

CHC30113 Certificate III in Early Childhood Education and Care CHC40113 Certificate IV in School Age Education and Care



For more information please contact TLKCC on **4353 0017**
Or browse TLKCC'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 course provides a rare opportunity to obtain a **dual qualification** by combining Certificate III and IV studies to enhance your knowledge and skills within the profession as a fully qualified educator with two nationally recognised qualifications. Choosing this option will expand your employment choices, all backed by the College's long standing commitment to providing students with a strong career foundation. You will learn to work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. The content equips students to support children's wellbeing, learning and development across various settings and to support the implementation of an approved learning framework.

Job roles: Early Childhood Educator, Childhood Educator Assistant, Childhood Educator, Outside School Hours Care Assistant, Outside School Hours Care Supervisor/Coordinator, Playgroup Supervisor, Senior Play Leader, Recreation Assistant, Recreation Leader, Family Day Care Worker, Nanny, Mobile Assistant, Team Leader, Vacation Care Supervisor, Program Leader.

Course duration: the average completion time is approximately eighteen 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: available through face-to-face delivery 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. Contact the College for the current class time table or browse The College's 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 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 or selection criteria for this qualification. If under 18 your enrolment form must be signed by a parent or guardian.

Pathways information: this qualification may be entered or accessed by direct entry with no pre-requisites. Pathways from the qualification (after successful completion) are 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.

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>

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Units of Competency C = core unit, E = elective unit				Code	Title	Number of Assessments	Nominal Hours
Cert III		Cert IV					
C	E	C	E				
√		√		CHCLEG001	Work legally and ethically	3	55
√		√		CHCECE001	Develop cultural competence	3	30
√		√		CHCECE002	Ensure the health and safety of children	3	50
√				CHCECE003	Provide care for children	3	40
√		√		CHCECE004	Promote and provide healthy food and drinks	3	20
√				CHCECE005	Provide care for babies and toddlers	3	40
√				CHCECE007	Develop positive and respectful relationships with children	3	50
√		√		CHCECE009	Use an approved learning framework to guide practice	3	15
√			√	CHCECE010	Support the holistic development of children in early childhood	3	45
√		√		CHCECE011	Provide experiences to support children's play and learning	3	40
√				CHCECE013	Use information about children to inform practice	3	20
√		√		CHCPR001	Identify and respond to children and young people at risk	3	30
√		√		HLTAID004	Provide an emergency first aid response in an education and care setting	3	20
√		√		HLTWHS001	Participate in workplace health and safety	3	20
√		√		CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	3	25
	√		√	CHCECE012	Support children to connect with their world	3	30
	√		√	CHCECE006	Support behaviour of children and young people	3	30
	√		√	BSBWOR301	Organise personal work priorities and development	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
		√		CHCDIV001	Work with diverse people	3	40
Totals						69	8905
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
- 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

For more information please call the College on 43530017 or visit www.tlkcc.com.au