CHC30113
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

2020/21 Rolling Intake Study Schedule

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.
COURSE OUTLINE
CHC30113 Certificate III in Early Childhood Education & Care

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) and 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 Certificate III is an entry level qualification into a career in early childhood education and care. This qualification will provide you with foundation skills and knowledge required for the sector.

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
HLTWH001  Participate in workplace health and safety
CHCDIV001  Work with diverse people (E)
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

PRACTICAL EXPERIENCE REQUIRED

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 unit.

For this reason, it is a 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.

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

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 CHC30113 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

LEGISLATION AND ETHICS

CHCECE009 Use an approved earning framework to guide practice
CHCPRT001 Identify and respond to children and young people at risk
CHCLEG001 Work legally and ethically

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.

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

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.
RELATIONSHIPS IN THE EARLY YEARS

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

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.

***Mandatory minimum of 120 hours of work placement with children aged 0–2 years is required for the completion of this module.

GUIDING BEHAVIOUR

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

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.
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

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.

***Mandatory minimum of 120 hours of work placement with children aged 0-6 years is required for the completion of this module

INCLUSIVE PRACTICES

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

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.
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.
# Intake Timetable

## Supporting Play and Development

120 0-6 Years Hour Work Placement Required for Assessment  
**Module Start Date:** 19th October 2020  
**Module End Date:** 8th January 2021  

**Face to Face Classes**  
Tuesday 3rd November, 5.30 - 7.30pm  
Tuesday 1st December, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 21st October, 5.30 - 6.30pm  
Wednesday 18th November, 5.30 - 6.30pm  
Wednesday 16th December, 5.30 - 6.30pm  

## Inclusive Practices

8 Weeks for Completion  
**Module Start Date:** 11th January 2021  
**Module End Date:** 5th March 2021  

**Face to Face Classes**  
Tuesday 12th January, 5.30 - 7.30pm  
Tuesday 9th February, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 27th January, 5.30 - 6.30pm  
Wednesday 24th January, 5.30 - 6.30pm  

## Legislation and Ethics

8 Weeks for Completion  
**Module Start Date:** 8th March 2021  
**Module End Date:** 7th May 2021  

**Face to Face Classes**  
Tuesday 9th March, 5.30 - 7.30pm  
Tuesday 13th April, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 24th March, 5.30 - 6.30pm  
Wednesday 28th April, 5.30 - 6.30pm  

## Health and Safety

8 Weeks for Completion  
**Module Start Date:** 10th May 2021  
**Module End Date:** 9th July 2021  

**Face to Face Classes**  
Tuesday 11th May, 5.30 - 7.30pm  
Tuesday 8th May, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 26th May, 5.30 - 6.30pm  
Wednesday 23rd June, 5.30 - 6.30pm  

## Relationships in the Early Years

120 Hour 0-2 Years Work Placement Required for Assessment  
**Module Start Date:** 12th July 2021  
**Module End Date:** 10th September 2021  

**Face to Face Classes**  
Tuesday 13th July, 5.30 - 7.30pm  
Tuesday 10th August, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 28th July, 5.30 - 6.30pm  
Wednesday 25th August, 5.30 - 6.30pm  

## Guiding Behaviour

8 Weeks for Completion  
**Module Start Date:** 13th September 2021  
**Module End Date:** 29th October 2021  

**Face to Face Classes**  
Tuesday 14th September, 5.30 - 7.30pm  
Tuesday 12th October, 5.30 - 7.30pm  

**Canvas Conferences**  
Wednesday 22nd September, 5.30 - 6.30pm  
Wednesday 27th October, 5.30 - 6.30pm
INTAKE TIMETABLE

RELATIONSHIPS IN THE EARLY YEARS

120 HOUR 0–2 YEARS WORK PLACEMENT REQUIRED FOR ASSESSMENT
MODULE START DATE: 1ST NOVEMBER 2021
MODULE END DATE: 7TH JANUARY 2022

FACE TO FACE CLASSES
Tuesday 9th November, 5.30 – 7.30pm
Tuesday 7th December, 5.30 – 7.30pm

CANVAS CONFERENCES
Wednesday 24th November, 5.30 – 6.30pm
Wednesday 15th December, 5.30 – 6.30pm

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.
CLASS LOCATION
Communities@Work
Dixon Drive Campus
172 Dixon Drive
Holder ACT 2600