Certificate III in Early Childhood Education and Care

CHC30113
Opening Opportunities

At Open Colleges, we are passionate about helping people from all walks of life to achieve their aspirations and dreams. For more than 100 years, we have been opening opportunities for people across Australia. Today, Open Colleges is blazing a new trail in online education – creating Australia’s leader in next generation learning.

Why study with Open Colleges?

• Freedom – study where you want, when you want
• Our courses and learning materials have been designed specifically for open learning
• Our trainers are industry professionals with experience in supporting open learning students
• Our dedicated student support team is there to help you every step of the way
• Our virtual campus – OpenSpace – provides you with opportunities to interact with trainers & students
• Many of our courses are nationally recognised & meet professional licencing or registration requirements.
Certificate III in Early Childhood Education and Care

CHC30113

Currently the minimum standard for early childhood educators, the nationally recognised Certificate III in Early Childhood Education and Care is your pathway into this rewarding industry.

The course is designed for those currently working in early childhood services who need to formalise their practical experience, as well as individuals seeking to start their career in the early childhood industry.

Students will receive training in how to interact with children, and how to respond effectively to their physical, social, emotional and developmental needs. Workplace health and safety, nutrition, and legal considerations are also covered.

If you have the natural attributes to support young children at a critical stage of their development, children’s services can provide immensely satisfying work.

Open Colleges is pleased to be affiliated with Early Childhood Australia (ECA), the peak advocacy organisation for young children. Open Colleges students receive complimentary 12-month student membership to ECA after successful completion of the first module, providing a range of benefits.
What you need to know about this course

COURSE NUMBER E1049

How is the course delivered?
This is an online course with work placement. This means that you will complete your knowledge and basic skills development through online learning. You will also undertake a work placement. This will allow you to practise and master practical skills and gain invaluable workplace experience and contacts.

What is online learning?
OpenSpace is Open Colleges’ online campus. Through OpenSpace you will:

- Access your learning materials and assessments
- Undertake and upload assessments
- Engage and interact with your trainer and assessor
- Participate in student forums
- Have the opportunity to find a study buddy
- Access your assessment grades and feedback
- Access the student support team
- Access the Gale Library.

What learning materials are included with this course?
Your learning materials are accessed through OpenSpace. These include:

- Learner workbooks
- Weblinks, readings and resources
- Videos and other digital resources
- News, discussion forums and live chats
- Textbooks:
  - Miller S, Walker L, 2014
  The Early Childhood Educator for Certificate III, McGraw Hill Education. Australia

What is work placement?
Work placement is a structured learning program undertaken in a workplace. It involves undertaking set tasks and activities over time under the guidance of a workplace supervisor and Open Colleges workplace assessor. The work placement requires you to complete a logbook of workplace tasks undertaken, complete a workplace portfolio and undergo interviews with your workplace assessor.

A work placement can be a highly stimulating and rewarding part of the course. It will enable you to participate in a real workplace and put into practice the new skills and knowledge that you are learning in your course.

The work placement also provides Open Colleges with an opportunity to assess the skills and knowledge you have developed through the course in the workplace. This is called workplace assessment.

Open Colleges provides you with a detailed Workplace Assessment Guide. This details the specific requirements of the workplace and workplace supervisor to meet the needs of the course.

You are required to identify a suitable organisation for your work placement. However, Open Colleges can provide advice and direction through our Work Placement Support Team in identifying an appropriate workplace.

Please note that you will need to undertake the work placement at a service catering for children 0–5 years of age.

More information can be found in the Workplace Assessment Guide.
**Specific work placement requirements:**

- **Duration:** 120 hours

- **Workplace:**
  You will need to undertake your work placement in an organisation involved in the provision of early childhood education and care services catering for children 0–5 years of age.
  
  The organisation must be authorised to operate an approved education and care service and appear on the Australian Children’s Education and Care Quality Authority (ACECQA) national registers. You can search the national registers to find services granted approved to operate on the ACECQA website.
  
  The workplace will also need to provide you with access to specialist equipment and resources.

- **Centre-based services:**
  If you are planning on completing your work placement in a centre-based setting, the service must be an ACECQA approved early childhood education and care service which caters for children aged between 0–5.

