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**Elite Training Academy**

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**CHC50113 Diploma of Early Childhood Education and Care**

This qualification covers workers in children's services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements.

This course has a nominal duration of 24 months or until all competencies are complete if the participant is entering without a CHC30113 Certificate III in Early Childhood Education and Care qualification, or if the participant has already attained this qualification, then the nominal duration of the course can be reduced to 18 months or until all units of competency are complete.

Participants who attain this qualification typically are:

* Workers with responsibility for supervision of other staff and volunteers
* Able in most states be able to operate as the director or service manager level for children's service centre-based care.

This qualification equips workers to work with children from 0-5 years of age.

Typically graduates will learn to provide for the care and education of children and babies in their care under the guidance of a supervisor. This will include:

* Manage services
* Plan programmes
* Supervise staff
* Communicate effectively with families
* Monitor the well-being of children
* Work in council and early childhood organisations
* Administer occupational health and safety requirements.

To be eligible for this qualification, applicants must:

* Be over the age of 18
* Be employed in or have substantive access to a Childcare facility, be this, long day care, Family Day Care, or other similar role or facility
* Have completed a Working with Children’s Check before commencement of any child contact sessions.

Child care workers are required by law to report to DOCS if they suspect, on reasonable grounds, that a child or young person is at risk of harm. All children's services staff, in every type of children's service, must be aware of their obligations as mandatory reporters and must have completed the required training.

Early Childhood Education and Care employers considering the establishment of traineeships in CHC50113 Diploma of Early Childhood Education and Care for their employees must ensure they are able to implement and support the training program.

There must be a commitment from employers to provide appropriate on-the-job training and supervision.

Employers must be able to provide:

* attendance of a qualified and experienced Early Childhood Education and Care supervisor, reflecting at least the same level as that at which the trainee is engaged when the trainee is in the workplace. This provides suitable professional training, modelling, coaching and professional judgments regarding a trainee’s competence when working with the children in their care.

Environments that are unsuitable for Early Childhood Education and Care traineeship pathways are those that involve practicing as a sole operator. These include (but are not restricted to):

* In home care, such as governess, nanny, au pair, family support worker, or family day care which you only take care of your own children
* Crèche
* Resort child care operations
* Play groups.

Please note that Children’s services will has come under a single set of regulations as part of the new National Quality Framework for Early Childhood Education and Care. The Australian Children’s Education and Care Quality Authority (ACECQA) will guide implementation of the Framework. Further information is available from the ACECQA website. <http://acecqa.gov.au>

The course consists of twenty eight (28) units of competency comprising of twenty three (23) core units and five (5) elective units, there are restrictions on the elective selection, we have developed a program that meets the requirements of this qualification, and industry, as shown below.

Alternative combinations of units of competency are possible within the rules of the training package.

Potential participants wishing to discuss alternative units should contact our Training office.

The format for delivery/assessment will be designed around a twenty four (24) month delivery program involving a combination of theory sessions, simulated workplace sessions and practical childcare centre placements. Assessment is conducted continuously during your training and takes the form of written (or verbal) theory questions, written assignments, observation of your skills by our trainers and by the staff in the childcare centre.

The course is completed at the participants own pace, there is flexibility for the course to be completed in a shorter or longer timeframe, however the intent is for it to take approximately 24 months to complete.

Individual units of competency are issued to participants approximately three units every three months, where the trainer/assessor will meet with the participant and their supervisor, review the previously submitted assessments, if not already done so, review and assist with current learning and assessment material, take away completed assessments and issue new assessments to be reviewed and completed by the next face to face meeting.

Assessments can be competed at the Participants own pace, however it is expected that the participant will be allowed 3 hours per week to allocated to the training program, this may include childcare related activities, assessments or learning processes within the childcare centre.

Participants can submit their assessments at any time and are supported by telephone, email and face to face meetings as required.

Our proposed training program is detailed below:

Core Units (must be completed)

 CHCPRT001 Identify and respond to children and young people at risk

 CHCLEG001 Work legally and ethically

 CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

 CHCECE001 Develop cultural competence

 CHCECE002 Ensure the health and safety of children

 CHCECE003 Provide care for children

 CHCECE004 Promote and provide healthy food and drinks

 CHCECE005 Provide care for babies and toddlers

 CHCECE007 Develop positive and respectful relationships with children

 CHCECE009 Use an approved learning framework to guide practice

 CHCECE016 Establish and maintain a safe and healthy environment for children

 CHCECE017 Foster the holistic development and wellbeing of child in early childhood

 CHCECE018 Nurture creativity in children

 CHCECE019 Facilitate compliance in an education and care services

 CHCECE020 Establish and implement plans for developing cooperative behaviour

 CHCECE021 Implement strategies for the inclusion for all children

 CHCECE022 Promote children’s agency

 CHCECE023 Analyse information to inform learning

 CHCECE024 Design and implement the curriculum to foster children's learning and development

