real skills for
real careers

FREQUENTLY ASKED QUESTIONS

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 2019 ACT LARGE EMPLOYER OF THE YEAR

ACT TRAINING AWARDS 2019

WHAT QUALIFICATIONS ARE OFFERED?

We offer two qualifications designed for a career in early childhood education and care. The qualifications are 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). We also offer a qualification in Business Administration for individuals within and outside the early childhood education and care sector.

CHC30113
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This is an entry level qualification and included 18 units of competency that is required to obtain the qualification. The Certificate III will provide you with foundation skills and knowledge required for working in the sector. There is a combination of written assessment items, practical components, on-the-job activities and attendance required through classroom based sessions. The expected course completion is between 6 – 12 months.

CHC50113
DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

The Diploma is designed for a career in early childhood education and care and includes 28 units of competency that is required to obtain the qualification. The Diploma is targeted towards educators who manage staff, guiding curriculum and who have an understanding of compliance. There is a combination of written assessment items, practical components, on-the-job activities and attendance required through classroom based sessions. The expected course completion is between 12 – 24 months.

BSB30415
CERTIFICATE III IN BUSINESS ADMINISTRATION

Consisting of 13 units of competency, this qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support a team.

Business administration roles involve a wide range of skills including using various computer packages, working with others, diary management, accounts receivable and payable, data entry and records management.

There is a combination of written assessment items, practical components, on-the-job projects and attendance to face to face and virtual sessions. Expected course completion is 12 months.

Download the course guides for more information commsatwork.org/cple.

WHAT FUNDING ARRANGEMENTS ARE OFFERED?

The Centre of Professional Learning and Education offers competency based training to students through subsidised Government funding as well as fee for service arrangements. Participants must meet eligibility requirements to enrol.

1. SKILLED CAPITAL FUNDING

Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Government. Skilled Capital provides subsidised training in a selection of qualifications from the ACT Skills Needs Lists to fill critical skills needs areas across a range of industries. Skilled Capital is available to students wanting to enrol into a nationally recognised qualification and is subject to eligibility and available places. Benefits of the funding include;

- A cost effective way to study
- Develop skills through accessible and flexible training options
- Maximising improved employment opportunities

For further information please visit the ACT Government Skilled Capital website.

2. USER CHOICE (TRAINEESHIPS)

User Choice is a national funding policy for Australian Apprenticeships, and is funded by the ACT and Australian Government. User Choice funding arrangements provide subsidised apprenticeships and traineeships to eligible students who are undertaking a nationally recognised qualification. These students must be employed part time or full time working a minimum of 15 hours per week, have supervision in the workplace and must be released to attend off the job training. Benefits of the funding include;

- Earn while you learn
- A pathway from school to work
- On-the-job and off-the-job structured training

For further information please visit the ACT Government Skills Canberra website.

3. FEE FOR SERVICE (FFS)

This is an arrangement that is not linked to any Government funding or subsidised fees. Students who do not meet eligibility through Government funding arrangements can enrol through FFS arrangements.

WHAT IS INVOLVED DURING ENROLMENT?

Centre of Professional Learning and Education's approach to enrolment and induction is to provide a pathway for students to make an informed decision about their learning options and to enter a training pathway that is suitable for the student and their current or future employment.

DO YOU HAVE SPECIFIC INTAKES OR START DATES?

Enrolment intakes occur throughout the year. For further information about our current intakes please visit Communities@Work's website for upcoming information sessions.

HOW DO I ENROL?

Prior to formal enrolment students are required to attend an information session that covers enrolment, qualification, assessment and funding information. A series of eligibility checks will also be completed to ensure the student meets the eligibility requirements for their chosen qualification.

Eligibility checks consist of;

- Enrolment documents
- ID documents
- Confirmation of employment and work placement options
- Relevant transcripts for recognition of previous qualifications
- Undertake a Language, Literacy and Numeracy (LLN) assessment

LANGUAGE, LITERACY AND NUMERACY ASSESSMENT (LLN)

The LLN is a mandatory, initial skills assessment that students are required to complete in line with the Australian Core Skills Framework (ACSF), during the enrolment selection process. CPLE will assess the outcomes of a student's LLN initial skills, prior to the student's formal enrolment with CPLE, to ensure they have the adequate skills to complete their training. Information on the Australian Core Skills Framework (ACSF) can be found here:

https://www.education.gov.au/australian-core-skills-framework

If required, additional time to complete training programs may be provided for students who require supplementary support and a learning support plan will be developed for the student.

