

# Qualification outline

**CHC30113 Certificate III in  
Early Childhood Education  
and Care**



**Welcome!**

You'll find everything  
you need inside.

RTO 88148

**Communities@Work**

Trading as Centre of Professional Learning and Education

## CHC30113 Certificate III in Early Childhood Education and Care

Communities@Work's Registered Training Organisation (RTO 88148) clusters units of competency into modules as outlined below. 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). The CHC30113 Certificate III in Early Childhood Education and Care 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 qualification is delivered through classroom delivery with online components completed through our learner management system. Tasks link with sector requirements and the National Quality Framework for Early Childhood Education and Care in Australia. A range of teaching and learning strategies will be used to deliver the qualification including; practical tasks, projects and hands on experience in the work environment. The CHC30113 Certificate III in Early Childhood Education and Care will be delivered in line with the Australian Skills Quality Authority standards and the National Quality Framework for Early Childhood Education and Care in Australia.

## Assessment

The expected completion time through part time study is 6 to 12 months.

Throughout your enrolment you are required to complete a mandatory total of 120 hours work placement in a licensed and registered education and care service with children aged 0-2 years. This is in addition to hours working with children aged 2-6 years over the course of enrolment. To allow this to take place you will need to be engaged in work, either paid or unpaid, with children. Students will be observed and assessed on-the-job while completing the mandatory work placement hours.

Communities@Work's RTO will provide students with the required documentation to be used when recording the completion of your work placement hours.

Assessments will be conducted during workshops, in your own time and demonstrated within the workplace. Each module will be accompanied by a comprehensive PowerPoint presentation to support learning and development. For workplace based assessments, you will be required to work with children in a licensed and registered education and care service. Due dates for assessments will be given during class and extensions may be granted before the assessment due date in extenuating circumstances. In some cases, you may be required to complete tasks prior to attending the first class of the module.

Support will be provided during workshops, workplace visits and study sessions as well as via phone and email.

# Qualification Outline

## CHC30113 Certificate III in Early Childhood Education and Care

Module & Units of Competency	Module Outline	Days of Delivery
<b>Legislation and Ethics</b>		
<p><b>CHCECE009</b> Use an approved learning framework to guide practice</p> <p><b>CHCPRT001</b> Identify and respond to children and young people at risk</p> <p><b>CHCLEG001</b> Work legally and ethically</p>	<p>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.</p> <p>*Minimum 30 hours of work placement.</p>	3 Days of Delivery
<b>First Aid</b>		
<p><b>HLTAID004</b> Provide an emergency first aid response in an education and care setting*</p>	<p>This module describes the skills and knowledge required to provide a first aid response to infants, children and adults. It applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies. Competency will contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulation (2011).</p> <p>Students must have a valid First Aid certificate on completion of the qualification.</p> <p>*Fist Aid is delivered through a third party arrangement with Canberra First Aid (RTO 90909).</p>	<p>1 Day of Delivery</p> <p>*Attendance not required if competency achieved for unit of competency</p>
<b>Health and Safety</b>		
<p><b>CHCECE002</b> Ensure the health and safety of children</p> <p><b>CHCECE004</b> Promote and provide healthy food and drinks</p> <p><b>HLTWS001</b> Participate in workplace health and safety</p>	<p>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.</p> <p>*Minimum 30 hours of work placement.</p>	4 Days of Delivery
<b>Relationships in the Early Years</b>		
<p><b>CHCECE005</b> Provide care for babies and toddlers</p> <p><b>CHCECE010</b> Support the holistic development of children in early childhood</p>	<p>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 from birth to 6 years of age.</p> <p>*Minimum 120 hours of work placement with children aged 0-2 years.</p>	<p>3 Days of Delivery</p> <p>*120 hours work placement is required for this module</p>
<b>Guiding Behaviour</b>		
<p><b>CHCECE006</b> Support the behaviour of children and young people</p> <p><b>CHCECE020</b> Establish and implement plans for developing cooperative behaviour</p>	<p>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.</p> <p>*Minimum 120 hours of work placement with children aged 0-2 years.</p>	2 Days of Delivery

## Qualification Continues

Module & Units of Competency	Module Outline	Days of Delivery
<b>Fostering Play and Relationships</b>		
<p><b>CHCECE011</b> Provide experiences to support children's play and learning</p> <p><b>CHCECE007</b> Develop positive and respectful relationships with children</p> <p><b>CHCECE003</b> Provide care for children</p> <p><b>CHCECE013</b> Use information about children to inform practice</p>	<p>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.</p> <p>*120 hours work placement is required for this module</p>	4 Days of Delivery
<b>Inclusive Practices</b>		
<p><b>CHCECE001</b> Develop cultural competence</p> <p><b>CHCDIV001</b> Work with diverse people</p> <p><b>CHCDIV002</b> Promote Aboriginal and/or Torres Strait Islander cultural safety</p>	<p>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.</p> <p>*Minimum 30 hours of work placement.</p>	3 Days of Delivery

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### Important Information

**Assessment submissions and extension requests email:**

assessments@commsatwork.org

**Class Times:** 9am to 5pm

**Class Locations:**

Communities@Work CPLE Training  
Room Weston Community Hub,  
Hilder Street, Weston ACT 2611

Communities@Work Dixon Drive Campus,  
172 Dixon Drive, Holder, ACT 2906

### Contact Us

**Communities@Work**  
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