real skills for real careers

CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE

2020/21 Rolling Intake Study Schedule

VERSION 2.0 | OCT 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 (CPLE)** (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 CPLE 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.

WINNER
ACT Large Employer of the Year

ACT TRAINING AWARDS 2019 2020

COURSE OUTLINE
CHC50113 Diploma of Early Childhood Education

The CHC50113 Diploma of Early Childhood Education and Care consists of 28 units of competency; 23 core units (C) and 5 elective units (E).

The Diploma 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). This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

CREDIT TRANSFER ACKNOWLEDGEMENT

The following study schedule is aimed at learners who have already completed the CHC30113 Certificate III in Early Childhood Education & Care qualification and are currently employed in the education and care sector.

In most cases, learners who have completed this qualification enter with the following units on a statement of attainment. At the time of enrolment, credit transfer is given for any of the following units - in addition to any other applicable electives - that have previously been completed. In the event a unit(s) have not been completed in previous study, the learner will be enrolled into them for the sake of qualification completion.

CHCECE009	Use an approved learning framework to guide practice (C)
CHCPRT001	Identify and respond to children and young people at risk (C)
CHCLEG001	Work legally and ethically (C)
CHCECE002	Ensure the health and safety of children (C)
CHCECE004	Promote and provide healthy food and drinks (C)
CHCECE005	Provide care for babies and toddlers (C)
CHCECE010	Support the holistic development of children in early childhood (C)
CHCECE006	Support the behaviour of children and young people (E)
CHCECE020	Establish and implement plans for developing cooperative behaviour (C)
CHCECE011	Provide experiences to support children's play and learning (C)
CHCECE007	Develop positive and respectful relationships with children (C)
CHCECE003	Provide care for children (C)
CHCECE001	Develop cultural competence (C)
CHCDIV001	Work with diverse people (E)
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety (C)

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

PREREQUISITES FOR ENTRY

Due to the nature of this qualification and its delivery, this intake is aimed learners who have successfully completed a CHC30113 Certificate III in Early Childhood Education and Care and are working either part time or full time within an ECE setting.

Please note that these are prerequisites for entry into this intake.

REQUIRED ICT INFRASTRURE

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 CHC50113 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

SAFE ENVIRONMENTS

HLTWHS003 Maintain work health and safety
CHCECE016 Establish and maintain a safe and healthy environment for children

This module will require you to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team as well use skills and knowledge to establish and maintain a safe and healthy environments for children.

PARTNERSHIPS & INCLUSION

CHCECE021 Implement strategies for the inclusion of all children
CHCECE026 Work in partnership with families to provide appropriate education and care for children

This module focuses on the skills and knowledge required to support the inclusion of all children based on their identified needs and support requirements. To complete it, you will be expected to work with fellow colleagues, families and significant others in a child's life, to plan and implement all support strategies, where required.

CURRICULUM DESIGN

CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
CHCECE018 Nurture creativity in children
CHCECE024 Design and implement the curriculum to foster children's leaning and development

This module focuses on the programming cycle whereby you will be expected to demonstrate skills and knowledge around your ability to design, implement and evaluate the curriculum to foster children's learning and development.
**Mandatory minimum of 240 hours of work placement with children aged 0-6 years is required for the completion of this module.

CHILD DEVELOPMENT

CHCECE022 Promote children's agency
CHCECE023 Analyse information to inform learning

For the completion of this module, you will be required to promote and encourage children's agency to provide them with opportunities that stimulate their learning and development. You will be expected to do this by gathering and analysing information about children's learning, in order to inform your practice and the learning opportunities you provide.

REFLECTIVE PRACTICE & SUSTAINABILITY

CHCPRP003 Reflect on and improve own professional practices
CHCECE025 Embed sustainable practices in service operations

This module will outline the skills and knowledge required to evaluate and enhance your own practice through a process of reflection and ongoing professional development. It will also guide you through processes you are to use in order to support children in connecting with and contributing to their world for the sake of embedding sustainable practice into your service operations.