- **Family day care services:**
  To complete your work placement in a family day care setting, the service must be ACECQA approved. There must be at least three different children aged 0–2 and three different children aged 3–5 enrolled on the same day.
  
  If the service (either centre-based or family day care) does not provide care to one of the specified age groups, or the required amount of children in the different age ranges, you will need to undertake the necessary hours in another regulated service that provides full or part-time care and education for the applicable number of children and age groups.
  
  The specific requirements of the workplace are outlined in the Workplace Assessment Guide. Please read the Workplace Assessment Guide carefully. Your workplace assessor will ascertain whether the workplace is appropriate.

- **Supervisor:**
  The workplace supervisor will need to be an individual currently employed in delivering early childhood education and care services in a relevant workplace and hold at least the Diploma of Early Childhood Education and Care or equivalent.

- **Recommendation:**
  Open Colleges recommends that you read the Workplace Assessment Guide to understand the process for work placement. Students may need to undertake the work placement in more than one workplace depending on the resources, equipment and children in required age groups available at the workplace.

- **Statutory requirements:**
  There are a number of statutory checks required by early childhood education and care services in Australia, such as Working with Children Checks and Police Checks. These vary by state and territory. Further information about who must undergo child safety screening, and also the detailed requirements of each state and territory can be found in the Workplace Assessment Guide.
  
  Depending on the host organisation, you may also be asked to provide proof of immunisation for certain diseases and sign a confidentiality agreement.
  
  In addition, individual workplaces may impose additional requirements on students undertaking work placement. You will be responsible for the costs of any such checks or requirements.

- **Insurance:**
  Open Colleges provides insurance cover for the mandatory work placement you undertake as part of your course. This insurance coverage includes Public and Products Liability Insurance as well as Student Personal Accident Insurance.
Questions?
Please read the Workplace Assessment Guide carefully to understand the details regarding the work placement requirements for this course. Contact our Enrolment Consultants on 1300 853 033 to discuss any further questions you might have about work placement for this course.

How is the course assessed?
During the course, you will undertake:
- Short answer questions
- Quizzes
- Case studies
- Projects
- Workplace assessments, including:
  - Logbook
  - Portfolio
  - Student and supervisor interviews

What about Recognition of Prior Learning (RPL)?
We understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process. Open Colleges has developed an RPL Application Kit for this course. The Student Handbook, available on the Open Colleges website, provides more information about our RPL process. Alternatively, you can contact an Enrolment Consultant to discuss your RPL options.

What is the duration of the course?
The maximum duration for the course is 18 months. To complete the course in this timeframe, we recommend that you study a minimum of 17 hours per week. This is a guide only – the time taken to complete your course will depend on your level of skill and knowledge.

Important note about first aid
You will need to provide a certified and current Education and Care First Aid Certificate from a Registered Training Organisation to demonstrate competency for HLTAID004 Provide an emergency first aid response in an education and care setting at your own cost. You are required to complete this unit prior to you commencing your work placement.

For more information about the required first aid training visit the website of the Australian Children’s Education Quality and Care Authority (ACEQCA).

What are the entry requirements for the course?
Education entry requirements
Open Colleges requires students to have completed Year 10, or equivalent. Equivalency can be demonstrated by one of the following:
- A qualification at Certificate II level or higher, OR
- 2 years industry experience in a role that requires use of written documentation and communication

Minimum age requirements
You will need to be at least 18 years old.

English language requirements
This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Furthermore, the course relies on the extensive use of written communication. You will also require a level of English proficiency to operate in a childcare environment while undertaking work placement.

As such, entry to the course requires English proficiency to Year 10 level. If you have not successfully completed English at Year 10 level, you can demonstrate equivalency in one of the following:
- successful completion of a Nationally Recognised Training Qualification at the Certificate II level or higher
- 2 years of relevant industry experience in a role that requires the use of written documentation and communication.

Open Colleges recognises that not all people are able to read, write and perform calculations to the same standard. To help give you an idea of the language, literacy and numeracy skills required to study this course, you can undertake the online Language, Literacy and Numeracy tool available on
the Open Colleges website. This assessment tool can also help you determine your learning level and plan your future studies.

Computing requirements

All users:
- Microsoft Office 2010 or equivalent
- Broadband internet connection
- 2GB of RAM
- CDFROM or DVD drive
- Adobe Reader XI or equivalent
- Access to printer and associated software
- Access to scanner and associated software
- Digital imaging software
- File compression software.

