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 27th January, 5.30 - 6.30pm
Wednesday 24th February, 5.30 - 6.30pm

LEGISLATION AND ETHICS

8 WEEKS FOR COMPLETION
MODULE START DATE: 8TH MARCH 2021
MODULE END DATE: 7TH MAY 2021

FACE TO FACE CLASSES

Tuesday 9th March, 5.30 - 7.30pm
Tuesday 13th April, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 24th March, 5.30 - 6.30pm
Wednesday 28th April, 5.30 - 6.30pm

HEALTH AND SAFETY

8 WEEKS FOR COMPLETION
MODULE START DATE: 10TH MAY 2021
MODULE END DATE: 9TH JULY 2021

FACE TO FACE CLASSES

Tuesday 11th May, 5.30 - 7.30pm
Tuesday 8th June, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 26th May, 5.30 - 6.30pm
Wednesday 23rd June, 5.30 - 6.30pm

RELATIONSHIPS IN THE EARLY YEARS

120 HOUR 0-2 YEARS WORK PLACEMENT
REQUIRED FOR ASSESSMENT
MODULE START DATE: 12TH JULY 2021
MODULE END DATE: 10TH SEPTEMBER 2021

FACE TO FACE CLASSES

Tuesday 13th July, 5.30 - 7.30pm
Tuesday 10th August, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 28th July, 5.30 - 6.30pm
Wednesday 25th August, 5.30 - 6.30pm

GUIDING BEHAVIOUR

8 WEEKS FOR COMPLETION
MODULE START DATE: 13TH SEPTEMBER 2021
MODULE END DATE: 29TH OCTOBER 2021

FACE TO FACE CLASSES

Tuesday 14th September, 5.30 - 7.30pm
Tuesday 12th October, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 22nd September, 5.30 - 6.30pm
Wednesday 27th October, 5.30 - 6.30pm

INTAKE TIMETABLE



SUPPORTING PLAY AND DEVELOPMENT

120 HOUR 0-2 YEARS WORK PLACEMENT
REQUIRED FOR ASSESSMENT
MODULE START DATE: 1ST NOVEMBER 2021
MODULE END DATE: 7TH JANUARY 2022

FACE TO FACE CLASSES

Tuesday 9th November, 5.30 - 7.30pm
Tuesday 7th December, 5.30 - 7.30pm

CANVAS CONFERENCES

Wednesday 24th November, 5.30 - 6.30pm
Wednesday 15th December, 5.30 - 6.30pm

HLTAID004: PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING | COST: \$100

We hold regular First Aid classes through our partnership with St John Ambulance ACT (RTO 88041). If you need to complete or renew this qualification, let us know and we can advise of dates.



CLASS LOCATION >

Communities@Work
Dixon Drive Campus

172 Dixon Drive
Holder ACT 2600



Dixon Drive Campus



Car Park
Enter via Dixon Drive, Holder.
Parking for the Training Room is located closest to the entrance gate.



Training Room
Once you have parked your car closest to the entrance gate, you will have a short **80m walk** to the training room.

If you are having difficulty finding any of the training rooms, please call 6293 6220

CONTACT DETAILS

Communities@Work's Centre of Professional Learning and Education (RTO 88148)

Phone: (02) 6293 6220

Email: cple@commsatwork.org

Postal Address: PO Box 1066, Tuggeranong ACT 2901

Address: 245 Cowlshaw Street, Greenway ACT 2900

www.commsatwork.org

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