

real skills for  
real careers

# CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE



## 2021 Rolling Intake Study Schedule

**Communities@Work**

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



## ABOUT US

Communities@Work's Centre of Professional Learning and Education – CPLE (RTO 88148) is a Registered Training Organisation located in the ACT, delivering nationally recognised qualifications.

We pride ourselves in delivering exceptional training programs and services that have been developed to meet sector requirements. Our quality 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, online 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 enrolment to successfully achieve their qualification.

In addition to delivering nationally recognised qualifications, we offer an array of professional development topics 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 Standards for Registered Training Organisations (SRTO) 2015.

**NOTE: The CHC30113 Certificate III in Early Childhood Education and Care qualification has now been superseded and has entered a teach out period which will end on 20 January 2023.**

Candidates entering enrolment into this qualification must ensure they are aware of and comply with our **TRANSITION OF TRAINING PACKAGE POLICY AND PROCEDURE**. For further information please contact CPLE at [cple@commsatwork.org](mailto:cple@commsatwork.org).

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2019  
2020

# COURSE OUTLINE



The CHC30113 Certificate III in Early Childhood Education and Care course is an entry-level qualification into a career in early childhood education and care. This qualification will provide you with foundation skills and knowledge of the sector. There is a combination of written assessment items, practical hours, on-the-job activities, and attendance to face to face and virtual sessions.

Expected course completion is 12 – 24 months.

Throughout enrolment, you will be required to complete a minimum of 240 hours of mandatory work placement in a licensed and registered early education and care service. A minimum of 120 hours must be completed with children 0-2 years whilst the remaining minimum 120 hours can be with children aged 0-6 years. To allow this to take place, you will need to be engaged in work either paid or unpaid, in an education and care setting. It will be your responsibility to source this opportunity however CPLE staff can assist in sourcing possibilities for placement within our services, where required.

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

The CHC30113 Certificate III qualification includes 18 units of competency that are required to obtain the qualification. Learning and assessment reflect real-life educator roles and links with the sector requirements and the National Quality Framework (NQF).

### 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)

Students can apply for Recognition of Prior Learning (RPL) if they meet the eligibility requirements. Previous study completed within this qualification can also be recognised through Credit transfer arrangements. Provision of a CHC30113 certificate/transcript must be submitted during the pre-enrolment phase in order to prove completion and provide evidence for the credit transfer process.



## MODES OF DELIVERY

Our intake is delivered to students via a blended mode of delivery. Online learning, workplace learning, virtual and face to face support sessions all combine to support students through the process of learning.

This qualification is eligible to receive Government funded subsidised options and is offered through:

- User Choice funding arrangements (Traineeship)
- Skilled Capital funding (when available)
- Fee-for-service arrangements

Refer to the Skills Canberra website for further information regarding eligibility criteria and funded study options. You can also refer to the following documents on our website for further information.

- Student Handbook
- Fee Schedule
- CPLE Policies & Procedures



## EMPLOYMENT AND WORK EXPERIENCE IS ESSENTIAL

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 assessment.

For this reason, it is an essential 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.

It will be your responsibility to source this opportunity within a regulated and licensed early education and care setting in the ACT however, CPLE staff can assist in sourcing possibilities for placement within our services, where required.



## WORKING WITH VULNERABLE PEOPLE (WWVP) REGISTRATION

To comply with the legal requirements of being an early year's educator, all students must apply for and hold a current and valid WWVP registration during their time of enrolment.



## LANGUAGE, LITERACY AND NUMERACY REQUIREMENTS

In line with legal and ethical requirements, CPLE must assess the language, literacy and numeracy (LLN) levels of potential students in order to determine if the course is suitable to the learner's skill level. LLN levels are assessed against the Australian Core Skills Framework.





It is a requirement for enrolment into the CHC30113 Certificate III in Early Childhood Education and Care that you hold English language, literacy and numeracy skills to the following ACSF levels:

- Reading – ACSF Level 3
- Numeracy – ACSF Level 2
- Writing – ACSF Level 3
- Oral Communication – ACSF Level 3



LLN skills will be assessed via the completion of a paper-based assessment tool which is completed by all potential learners prior to enrolment. CPLE will make arrangements with you to attend a pre-enrolment interview or information session, whereby opportunity to complete this assessment will be provided.

The above listed ACSF levels must be obtained to proceed with enrolment. In the event levels are not achieved, you will either be offered enrolment with conditions (determined on your current ACSF levels if close to those required for entry) or be referred to places and/or tools to support the development of your LLN skills for the sake of future application into the course.



## 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
- An active email address



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

## REQUIRED PERMISSIONS

Practical assessments contained within this qualification require the observation and documentation of children's learning, development, behaviours and play spaces. Assessment will also require referral and access to service policy and procedures. Prior to enrolment in this course, please check your service policies and procedures regarding accessing such permissions. Whilst we encourage our students to maintain the privacy of their service and those that use it, the submission of photos and service documents such as those relating to policies and procedures is required for the sake of demonstrating assessment authenticity and competency. If you have questions regarding this, please speak with CPLE prior to enrolment for further guidance regarding assessment requirements within this space for the sake of making an informed decision.



## ACCESS TO AN SUITABLY QUALIFIED WORKPLACE SUPERVISOR

Third party observation reports form part of the portfolio of evidence which is used by your trainer/assessor to assess your competence. For the completion of this qualification, it is vital for you to have access to a qualified educator who can mentor you and observe your practices in the workplace for the sake of providing CPLE with this required evidence via our Workplace Observation Reports assessments.