WHAT FEES ARE CHARGED?

Fees charged are non-negotiable or refundable and vary for the funding arrangement in which you enrol. Fee subsidies may apply if you meet the eligibility. Fees charged include all administration costs, any optional textbooks or materials that may be recommended, but are not required for completion of the course are not included in the course fees and are charged at an additional cost. Centre of Professional Learning and Education do not offer student loans however we do offer payment plans where fees can be paid off through instalments. For further information around fees you can refer to our fee schedule and policy.

WHAT IS A UNIQUE STUDENT IDENTIFIER (USI)?

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI) on enrolment and supply this to their training provider. The USI is a reference number made up of ten numbers and letters. You will need a USI in order to receive your qualification or statement of attainment. For further information please visit the USI website http://usi.gov.au

ARE THERE ANY PRE-REQUESTS FOR ENROLMENT?

It is recommended if you are new to working in the industry you enrol into the CHC30113 Certificate Early Childhood Education and Care. However under the CHC training package you can enrol directly into the CHC50113 Diploma of Early Childhood Education and Care. Students must also meet the required the language, literacy and numeracy skills in line with the Australian Core Skills Framework (ACSF).

HOW LONG DOES THE ENROLMENT PROCESS TAKE?

The enrolment process can vary depending on the funding arrangement in which you enrol. General time frames vary between 4 to 8 weeks for approval of funded training contracts. Eligible students will be contacted by the Centre of Professional Learning and Education when enrolment is confirmed.

WHAT DOES ASSESSMENT INVOLVE?

Our qualifications are delivered and assessed through a blended mode of face to face delivery, online learning and workplace based tasks. Trainer Assessors will deliver and assess qualifications against the Standards for Registered Training Organisations (RTO's) 2015 and to meet specific training package requirements.

HOW WILL YOU BE ASSESSED?

Assessment items to be completed vary through each module and consists of projects, written tasks and practical components. Students will need to understand and demonstrate the required skills, knowledge and performance criteria set against each element of the unit of competency, in order to be deemed competent. This is in accordance with the training and assessment standards. Further information about assessment items is covered within our Student Handbook.

WHAT ARE ASSESSMENT OUTCOMES?

Each assessment item will be assessed as either;

- Satisfactory (S)
- Not Yet Satisfactory (NYS)
- Competent (C)
- Credit Transfer (CT)
- Recognition of Prior Learning (RPL)

Each assessment item within a module is to be completed at a (S) level a to achieve a (C) outcome overall if a student hasn't already received a previous recognition outcome.

CAN I RECEIVE RECOGNITION OF PREVIOUS TRAINING?

The Australian Governments' Standards for Registered Training Organisations (RTO's) 2015 requires RTOs, to authenticate VET qualifications, statement of attainments and transcripts that are provided by students for the purposes of granting credit transfer (CT) or Recognition of Prior Learning (RPL). This means that students must provide original certified copies of qualifications, statements of attainments and transcripts to CPLE if they wish to apply for CT or RPL. We will then verify and assess documentation, if eligible CT or RPL outcomes will be granted to the student.

WILL I BE REQUIRED TO COMPLETE A PRACTICAL WORK PLACEMENT?

Under our current training package guidelines, students are required to complete a minimum of 120 practical hours for the CHC30113 Certificate III in Early Childhood Education and Care and 240 practical hours for the CHC50113 Diploma of Early Childhood Education and Care.

If you are working within the early childhood industry with a registered provider, you will not be required to organise a practical placement as these hours will be gathered during your current employment arrangement. If you are not working within the industry you will be required to arrange a practical work placement.

WHEN SHOULD I START TO LOOK FOR A PRACTICAL WORK PLACEMENT?

It is recommended for students to start looking for a work placement as soon as your qualification enrolment is confirmed. This way, you are able to complete workplace tasks that is required within an assessment, including any relevant workplace practical hours.

HOW DO I FIND AND APPLY FOR A PRACTICAL WORK PLACEMENT?

Finding a work placement is kind of like looking for a new job! Follow the steps below to find a work placement that will enhance your skills and get you some valuable on-the-job practical experience throughout your enrolment.

1. **Search**
    Think about services where you would like to work. Try looking through available positions through job websites.

2. **Apply**
    Create a shortlist and start contacting potential workplaces. Provide them with confirmation of your qualification enrolment and an up-to-date resume and cover letter.

