

## CHC30113 Certificate III in Early Childhood Education and Care



For more information please contact the College on **4353 0017**

Or browse the College's web page at [www.tlkc.com.au](http://www.tlkc.com.au)

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

**Office Hours: 8.30am to 5pm Monday to Friday**

**Content:** take the first step in developing your knowledge and skills in the important field of children's services. This qualification reflects the role of workers in a range of early childhood education settings who: work within the requirements of the Education and Care Services National Regulations and the National Quality Standard; support the implementation of an approved learning framework; and, support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

**Job roles:** Early Childhood Educator, Outside School Hours Care Assistant, Playgroup Supervisor, Recreation Assistant, Family Day Care Worker, Nanny, Childhood Educator, Mobile Assistant and Childhood Educator Assistant. Depending on the setting, workers may work under direct supervision or autonomously. Participants undertaking childcare studies cannot be employed in NSW as a primary contact staff member (i.e. included in staff/child ratios) until they are **18 years of age**.

**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 with regular submission of assessment tasks is required.

**Delivery modes and how you will learn:** available through face-to-face delivery, distance and online. You will learn through discussion, practical hands-on landscape work, problem solving and completing assignments and assessments. This involves learning activities with discussion and problem solving, including projects. Following this, you will also prepare and submit assignments, as well as demonstrate your knowledge and skills that are either in, or replicate, workplace conditions. Please note 'HLTAID004 Provide an emergency first aid response in an education and care setting' is not available online or by distance study.

**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.

**Pre-requisites:** There are no prerequisites for the CHC30113 Certificate III in Early Childhood Education and Care. If you are under 18 your enrollment form must be signed by a parent or guardian. It is recommended that students be in reasonable health, and have no existing back injuries. If injuries exist, TLKCC recommends that you talk to your general practitioner (GP). Upon completion of this program, further study pathways include the CHC50113 Diploma of Early Childhood Education, and then pathways to University.

**Pathways information:** this qualification may be entered or accessed by direct entry with no pre-requisites. Training pathways after or from this qualification include CHC50113 Diploma of Early Childhood Education and Care.

**Recognition of prior learning and credit transfer:** 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 the CHC30113 Certificate III in Early Childhood Education and Care includes completion of **120 hours**. Please note that certain units within this qualification have practical work placement hours that are required to be completed before the given unit is deemed competent. These hours can be completed within your work placement.

**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](http://www.acecqa.gov.au).

**Working with children check:** At the commencement of your studies and before your work experience work experience, you will need to complete an online Working With Children Check application. This check is free for volunteers and students. <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

**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 nationally recognised training are required to provide the College with a USI. If you do not have a USI, the College can assist you in obtaining one. Further information regarding USIs can be found at: <http://www.usi.gov.au>

## Sample Program:

CHC30113 Certificate III in Early Childhood Education and Care				
18 Units of competency	Code	Title	Number of Assessments	Nominal Hours
Core	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	3	25
	CHCECE001	Develop cultural competency	3	70
	CHCECE002	Ensure health and safety of children	3	63
	CHCECE003	Provide care for children	3	70
	CHCECE004	Promote and provide healthy food and drinks	3	35
	CHCECE005	Provide care for babies and toddlers	3	60
	CHCECE007	Develop positive and respectful relationships with children	3	70
	CHCECE009	Use an approved learning framework to guide practice	3	70
	CHCECE010	Support the holistic development of children in early childhood	3	70
	CHCECE011	Provide experiences to support children's play and learning	3	40
	CHCECE013	Use information about children to inform practice	3	40
	CHCLEG001	Work legally and ethically	3	55
	CHCPRT001	Identify and respond to children and young people at risk	3	40
	HLTAID004	Provide an emergency first aid response in an education and care setting	3	20
	HLTWHS001	Participate in workplace health and safety	3	20
Elective	CHCECE012	Support children to connect with their world	3	40
	CHCPRP003	Reflect on and improve own professional practice	3	120
	BSBWOR301	Organise personal work priorities and development	3	30
<b>Total</b>			<b>54</b>	<b>938</b>
<b>Notes</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Nominal hours includes face-to-face or distance study plus out of class assignments and projects.</li> </ul>			

**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](http://www.tlkcc.com.au).

**How to enrol:** enrolment may be made online at [www.tlkcc.com.au](http://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](http://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](http://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
- College 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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