Windows users:
- Microsoft Windows 7 or higher
  (Windows 8 recommended)
- 1 Ghz or faster processor (2GHz recommended)
- Adobe Flash Player 10 or higher.

Mac OS users:
- Mac OSX v10.5 or higher
  (Mac OSX v10.6 recommended)
- 1 Ghz or faster processor (2GHz recommended)
- Adobe Flash Player 10 or higher.

Audio visual requirements

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player and Windows Photo Viewer are available as a download from the internet.

You will need also access to a digital video recording device and/or digital camera and associated software to save and upload video and image files to Open Space.

Many mobile telephones and smart phones include this technology.

You will also need microphone enabled headsets for participating in online tutorials and video conferencing.

Skill requirements

To successfully complete this course, you will need to have basic computing skills.

These include:

- creating, saving and editing Microsoft Office documents
- accessing and searching the internet
- downloading and saving documents from websites
- uploading a variety of files
- participating in online discussions
- connecting digital cameras and downloading and storing images
- connecting digital video devices and downloading and storing videos
- compressing image audio and video files.

Physical requirements

You will need to be reasonably physically fit as the role may involve a variety of tasks that require a reasonable amount of physical activity, such as personal care of children, lifting, cleaning and other physically demanding activities.

What support services are available?

During your studies with Open Colleges, you will have access to a comprehensive range of support services. These include:

Academic support

Your experienced Trainers and Assessors are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments. Your Trainer can also provide you with advice and support regarding the overall course.

Student support

The Student Support Team is your one-stop service centre for all student administrative issues – including enrolment, change of contact details, OpenSpace support, assessment results and certification. You can access the Student Support Team in OpenSpace or by email or phone.

Learning support

The Learning Support Team is a dedicated team of specialists that will provide you with a comprehensive induction to studying with Open Colleges as well as specific support if you encounter learning difficulties during your studies. Learning support resources, such as writing
guides, are available in OpenSpace. You can access the Learning Support Team via your Trainer and Assessor or the Student Support Team.

**Work placement support**
The Work Placement Support Team can provide you with support, advice and resources if you encounter difficulties in securing a workplace for your work placement. You can access the Learning Support Team via your Trainer and Assessor or the Student Support Team.

**Peer support**
As a student of Open Colleges you can also access our ‘Study Buddy’ system. This enables you to connect with other Open Colleges students studying your course that live near you. Students find this is a great way to keep motivated and build lasting friendships and networks.

**More information?**
The Student Handbook, available on the Open Colleges website, provides more detailed information on the support services available to students. We recommend that you read the Student Handbook prior to enrolling with us.

**What will I obtain on completion of the course?**
Upon successful completion of this course you will receive a nationally recognised CHC30113 Certificate III in Early Childhood Education and Care awarded by Open Colleges Pty Ltd (Provider Number: 90796).

**What funding support options exist?**
**Austudy/Abstudy**
This course is Austudy/Abstudy approved, but you will need to apply directly to Centrelink for information on eligibility.

**Articulation pathways**
After completing this course you could receive credit into the CHC50113 Diploma of Early Childhood Education and Care. Contact us for more information.

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“I took the online learning option because I needed the flexibility of balancing study with my full-time work commitments and my role as a single mum. The Open Colleges course was excellent, with great support from my trainer.”