Under the requirements of this qualification, a workplace supervisor must be someone who:

- holds a Diploma in Early Education and Care qualification OR a higher-level qualification in the early years and
- is in direct supervision of your practices.

Should you have further questions regarding this requirement, please speak with a member of the CPLE team prior to enrolment.



## STUDENT OBLIGATIONS



- Students not employed in a licensed and registered early childhood service are required to seek and find a work placement or employment, to complete required on-the-job assessment. This qualification cannot be completed without engagement in work as an educator. Students will be responsible for sourcing a service for employment/work experience.
- Students are encouraged to attend face-to-face as outlined in this intake outline as we are not an online RTO and believe in the importance of face to face, social learning opportunities. Please ensure you can attend the sessions outlined in this brochure for the sake of accessing required support.
- Students must complete minimum mandatory hours for units/modules as applicable. Normal employed hours can be counted toward total hours accrued. Speak with CPLE staff if you have questions with how the hours can be collated and documented.
- Work placement services must engage with CPLE trainer/assessors for the sake of facilitating workplace visits. Please liaise with your service management to ensure they are willing to support you in this requirement.
- Work placement services will be required to complete Workplace Observation Reports during the completion of each module. These reports must be co-signed by a trainer/ assessor and a Diploma qualified educator who is in direct supervision of the student's practices. Students will be responsible for sourcing a suitably qualified educator willing able to complete this task.
- Practical projects are a requirement of this course with the following being necessary:
  - ◆ taking photos and documenting children's play, learning environments and experiences,
  - ◆ Designing and implementing learning experiences for children,
  - ◆ accessing and being mentored through service policies and procedures,
  - ◆ participating in emergency drill procedures and WHS processes,
  - ◆ observing and implementing service processes surrounding medication administration, allergies, illnesses, and accidents,
  - ◆ talking to parents, children and educators to enact care practices and quality interactions,
  - ◆ attending staff meetings and discussing service processes.



Students will need to source a service willing to support them in such actions.



# INTAKE DELIVERY



Our CHC30113 Certificate III in Early Childhood Education and care mode of delivery consists of a non-stop rolling intake which allows learners to enter and exit 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 and additional resources are all on offer. Learners can download assessment and upload completed work for marking.

Modules open on a start date as allocated in your study schedule, which is developed upon enrolment, and remain open until completion. This said, strict due dates are set and are expected to be followed. Due dates range from suggested time frames of 8-10 weeks per module.

## WEBINARS

Pre-recorded webinars facilitated by our experienced trainer/assessors are loaded into Canvas and are accessible on demand. These webinars contain information that will guide 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

CPL 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 regularly and allow for learners to meet with their assigned trainer/assessor for the sake of assessment mentoring, explanation, and guidance. Workshops run for three hours on assigned 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; students can request for virtual trainer support when required whether it be during study time in service or after hours at a time agreed to by an assigned trainer/assessor.

## 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 assessments that need to be implemented with children, educators and families within a licenced and regulated early education and care setting. Our trainer/assessors 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 reports to determine your ability and skills as an early years educator.

# DELIVERY DESIGN



## MODULE ONE | 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

Students will be given 8 weeks for completion of this module.



## MODULE TWO | 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

Students will be given 8 weeks for completion of this module.



## MODULE THREE | RELATIONSHIPS IN THE EARLY YEARS

- CHCECE005 Provide care for babies and toddlers
- CHCECE010 Support the holistic development of children in early childhood

Students will be given 8 weeks for completion of this module. This module requires a minimum of 120 mandatory work placement hours with children aged 0-2 years for completion.



## MODULE FOUR | GUIDING BEHAVIOUR

- CHCECE006 Support the behaviour of children and young people
- CHCECE020 Establish and implement plans for developing cooperative behaviour

Students will be given 8 weeks for completion of this module.



## MODULE FIVE | 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

Students will be given 8 weeks for completion of this module.



## MODULE SIX | INCLUSIVE PRACTICES

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

Students will be given 8 weeks for completion of this module.



## FIRST AID

- HLTAID004 Provide an emergency first aid response in an education and care setting
- Cost: \$120

Through an alliance with Canberra First Aid (RTO 90909), we can refer to you regular intakes of this qualification which are delivered and assessed through them. Please inform your CPLE trainer/ assessor if you would like more information regarding this arrangement.

# 2021 FACE TO FACE SUPPORT SESSIONS



The following sessions allow our CHC30113 Certificate III students the opportunity to access a space to study with the face-to-face support from an experienced CPLE trainer/assessor to assist in assessment understanding and task requirements.

All sessions are held at our CPLE office located in our Communities@Work Dixon Drive Campus – see map overpage.

Bookings are essential and can be made via Humanitix.

- Tuesday February 9th 5:30 PM to 7:30 PM
- Tuesday March 9th 5:30 PM to 7:30 PM
- Tuesday April 13th 5:30PM to 7:30 PM
- Tuesday May 11th 5:30 PM to 7:30 PM
- Tuesday June 8th 5:30 PM to 7:30 PM
- Tuesday July 13th 5:30 PM to 7:30 PM
- Tuesday August 10th 5.30PM to &.30 PM
- Tuesday September 14th 5:30 PM to 7:30 PM
- Tuesday October 12th 5:30 PM to 7:30 PM
- Tuesday November 9th 5:30 PM to 7:30 PM
- Tuesday December 7th 5:30 PM to 7:30 PM



## CLASS LOCATION >

### Weston Community Hub

Corner of Hilder St and  
Gritten St, ACT 2611  
(Entry off Hilder Street)



### 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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**[www.commsatwork.org](http://www.commsatwork.org)**

# Communities@Work

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