LEAD SERVICE QUALITY IMPROVEMENT

CHCECE019 Facilitate compliance in an education and care service

For the completion of this module, you will be required to facilitate legislative, regulatory and National Quality Framework compliance within an education and care service. Tasks will include interpreting the National Quality Framework for the sake of facilitating the development of a quality improvement plan.

**Mandatory minimum of 120 hours of work placement with children aged 0-12 years is required for the completion of this module

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.

THE FOLLOWING MODULES WILL BE ISSUED TO YOU INDEPENDENTLY IF YOU ARE REQUIRED TO COMPLETE UNITS WITHIN THEM

GUIDING BEHAVIOUR

CHCECE006 Support the behaviour of children and young people

CHCECE020 Establish and implement plans for developing cooperative behaviour

INCLUSIVE PRACTICES

CHCECE001 Develop cultural competence

CHCDIV001 Work with diverse people

CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

INTAKE TIMETABLE

SUSTAINABILITY & REFLECTIVE PRACTICE

9 WEEKS FOR COMPLETION
MODULE START DATE: 19 OCTOBER 2020
MODULE END DATE: 18 DECEMBER 2020

FACE TO FACE CLASSES
Wednesday 4 November 5.30-7.30pm
Wednesday 2 December 5.30-7.30pm

CANVAS CONFERENCES
Monday 26 October 5.30-6.30pm
Monday 30 November 5.30-6.50pm

LEAD SERVICE & QUALITY IMPROVEMENTS

9 WEEKS FOR COMPLETION WITH 120 HOUR WORK PLACEMENT
MODULE START DATE: 11 JANUARY 2021
MODULE END DATE: 12 MARCH 2021

FACE TO FACE CLASSES
Monday 18 January 5.30-7.30pm
Monday 15 February 5.30-7.30pm

CANVAS CONFERENCES
Thursday 4 February 7.00-8.00pm
Thursday 4 March 7.00-8.00pm

SAFE ENVIRONMENTS

8 WEEKS FOR COMPLETION
MODULE START DATE: 15 MARCH 2021
MODULE END DATE: 7 MAY 2021

FACE TO FACE CLASSES
Monday 22 March 5.30-7.30pm
Monday 19 April 5.30-7.30pm

CANVAS CONFERENCES
Thursday 8 April 7.00-8.00pm
Thursday 29 April 7.00-8.00pm

PARTNERSHIPS & INCLUSION

8 WEEKS FOR COMPLETION
MODULE START DATE: 10 MAY 2021
MODULE END DATE: 2 JULY 2021

FACE TO FACE CLASSES
Monday 17 May 5.30-7.30pm
Monday 7 June 5.30-7.30pm

CANVAS CONFERENCES
Thursday 3 June 7.00-8.00pm
Thursday 24 June 7.00-8.00pm

CURRICULUM DESIGN

10 WEEKS FOR COMPLETION WITH 240 HOUR WORK PLACEMENT
MODULE START DATE: 5 JULY 2021
MODULE END DATE: 10 SEPTEMBER 2021

FACE TO FACE CLASSES
Monday 12 July 5.30-7.30pm
Monday 7 June 5.30-7.30pm

CANVAS CONFERENCES
Thursday 29 July 7.00-8.00pm
Thursday 2 September 7.00-8.00pm

CHILD DEVELOPMENT

8 WEEKS FOR COMPLETION
MODULE START DATE: 13 SEPTEMBER 2021
MODULE END DATE: 5 NOVEMBER 2021

FACE TO FACE CLASSES
Monday 20 September 5.30-7.30pm
Monday 18 October 5.30-7.30pm

CANVAS CONFERENCES
Thursday 7 October 7.00-8.00pm
Thursday 28 October 7.00-8.00pm

INTAKE TIMETABLE

SUSTAINABILITY & REFLECTIVE PRACTICE

9 WEEKS FOR COMPLETION
MODULE START DATE: 19 OCTOBER 2021
MODULE END DATE: 31 DECEMBER 2021

FACE TO FACE CLASSES
Monday 15 November 5.30-7.30pm
Monday 13 December 5.30-7.30pm

CANVAS CONFERENCES
Thursday 2 December 7.00-8.00pm
Thursday 23 December 7.00-8.00pm

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

We hold regular First Aid classes though 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.

