

CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



QUALIFICATION OVERVIEW

National Course Code/Title: CHC30121 Certificate III in Early Childhood Education and Care

Qualification Description: This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgement when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Entry Requirements: There are no entry requirements for this qualification.

Recommend Skills: Students will be expected to read and understand documents, interact effectively with colleagues, and build relationships with parents and careers.

Course Delivery/Time Frame: This qualification is online based with the trainer accessible via email. Face- face training can be arranged with trainers attending centres to observe work placement. The course runs over 12 months (52 weeks) however, is competency based and can be completed as soon as you meet the requirements of the qualification. Students completing under a traineeship is 2 years full time or 4 years part time. School-based are required to complete 750 hours. Work placement hours 160 hours to be completed.

Required Equipment/Materials: Access to a computer, laptop or device. Access to the internet to complete online assessments. Karen Kearns textbooks.

Qualification Components: To successfully complete this qualification, seventeen (17) units of competency must be completed including fifteen (15) core and two (2) electives.

Core units 17:

CHCECE030 Support inclusion and diversity
CHCECE031 Support children's health, safety and wellbeing
CHCECE032 Nurture babies and toddlers
CHCECE033 Develop positive and respectful relationships with children
CHCECE034 Use an approved learning framework to guide practice
CHCECE035 Support the holistic learning and development of children
CHCECE036 Provide experiences to support children's play and learning
CHCECE037 Support children to connect with the natural environment
CHCECE038 Observe children to inform practice
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055 Meet legal and ethical obligations in children's education and care
CHCPRT025 Identify and respond to children and young people at risk
HLTAID012 Provide First Aid in an education and care setting
HLTWHS001 Participate in workplace health and safety
CHCECE056 Work effectively in children's education and care

Elective units 2:

CHCDIV001 Work with diverse people
CHCPRP003 Reflect on and improve own professional practice

Assessment tasks: Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of direct performance, observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.

Task submission: Assessment tasks must be submitted via the online portal by the due date allocated. Students are entitled to re-submissions.

RECOGNITION OF PRIOR LEARNING - RPL & CREDIT

RPL application: If you believe you are able to meet course requirements through workplace and other evidence in your possession, contact the team for further information about the RPL process. Note that RPL applications must be made at the time of enrolment, after which you will be contacted by one of our assessors to discuss your application.

Credit transfers: You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency.

Note that you cannot receive a credit for your whole program of study.

INDUCTION & SUPPORT

Pre-enrolment: Once we have received your completed Enrolment Application Form, Language, Literacy and Numeracy Assessment and required documentation one of our team will begin processing your application and contact you within 2 business days to let you know if any further information is needed. You will then be invited to take part in a Pre- Enrolment interview with a Propel Learning team member where key aspects of this document will be discussed. You will also be required to acknowledge receipt and understanding of this document if you accept an offer of enrolment into your chosen course. If you do not understand any information in this document, please request further clarification from a Propel and Academies staff member. Additional information can also be found in our policies and procedures, which can be accessed from our website.

Course induction/Bootcamp: An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general bootcamp of academy facilities, rules and safety procedures is also provided. Bootcamp to our online management system will also be provided by the trainer.

Individual support: Your trainer can provide email and phone support throughout the course. All enrolled students also have access to Student support officer who can provide advice and assistance or facilitate external support.

CERTIFICATE ISSUANCE

Course completion: A qualification testamur and transcript will be issued by Propel Education and Training Pty Ltd upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In circumstances, certificates will be issued within 30 days.

Partial completion: Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by Propel Education and Training Pty Ltd within 30 days of course completion as long as all outstanding fees have been paid.

ENROLMENT INFORMATION

Application: Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.

Unique Student Identifier (USI): It is a condition of enrolment in any nationally recognised training (accredited) program that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online www.usi.gov.au Further information on the national USI system is available from the academy administration.

Confirmation: Enrolment is confirmed upon payment of a deposit of course fee. PPL will collect no more than \$1500 of the total fee on initial enrolment.

FEES & SUBSIDIES

Full Fee

\$3,999.00 – Payment plans available. Propel Learning publishes on its website all course fees relevant to all available courses and Units of Study. These fees may change from time to time and all changes will be published on the Propel and Academies website. Any learner affected by changes to course fees will be notified in writing.

Upon enrolment, you will receive confirmation of the tuition fees for your chosen course via invoice based on your payment method. (If you select to pay your course fee on a repayment schedule this will need to be arranged through EziDebit Pty Ltd, there may be additional fees connected to this service which you will be made aware of through their portal). Deposit is non-refundable. Additional fees may apply for any additional learning material that is required to be replaced, such as textbooks.

Please ensure to read over our financial management section in the student handbook regarding fees and refunds.

