

CHC40113

Certificate IV in School Age Education and Care



NATIONALLY RECOGNISED
TRAINING



For more information please contact the College on **43530017**
Or browse the College's web page at www.tlkcc.com.au

Limited positions! Don't miss out! Enrol now!

Office Hours: 8.30am to 5pm Monday to Friday

Content: this qualification reflects the role of educators who work with school age children in outside school hours care and vacation programs. In doing so they support the implementation of an approved learning framework and they may work under direct supervision or autonomously whilst educating children to achieve their developmental outcomes.

Job roles: Assistant OSHC coordinator, Recreation assistant, Mobile assistant, Recreation leader, OSHC assistant, Senior play leader, Outside school hours care supervisor/coordinator, Team leader, Play leader, Vacation care supervisor, Program leader.

Duration: the average completion time is approximately twelve months, via an Individual Training Plan. This is a self-paced program and the more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within two years from the date of enrolment and the regular submission of assessment tasks is required.

Delivery modes and how you will learn: units of competency can be completed through classroom attendance or by distance (correspondence) learning. Either option includes work at home assignments as well as work based and simulated work environment assessment tasks. Contact the College for the current class time table or browse the College web page at www.tlkcc.com.au. Please note that the unit HLTAID004 Provide an emergency first aid response in an education and care setting is not available by distance learning.

Assessment: students are provided with a full set of workbooks for use throughout the program with clear instructions on the assessments required. You will prepare and submit assignments and relevant portfolios, as well as demonstrate your knowledge and skills that are either in, or replicate, workplace conditions, combined with other components designed to complement the learning outcomes described in the competencies. As a general indication students are required to undertake a minimum of three (3) assessments per unit of competency. The assessment appeal process is detailed in the College's Student Handbook.

Pre-requisites: there are no pre-requisites for this qualification. If you are under 18 your enrolment form must be signed by a parent or guardian. It is recommended that students have already attained Year 10 level or equivalent in English, be in reasonable health, and have no existing back injuries. If injuries exist, the College recommends that you talk to your general practitioner (GP). The following personal qualities are also important a genuine interest in how children learn, grow and develop and a willingness to build relationships with parents

Pathways information: Upon completion of this program, further study pathways include the Diploma of Early Childhood Education and Care and then pathways to University.

Recognition of Prior Learning (RPL) and Credit Transfer (CT): you may be able to shorten the length of your course by measuring skills acquired through work, life experiences and/or qualifications obtained from formal studies or training. Nationally recognised qualifications and statements of attainment issued by another Registered Training Organisation are recognised. Please see the College's Student Handbook for more information.

Student support: if you feel you need to speak to someone about individual needs for learning or study pathways, please contact the College on 4353 0017. More details are provided in the Student Handbook.

Induction and attendance: you will receive induction as appropriate to your course. Students enrolled in face-to-face courses are required to attend the scheduled course training days. Refer to the College's Student Handbook for further information. Students need to wear fully enclosed rubber soled shoes, a suitable hat and a sufficient supply of sun screen for outdoor activities.

Work placement: completion of this qualification requires **120 hours** of work placement (which is in addition to assessment tasks and assignments/projects). Work placement requires a mandatory component for a number of units within this qualification.

Approved Early Childhood Education and Care Qualifications: under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements at www.acecqa.gov.au.

Working with children check: at the commencement of your studies and before your work experience, you will need to complete an online Working With Children's Check application. This check is free for volunteers and students. Please ensure you tick the student box when completing the check on-line, via the following link: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-/apply>

Employability skills: in addition to achieving competency in the units of study, employability skills are developed and demonstrated by graduates in: communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Unique Student Identifier (USI) Number: students enrolled in accredited training are required to provide TLKCC with a USI number. If you do not have a USI TLKCC can assist you in obtaining one. Further information regarding USI's can be found at: <http://www.usi.gov.au>

Traineeships: a traineeship provides employment-based delivery for nominated students engaged by a Childcare Centre as a trainee.

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19 Units of Competency	Code	Title	Number of Assessments	Nominal Hours
15 Core	CHCLEG001	Work legally and ethically	3	55
	CHCECE001	Develop cultural competence	3	30
	CHCECE002	Ensure the health and safety of children	3	50
	CHCECE004	Promote and provide healthy food and drinks	3	20
	CHCECE009	Use an approved learning framework to guide practice	3	15
	CHCECE011	Provide experiences to support children's play and learning	3	40
	CHCPRT001	Identify and respond to children and young people at risk	3	30
	CHCSAC001	Support children to participate in school age care	3	40
	CHCSAC002	Develop and implement play and leisure experiences in school age care	3	65
	CHCSAC003	Work collaboratively and respectfully with children in school age care	3	60
	CHCSAC004	Support the holistic development of children in school age care	3	100
	HLTAID004	Provide an emergency first aid response in an education and care setting	3	20
	CHCDIV001	Work with diverse people	3	40
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	3	25
	HLTWHS001	Participate in workplace health and safety	3	20
4 Elective	CHCECE006	Support behaviour of children and young people	3	30
	CHCECE010	Support the holistic development of children in early childhood	3	45
	CHCECE012	Support children to connect with their world	3	30
	BSBWOR301	Organise personal work priorities and development	3	30
Total			57	745
Notes	<ul style="list-style-type: none"> The number of assessments may vary from time to time. Each unit of competency is assessed in a variety of ways, during which students must demonstrate they hold the required skills and knowledge and are capable of performing specified tasks to an acceptable level. Nominal hours includes face-to-face or distance study plus out of class assignments and projects. 			

Fees: this course may be fully or partially subsidised by the NSW Government for eligible participants. Enrolment as a full fee paying student is also available. Please contact the College for fee information and eligibility. All fees are advised in advance and are subject to student acknowledgement to confirm enrolment. Payments may be accepted by credit card, cheque, cash, direct debit or EFTPOS. Organisations may pay course fees on behalf of a student by way of purchase order.

Materials and resources: unless otherwise stated, fees are inclusive of training and assessment fees, learning resources (workbooks), registration and attendance.

Course dates: contact the College for the current class time table or view at www.tlkcc.com.au.

How to enrol: enrolment may be made online at www.tlkcc.com.au for full fee paying students or via completion and submission of an Enrolment Form available from College reception or at www.tlkcc.com.au. Participants seeking to enrol in training subsidised by the NSW Government (e.g. Smart and Skilled subsidised training) should contact the College to discuss pre-enrolment eligibility and requirements. Enrolment is required to advise all details necessary to register as a student. All questions should be answered and the student's signature is required or, if enrolling online, acknowledgement and acceptance of 'Essential Information' conditions is necessary as a student selection option. Enrolment may be subject to suitability assessment and confirmation of enrolment is provided when successful. Students should check the spelling of their name on the confirmation as this is the name that will appear on their certificate. Photo identification will be required. Please advise the College of any changes to your name or contact details.

Student Handbook: potential students should refer to the College's Student Handbook, available online at www.tlkcc.com.au or from reception, prior to enrolment to ensure an informed decision can be made to study with the College. The Student Handbook provides further pre-enrolment details, including:

- Information about the College
- College Contact Information
- The College's Code of Practice
- Enrolment Procedure
- Apprenticeships and Traineeships
- Language, Literacy and Numeracy Support
- Student Support
- Access and Equity
- Learning and Assessment
- Credit Transfer (CT)
- Recognition of Prior Learning (RPL)
- Work, Health and Safety
- Discrimination, Bullying and Harassment
- Complaints and Appeals
- Student Rules, Attendance and Behaviour
- Issuing of Qualifications
- Privacy and Access to Student Records

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