THE FOLLOWING MODULES WILL BE ISSUED TO YOU INDEPENDENTLY IF YOU ARE REQUIRED TO COMPLETE UNITS WITHIN THEM

These units are to be worked on during enrolment to due dates set by your assigned trainer/assessor. in negotiation with you.

Face to face classes are not available for these modules however you will have access to pre-recorded webinars for the sake of assessment support. Zoom conferences with your trainer if required can be arranged via request. Our clustered assessment has been developed in a manner which allows for flexibility. Assessment rquirements will depend on units completed prior to enrolment (if applicable).

GUIDING BEHAVIOUR

CHCECE006: Support the behaviour of children and young people

CHCECE020: Establish and implement plans for developing cooperative behaviour

INCLUSIVE PRACTICES

CHCECE001: Develop cultural competence

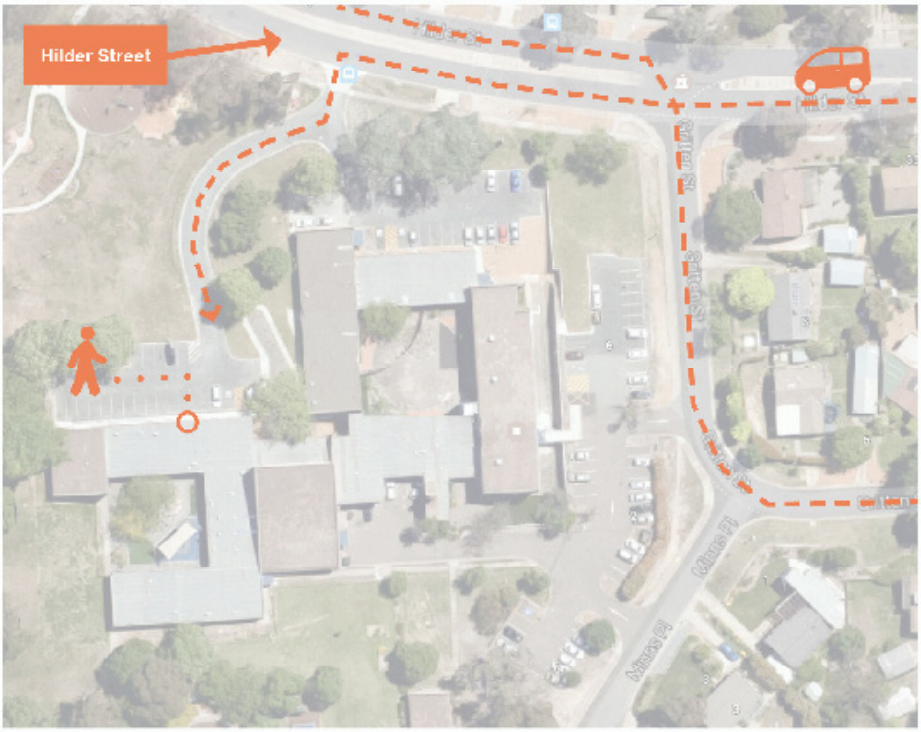
CHCDIV001: Work with diverse people

CHCDIV002: Promote Aboriginal and/or Torres Strait Islander cultural safety

CLASS LOCATION

Communities@Work
Weston Campus

Hilder Street
Weston ACT



Training Room

Car Park
Enter via Hilder Street, Weston. The entrance is off the car park on Hilder Street.

Training Room
Once you have parked your car, you will have a short **20m 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)

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