 CHCECE025 Embed sustainable practices in service operations

 CHCECE026 Work in partnership with families to provide appropriate education and care for children

 HLTWHS003 Maintain work health and safety

HLTAID004 Provide an emergency first aid response in an education and care setting

Elective Units

 BDBLED401 Develop teams and individuals

 BSBWOR301 Organise personal work priorities and development

 CHCDIV001 Work with diverse people

 CHCPOL002 Develop and implement policy

 CHCECE006 Support behaviour of children and young people

The qualification is nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Upon successful completion of the course assessments you will awarded a:

**CHC50113 Diploma of Early Childhood Education and Care**

Participants who exit the training program without completing all assessments will be issued with a statement of attainment for those units in which they have demonstrated competency.

Participants are required to be current in their first aid obligations, participants at graduation from this course must meet one of the two following first aid criteria:

1. **HLTAID004** - This course requires participants to complete a childcare specific First Aid course, while notionally scheduled for Month nine, the participant is able to undertake this unit at a time suited to themselves, however, it is a requirement of this course that the participant have a current ***HLTAID004 Provide an emergency first aid response in an education and care setting*** at the conclusion of the course for the this qualification to be issued.
2. Have attained the HLTAID004 Provide an emergency first aid response in an education and care setting within the last three years, and completed the CPR unit of competency ***HLTAID001 Provide cardiopulmonary resuscitation*** within the last 12 months.

The qualification process also recognises your existing skills and knowledge. Recognition of Prior Learning (RPL) is a process where the participants existing skills and knowledge are matched against the requirements of the qualification.

The CHC training package is the culmination of significant research into the Community and Health industry. Part of this research has identified that competency in various core skills and knowledge can only be attained after a significant period of study and practice.

This study and practice is more than simply spending time doing a job, it is about mastery of the role, about understanding the principles behind completing a task, it is about being the best you can be in the role, as such some particular units of competency have a minimum duration for which they must be undertaken.

In this qualification, the relevant units of competency that have specific hours in excess of the nominal hours are:

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| Code and unit title | Specified Hours |
| CHCECE003 Provide care for children | 120 |
| CHCECE005 Provide care for babies and toddlers | 120 |
| CHCECE007 Develop positive and respectful relationships with children | 120 |
| CHCECE017 Foster the holistic development and wellbeing of the child in early childhood | 240 |
| CHCECE019 Facilitate compliance in an education and care services | 120 |
| CHCECE024 Design and implement the curriculum to foster children's learning and development | 240 |

These hours must be undertaken to complete the qualification.

Participants who are not willing to commit to these specified durations, or consider that these durations are unwarranted should seriously consider their commitment to this qualification.

These hours will be adhered to, and will be monitored through the use of a logbook.

If the participant is assessed as already having achieved competency the course is reduced in duration. Additional information on our RPL process is available from our training office. RPL applications cost $120 per unit.

To be eligible to enrol in our training programs participants must be, employed and have the permission and co-operation of your employer.

While other options exit, the normal method of learning and assessment utilises the resources of your workplace, thus the co-operation of your employer is vital.

Our standard texts and assessments are written in English and we normally require that participants complete them in English, as part of our enrolment process we will ask you about you English language ability and assess your English Language skills through a questionnaire to be completed at the commencement of the training program.

Participants who may struggle or do struggle with English will be supported where possible by our staff to complete the course, this assistance will be limited to additional time to complete assessments, help with word definitions and explanations of assessment tasks, the option of verbal assessments, and where provided by the participant, or the Employer, an independent translator may be used.

Where this level of English language support is still not sufficient to assist the participant to complete the course, they will be referred to a local English Language school or suitable TAFE near your work or home.

We are happy to modify our training programmes and assist where necessary, participants with other learning needs. We are able to amend assessment tasks, timing of assessments provision of learning material to accommodate a wide variety of needs, please discuss wish with our Training Office to ensure that we offer you every opportunity to complete your training.

Should a participant not be successful with their first attempt at completing a unit of competency, they will be allowed another opportunity to undertake that unit at no charge, should the participant still not have completed the unit satisfactorily, they will need to make a payment of $125 per unit to sit that unit of competency again.

Our Participant manual details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any Access and Equity issues.

We offer support to all Participants with their learning needs. We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues.

**Fees and Charges:** The course fee of $1,000.00 includes all texts, assessment material and enrolment fees, these fees are negotiated directly with your employer.

Payments for this course are in arrears, ie $300.00 due three months after commencement and an additional $300.00 at course completion. As these fees are in arrears we do not offer a refund policy with this course. Please note 20% deposit of $200 is required within 7 days of invoice received.

Please chose your course carefully as there are no refunds.

We are flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

**To Enrol**

Please contact us at:

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