Nicky Kelly, Open Colleges Student
## Modules and units

Once you are enrolled in this course, you will receive access to the first modules. When you have successfully completed those modules, you'll be given access to the next modules.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Unit type</th>
<th>Code</th>
<th>Unit title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Core</td>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
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<tr>
<td>Module 2</td>
<td>Core</td>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
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<tr>
<td>Module 3</td>
<td>Core</td>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
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<tr>
<td>Module 4</td>
<td>Core</td>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
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<td>Module 5</td>
<td>Core</td>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
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<tr>
<td>Module 6</td>
<td>Core</td>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
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<tr>
<td>Module 7</td>
<td>Core</td>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
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<tr>
<td>Module 8</td>
<td>Core</td>
<td>CHCECE003</td>
<td>Provide care for children</td>
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<tr>
<td>Module 9</td>
<td>Core</td>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
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<tr>
<td>Module 10</td>
<td>Core</td>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
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<tr>
<td>Module 11</td>
<td>Core</td>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
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<tr>
<td>Module 12</td>
<td>Core</td>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>Module 13</td>
<td>Core</td>
<td>CHCECE011</td>
<td>Provide experiences to support children's play and learning</td>
</tr>
<tr>
<td>Module 14</td>
<td>Core</td>
<td>HLTWHS001</td>
<td>Participate in work health and safety</td>
</tr>
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<tr>
<th>Modules 15-20 Electives (choice of 3 electives)</th>
<th>Elective CHCPRT003</th>
<th>Work collaboratively to maintain an environment safe for children and young people*</th>
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</thead>
<tbody>
<tr>
<td>Elective CHCECE006</td>
<td>Support behaviour of children and young people</td>
<td></td>
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<tr>
<td>Elective CHCECE012</td>
<td>Support children to connect with their world</td>
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<tr>
<td>Elective CHCECE014</td>
<td>Comply with family day care administration requirements</td>
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<tr>
<td>Elective CHCECE015</td>
<td>Attend to daily functions in home based child care</td>
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<tr>
<td>Elective BSBSUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
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</tr>
<tr>
<td>Core HLTIA004</td>
<td>Provide an emergency first aid response in an education and care setting**</td>
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</table>

* This unit requires 120 hours of work placement in a child protection service. You should only select this elective if you are currently employed in a child protection service.

** Open Colleges does not provide this unit. You will need to provide a current Education and Care First Aid Certificate to satisfy competency for this unit.

For full course competency details visit [www.training.gov.au](http://www.training.gov.au)

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### Opening Opportunities
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Studying with Open Colleges

Open Colleges provides you with the freedom to study where and when you want. We understand that our students are constantly juggling multiple priorities, so our unique learning approach has been specifically designed to enable you to fit education and training around your lifestyle.

After you enrol with Open Colleges you will be provided with access to OpenSpace – our virtual campus. Here are some of the key features and benefits of OpenSpace:

**Access**
Access your learning materials, assessments, videos and additional online resources wherever you have an internet connection. You can also download your study guides, workbooks and assessments so that you can study wherever and whenever it suits you.

**Connections**
Connect with your trainers and assessors and other students. You can participate in the lively student forums, link up with a ‘study buddy’ or engage with your trainer. OpenSpace is also where you will submit your assessments and receive your grades.

**Knowledge**
OpenSpace is your link to Gale – our extensive online library. Through Gale you will have access to millions of academic, magazine and newspaper articles from around the world.

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**Support**
Access the student support team using the online enquiry feature. OpenSpace also provides a detailed searchable database of Frequently Asked Questions, so that we can provide you with responses to many of the common queries. You can also contact the student support team by phone on 1300 554 189.

“I would like to thank you for allowing me to study with you. This experience has opened my eyes to what I want to do for the rest of my life...I can’t wait to receive my certificate! I have had nothing but good experiences with you.”

Letiesha Laidlaw, Open Colleges Student
How to Enrol

Enrolling with Open Colleges is easy:

Enrol online today. Just visit our website, select your course and click ‘Enrol Today’

OR

Enrol by phone. Just call one of our friendly Enrolment Consultants on 1300 853 033

Need more information?
We appreciate that choosing the right course is important. If you would like to discuss your career or course options, please do not hesitate to call our Enrolment Consultants on 1300 853 033 or email enquiry@opencolleges.edu.au with your questions.
Our Colleges

- Open College of Accounting and Finance
- Open College of Aged Care
- Open College of Animal and Pet Care
- Open College of Art and Design
- Open College of Beauty
- Open College of Business, Management and Marketing
- Open College of Child Care
- Open College of Community Services
- Open College of Counselling and Coaching
- Open College of Fitness
- Open College of Health Care
- Open College of Information Technology
- Open College of Natural Therapies
- Open College of Photography
- Open College of Teaching and Training
- Open College of Technical Trades and Languages
- Open College of Tourism and Hospitality
- Australian College of Journalism

Our Partners

- Animal Industries Resource Centre
- College of Fashion Design
- ICM Training
- National Safety Council of Australia
- North Coast TAFE

Opening Opportunities

For more information call 1300 853 033
or go to www.opencolleges.edu.au