FEES & SUBSIDIES

User Choice Program

The User Choice program provides public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees. The program provides the flexibility for apprentices, trainees and their employers to select a preferred training provider (registered training organisations RTO) from a list of Skills Assure Suppliers (SAS) for the delivery of accredited training to meet their specific needs. Prior to enrolment, you will have entered into a Training Contract with your employer through your Australian Apprenticeship Network Provider. This outlines both your and your employer's obligations in relation to your training. This will also identify Propel Education as your Supervising Registered Training Organisation (SRT0)

User Choice Program - Eligibility Criteria

To be eligible for a government contribution towards the costs of training, an apprentice or trainee must have entered into a training contract for a qualification that is funded by the department and be registered in the department's registration system DELTA.

The contract commencement date or recommencement date must be on or after 1 July 2010, and the training provider selected to deliver the training must hold a SAS status for the nominated qualification.

User Choice Program - Restrictions

By completing this qualification, you may no longer be eligible for further subsidised training under the User Choice program.

User Choice Program - Fees Payable

User Choice Policy stipulates that RTO's are obliged to collect a Student Contribution Fee which is calculated at \$1.60 per nominal hour for each unit of competency delivered. The total fee will vary according to the range of units selected however are approximate: \$1,688 (Payment Plan: Deposit \$249 then \$40 per month for 36 months) Applies for students 25 years plus. *Partial exemptions apply where the apprentice is under 17 years, holds a Health Care or Pension Concession Card or is Aboriginal or Torres Strait Islander. **Full exemptions may apply where the apprentice is School-Based or is under 25, employed as an apprentice or trainee under a training contract in one of the 139 priority or traineeship qualifications You must commence, or be undertaking, your training between 1 January 2021 and 31 December 2024, or where payment would result in financial hardship. Textbook fees: Students are required to purchase textbooks separately at their own cost.

User Choice Program - Refunds

When Subsidies training is not completed a proportion of the fee - corresponding to the number of unfinished units will be refunded upon request. No refund is payable on units achieved. Refund requests will be processed within 28 days.

About fees: The course fees specified above are fully inclusive of all, learning materials, tuition costs and support services for the duration of the course.

FEES & SUBSIDIES

Certificate 3 Guarantee

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III qualification.

Certificate 3 Guarantee - Eligibility Criteria

You must:

- be a Queensland resident
- be aged 15 years or over, and no longer at school (with the exception of VET in Schools students)
- be an Australian or New Zealand citizen or Australian permanent resident (Including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training).

Certificate 3 Guarantee - Restrictions

By doing this qualification you will no longer be eligible for further subsidised training under the Certificate 3 Guarantee program.

Certificate 3 Guarantee - Fees Payable

All students are required to pay a Co-contribution fee towards their study.

Non-concessional \$34.00 – \$2.00 per unit.

Co-contribution fees – concessional \$17.00 – \$1.00 per unit.

Textbooks are to be purchased separately by student at own costs. * it is a requirement of the course to have textbooks to complete.

Please be advised that payment, in full or in part, of this invoice, constitutes your acceptance of an offer of enrolment with the RTO and agreement to our cancellation and refund policies and our terms and conditions.

Please note that if you set up a Direct Debit Agreement via Ezidebit you are entering an agreement with a third party. Students will not be charged for any units that have a credit transfer. Please note, additional fees apply for any textbooks or training resources that need to be replaced.

Certificate 3 Guarantee - Refunds

Where the subsidised training is not completed, a proportion of the co-contribution fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units competency successfully completed. Refund requests will generally be processed within 28 days.

About fees: The course fees specified above are fully inclusive of all, learning materials, tuition costs and support services for the duration of the course.

CANCELLATIONS AND REFUNDS

Course cancellation: Students are entitled to a full refund, without deduction if course is cancelled by Propel Academies for any reason prior to commencement. If Propel academies, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal: Student fees paid will be refunded where written notice of withdrawal is provided at least 5 working days prior to course commencements. Note that \$50 will be deducted from the refund amount to cover administration costs. Deposits are non-refundable.

Students wishing to cancel fewer than five working days prior to their course commencing or at any time after are not entitled to a refund, and course fees are required to be paid. Although partial refund may be paid at the discretion of the academy where exceptional circumstances can be demonstrated. All such requests must be in writing.

CHANGES

Changes: If there are any changes to your enrolment or the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the academy or to any training delivery arrangement such as a third party or other services.

OTHER INFORMATION

Student handbook: Our student handbook is available to all prospective students and may be obtained prior to enrolment from our websites. The student handbook reflects our policies and procedures and contains information on enrolment process, skills recognition, participation in training and assessment, support services, fees, refunds, rules and regulations and a range of general information. Refer to our website for complaints and appeals processes.