

real skills for
real careers

SKILLED CAPITAL TRAINING INITIATIVE



**CHC30113 Certificate III and
CHC50113 Diploma of Early Childhood
Education and Care**

VERSION 3.0 | OCT 2020

Communities@Work

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

WHAT IS SKILLED CAPITAL FUNDING?



Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments. Candidates accessing Skilled Capital funding will be supported to complete the training that is right for them. Through this funding arrangement, eligible candidates can enrol in the following qualifications:

The **CHC30113 Certificate III in Early Childhood Education and Care** is an entry-level qualification into a career in early childhood education and care. The Certificate III will provide you with the foundation skills and knowledge of the sector, including organisational policies and procedures, workplace safety and planning activities to educate children.

The **CHC50113 Diploma of Early Childhood Education and Care** qualification is designed for a career in the education and care sector. The Diploma is targeted towards educators who manage staff, guide curriculum and understand compliance in accordance with licensing, accreditation, and duty of care requirements. Upon completion you will be able to supervise other staff and work in positions such as Room Leader, Coordinator or Centre Manager.

CONDITIONS FOR ENROLMENT

Candidates must:

- be employed or looking to work in the early childhood education and care sector;
- undertake a work placement in an ACT licensed registered early learning service;
- be an Australian Citizen or Permanent Resident or eligible visa holder;
- live or work in the ACT;
- be at least 15 years of age and not attending secondary school;
- possess a positive, professional attitude and a willingness to learn;
- submit all assessments by their due date;
- have excellent time management skills;
- must not be enrolled in an equivalent qualification under Traineeship or Skilled Capital funding arrangements.

All candidates must pass a Language, Literacy and Numeracy (LLN) assessment before enrolment can be offered.

BENEFITS OF THE PROGRAM

- Skilled Capital is a training pathway, providing high quality training in areas of skills needs, and maximising improved employment opportunities.
- It provides candidates with the opportunity to access subsidised training within the ACT.
- Access to face-to-face and virtual support will assist students in understanding the skills and knowledge required for their job role in an early childhood environment.
- A cost effective way to study with subsidised training.
- Eligible candidates have the opportunity to develop their skills and work to their maximum potential through an accessible and flexible training provider.
- A financial incentive for students! Pending eligibility, students can receive a completion incentive of up to \$300.00.

ENROLING IS AS EASY AS 1, 2, 3...



1.

SELECT YOUR CHOSEN QUALIFICATION

Discuss the course possibilities with us for the sake of making an informed decision.

Determine your eligibility requirements.

Decide upon your commitment to the training program.

2.

REGISTER TO ATTEND AN INFORMATION SESSION

Attend an information session to confirm eligibility, complete the LLN* and discuss the course requirements.

Eligible candidates will be informed if their application meets the eligibility criteria and entry requirements.

**The LLN can take up to two hours for completion and must be completed in our training space).*

3.

ATTEND AN ORIENTATION SESSION

If all entry requirements and eligibility criteria are met, candidates will be required to attend an RTO Orientation session to finalise enrolment.

Communities@Work (RTO 88148) cannot guarantee completion or funding approval under this training initiative.

You may be eligible to receive a completion payment from the ACT Government when you successfully complete your training.

To be eligible:

- your registered training organisation must report your qualification completion to Skills Canberra, including all of your completed units of competency
- you must not have completed 50% or more of your qualification through recognition of prior learning or credit transfer
- you must complete and return a student completion survey
- you must add or confirm your bank account details through the [AVETARS](#) student portal.

STUDENT WORKPLACEMENT OBLIGATIONS

- Students not employed in a licensed and registered early childhood service are required to seek and find a work placement to complete required on-the-job assessment.
- Students are encouraged to attend face-to-face and virtual sessions as outlined in intake schedules.
- Certificate III students must complete a minimum of 120 hours with children aged 0-2 years. This is in addition to hours working with children aged 2-6 years over the course of enrolment.
- Diploma students must complete a minimum of 240 hours over the course of enrolment. It is mandatory that 120 of these hours must be with children aged 0-2 years.
- Services must engage with Communities@Work trainer/assessors for the sake of facilitating workplace visits.
- Work placement services will be required to complete Workplace Observation Reports after each module. These reports must be co-signed off by a trainer/assessor and a diploma qualified educator who is in direct contact with the student, to ensure that the student possesses competent skills in line with workplace and qualification requirements. Students will be responsible for sourcing a service willing to do so.
- Practical projects are a requirement of this course with the following being necessary:
 - » taking photos and documenting children's play, learning environments and experiences;
 - » 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.
- Student will need to source a service willing to support them in such actions.

COST OF THE PROGRAM

The cost of the program is payable by the student or the employer. This amount is non-refundable and includes the cost of all online learning and assessment resources.

CHC30113 Certificate III in Early Childhood Education and Care - \$500.00

CHC50113 Diploma of Early Childhood Education and Care - \$850.00

A fee concession is available to eligible candidates if they hold a current and valid:

- Australian Government Health Care Card
- Australian Government Low Income Health Care Card
- Australian Government Pensioner Concession Card
- Veteran's Gold Card

Candidates who meet the eligibility criteria under the ACT Skilled Capital Guidelines may be eligible for a completion incentive of up to \$300.00 on successful completion of their qualification.

Communities@Work

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(RTO 88148)

WINNER
ACT Large Employer
of the Year

**ACT TRAINING
AWARDS**
2019
2020

CONTACT DETAILS

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