

real skills for  
real careers

# CHC50113 DIPLOMA OF 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**NOTE:** The CHC50113 Diploma of Early Childhood Education and Care qualification has now been superseded and has entered a teach-out period which will end on 20 January 2023.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 CPLE's **TRANSITION OF TRAINING PACKAGE POLICY AND PROCEDURE**. For further information regarding these arrangements, please contact CPLE at [cple@commsatwork.org](mailto:cple@commsatwork.org).

**WINNER**  
ACT Large Employer  
of the Year

ACT TRAINING  
**AWARDS** 2019 2020

# COURSE OUTLINE



The CHC50113 Diploma in Early Childhood Education and Care qualification is designed for a career in the early years sector. This qualification is targeted towards educators who manage staff, guide curriculum, and who wish to have a greater understanding of compliance. There is a combination of written assessment items, mandated practical hours, on-the-job activities, and attendance to face-to-face and virtual sessions required for the sake of completion.

**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. To allow this to take place, you will need to be engaged in work either paid or unpaid, in an education and care setting catering to children 0-6 years of age. 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 CHC50113 Diploma qualification includes 28 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).

As our CHC50113 intake is targeted at learners who already hold a completed CHC30113 Certificate III in Early Childhood Education & Care qualification, learners who enter with the following units on a statement of attainment will be given credit transfer in recognition of previously completed work:

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 (E)
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)

Students can apply for Recognition of Prior Learning (RPL) if they meet the eligibility requirements. In the event a unit(s) have not been completed in previous study, you will be enrolled into them for the sake of qualification completion.



## 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



## PRE-REQUISITE QUALIFICATION REQUIREMENTS

Due to the nature of this qualification and its delivery, our CHC50113 rolling intake is aimed at learners who have already successfully completed a CHC30113 Certificate III in Early Childhood Education and Care and are working either part time or full time within an early education and care setting.

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.

**In the event you have not completed the CHC30113 Certificate III in Early Childhood Education and Care qualification, please speak with CPLE regarding your options for enrolment.**



## 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 CHC50113 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 4
- Numeracy – ACSF Level 3
- Writing – ACSF Level 4
- 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.



# INTAKE DELIVERY



Our CHC50113 Diploma 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 | 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.

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



## MODULE TWO | 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.

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



## MODULE THREE | 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 learning 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.

**Students will be given 10 weeks for completion of this module. This module requires a minimum of 240 mandatory work placement hours for completion.**



## MODULE FOUR | 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.

**Students will be given 10 weeks for completion of this module.**



## MODULE FIVE | SUSTAINABILITY & REFLECTIVE PRACTICE

- 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.

**Students will be given 10 weeks for completion of this module.**



## MODULE SIX | 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.

**Students will be given 9 weeks for completion of this module. This module requires a minimum of 120 mandatory work placement hours for completion.**



## FIRST AID

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

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.

NOTE: Due to the requirements of this unit, CPLE do not provide training and assessment services and only offer a credit transfer result based on previous completion. Enrolled students are responsible for sourcing training and assessment services in this unit for the sake of qualification completion.

Communities@Work works closely with Canberra First Aid (under the auspices of Allen's Training Pty Ltd RTO 90909) and if required, can support your enrolment into the course through this provider at an additional cost. Students must hold a current HLTAID004 result at the time of qualification completion.

## INDEPENDENT MODULES

The following modules contain elective units and/or units which replace superseded units from previous versions of the CHC30113 qualification. These modules will be issued to you independently if you have not completed them during your CHC30113 studies. Independent start, end and due dates will be negotiated with you upon enrolment into the course.



## GUIDING BEHAVIOUR

**CHCECE006** Support the behaviour of children and young people (E)

**CHCECE020** Establish and implement plans for developing cooperative behaviour (E)



## INCLUSIVE PRACTICES

**CHCECE001** Develop cultural competence (C)

**CHCDIV001** Work with diverse people (E)

**CHCDIV002** Promote Aboriginal and/or Torres Strait Islander cultural safety (C)

# 2021 FACE TO FACE SUPPORT SESSIONS



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

All sessions are held at our CPLE office located in the Weston Community Hub – see map overpage.

Bookings are essential and can be made via Humanitix.

- Monday February 8th 5:00 PM to 8:00 PM
- Tuesday February 23rd 5:00 PM to 8:00 PM
- Wednesday March 10th 5:00 PM to 8:00 PM
- Tuesday March 23rd 5:00 PM to 8:00 PM
- Monday March 29th 5:00 PM to 8:00 PM
- Wednesday April 21st 5:00 PM to 8:00 PM
- Monday May 3rd 5:00 PM to 8:00 PM
- Tuesday May 18th 5:00 PM to 8:00 PM
- Wednesday May 26th 5:00 PM to 8:00 PM
- Monday June 7th 5:00 PM to 8:00 PM
- Tuesday May 22nd 5:00 PM to 8:00 PM
- Wednesday July 7th 5:00 PM to 8:00 PM
- Monday July 19th 5:00 PM to 8:00 PM
- Tuesday August 3rd 5:00 PM to 8:00 PM
- Wednesday August 18th 5:00 PM to 8:00 PM
- Monday August 30th 5:00 PM to 8:00 PM
- Tuesday September 14th 5:00 PM to 8:00 PM
- Wednesday September 29th 5:00 PM to 8:00 PM
- Monday 11th October 5:00 PM to 8:00 PM
- Tuesday October 26th 5:00 PM to 8:00 PM
- Wednesday November 10th 5:00 PM to 8:00 PM
- Monday November 22nd 5:00 PM to 8:00 PM
- Tuesday December 7th 5:00 PM to 8:00 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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# Communities@Work

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