3. **Meet**
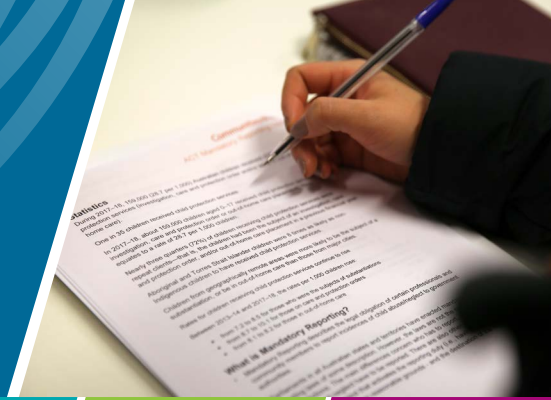   Arrange a time to meet with the workplace and discuss placement options.

4. **Secure**
    Confirm all placement details and inform us of all relevant details such as your start date and where your placement will be.

5. **Commence**
    Start your work placement!

WHAT IS EXPECTED OF ALL PARTIES?

WHAT DO WE EXPECT FROM YOU?

To ensure all students receive equal opportunity and gain the maximum benefit from us, it is the responsibility of the student to read through the qualification information and understand their rights and responsibilities of enrolment supplied by CPLE. CPLE provides an adult learning environment and expects students to engage and take on responsibility of their own training and assessment.

This includes;

- Preparedness to work,
- Regular class attendance,
- Completion of satisfactory assessment items,
- Responsible and respectful Behaviour and
- Safety considerations.

Both qualifications will require you to complete mandatory practical hours within a regulated early childhood education and care service, this can either be through employment or work placements as per the unit of competency requirements. CPLE reserves the right to end your enrolment in a qualification if you fail to follow the terms and conditions of enrolment, reasonable directions, policies and procedures in accordance with the legal regulations of your enrolment.

WHAT DO YOU EXPECT FROM US?

As a Registered Training Organisation (RTO) registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality and support we provide through our administration and training services meets the requirements at all times with the Standards for RTO's 2015 which are part of the VET Quality Framework.

To ensure compliance is upheld in the delivery of your training and assessment, we have developed comprehensive internal policies, procedures and systems that guide our compliant operations and we may be required to participate in audit processes with our State Training Authority, Skills Canberra (STA) and ASQA upon their request. This is a condition of our registration as an RTO. In addition, we must ensure that any third parties who have any involvement in your training and assessment will agree to a third party arrangement with CPLE and will comply with training requirements accordingly.

If at any time you feel we have not met our obligations as an RTO, you have the right to make a complaint following our Complaints and Appeals Policy. CPLE reserves the right to end your enrolment in a qualification if you fail to follow the terms and conditions of enrolment, reasonable directions, policies and procedures in accordance with the legal regulations of your enrolment.

ANY GENERAL QUESTIONS?

1. WHAT IS NATIONALLY RECOGNISED TRAINING?

A nationally recognised qualification is part of the Australian Qualifications Framework (AQF). The AQF includes specific standards for courses at different levels. By studying a nationally recognised course, your qualification will be recognised by industry across Australia. For further information you can visit training.gov.au.

2. WHAT IS VOCATIONAL EDUCATION AND TRAINING?

Vocational education and training (VET) enables students to gain the specific skills and knowledge through a nationally recognised qualification for a specific workforce. VET is an opportunity for people to join a specific workforce, change careers, re-join the workforce or gain additional skills for their existing career.

3. WHO IS SKILLS CANBERRA?

Skills Canberra is responsible and accountable for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT.

4. WHAT IS AVETARS?

Australian apprentices and trainees, Skilled Capital students, employers, registered training organisations, apprenticeship network providers and schools all have access to AVETARS. They can carry out a number of functions in the system ranging from nominating a qualification for delivery, claiming a completion payment and the initiation and approval of training contract variations.

5. WHAT IS AN APPRENTICESHIP NETWORK PROVIDER?

Apprenticeship Network Providers are contracted by the Australian Government to offer a free service to apprentices, trainees and employers to assist them with the sign-up, administration and management of apprenticeships and traineeships.

6. WHERE CAN I ACCESS YOUR POLICIES AND PROCEDURES?

Policies and procedures in relation to training and assessment delivered by the Centre of Professional Learning and Education can be accessed from the Communities@Work website.

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 Cowlishaw Street, Greenway ACT 2900
www.commsatwork.org

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