

<b>Course Description</b>	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 Standards. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development.	
<b>Delivery Location</b>	Unit 225, 14 Lexington Drive Bella Vista NSW 2153	
<b>Delivery Modes</b>	This course is delivered using the following modes: <ul style="list-style-type: none"> <li>• face-to-face (facilitated on-site delivery);</li> <li>• self-paced study (independent self-directed study); and</li> <li>• workplace learning (work placement).</li> </ul>	
<b>Course Duration</b>	The total duration of this course is 52 weeks which includes 34 weeks of facilitated onsite training at CSIA's Bella Vista campus over four terms , 6 weeks of work placement at a regulated education and care service and 12 weeks of holidays. In addition to this you will be required to complete self-directed study of 15 hours per week during the terms which includes completion of assessment tasks.	
<b>Entry Requirements</b>	<p><u>Pre-requisite qualifications or units:</u>  The Community Services (CHC) training package does not specify any pre-requisite qualifications or units to enter into this course.</p> <p><u>Minimum education requirements:</u>  CSIA requires all candidates entering this course must have completed Year 10 or equivalent qualification or have relevant experience working with children.</p> <p>Candidates who are unable to provide Year 10 or equivalent qualification are required to attend a course information session where they are required to successfully complete a Language Literacy and Numeracy (LLN) test. Candidates with LLN difficulties identified either through the enrolment process or the LLN test will be interviewed individually by the RTO Manager and if there is a concern on their LLN ability, they will be referred to external specialists or organisations. The cost of the external and/or additional tuition to support LLN needs must be met by the candidate. Our assistance will be limited to expanding vocabulary, explaining concepts and ensuring understanding, we are not LLN training expert or provider.</p> <p><u>Age Requirements:</u>  Candidates must be 18 years of age or above at the time of application.</p> <p><u>Working with Children Check Requirements</u>  Candidate should be able to clear the Working with Children Check prior to undertaking this course. A Working with Children Check is a prerequisite for anyone in child-related work (paid or volunteer) in New South Wales. This course requires candidates to undertake work placement in a Regulated Education and Care Service (e.g. long day care centre). To apply for NSW Working with Children Check registration, please visit <a href="https://www.ccheck.ccyp.nsw.gov.au/Applicants/Application">https://www.ccheck.ccyp.nsw.gov.au/Applicants/Application</a></p>	
<b>Course Fees</b>	Tuition Fee: \$4,900 Enrolment Fee: \$200 Resources Fee: \$300 (covers the cost of text books, assessment material, arts & crafts and excursions)	
<b>Paying your tuition fees</b>	Course fees are payable on the dates set out in the Letter of Offer. Payments can be made via direct deposit or electronic funds transfer. Please note that there is surcharge for payments using credit cards. We will send you a reminder via email when your fees are due. Please remember to let us know if you change email address so we can keep your details up-to-date.	
<b>Other Administrative Fees and</b>	RPL Application Fee	\$200
	RPL Assessment Fee (per unit)	\$250
	Credit Transfer Fee	\$0

<b>Charges</b>	Reassessment Fee (per assessment)	\$100
	Replacement of Statement of Attainment Fee	\$60
	Replacement Certificate Fee	\$60
	Replacement of Transcript (Record of Results) Fee	\$25
	Student Record/Letter (printed) Fee	\$20
	Tuition fee late payment fee (per each week of delay)	\$50 per week
	Printing / photocopying charge (per each page – black and white copy only)	15c
	Credit Card surcharge (per each transaction)	1.5%
<b>Assessment methods used</b>	<p>The following assessment methods are used to assess units of competency. All units of competencies are assessed using more than one method of assessment</p> <p>Methods of assessment include:</p> <ul style="list-style-type: none"> <li>• Written questions</li> <li>• Case Study</li> <li>• Reflection / Journal</li> <li>• Project / Assignment</li> <li>• Portfolio</li> <li>• Role play</li> <li>• Observation</li> </ul>	
<b>Work placement</b>	<p>The requirement to undertake work placement in a regulated education and care service is specified within the assessment requirements of some of units of competency that are part of this course.</p> <p>Though many of the units only require 120 hours of work in a regulated education and care services, CSIA has chosen 240 hours of work placement and this decision was guided by the following requirements and principles:</p> <ul style="list-style-type: none"> <li>• Several units of this course require candidates to demonstrate skills over a period of time in real life situations and in different contexts and with different individual clients.</li> <li>• Candidates require time and the opportunities to develop employability skills, appropriate work attitudes and range of behaviours appropriate to the industry, so that they are better prepared for the future work roles.</li> <li>• Assessors require sufficient time to administer work placement assessments properly and thoroughly.</li> </ul> <p>Work placements are arranged by CSIA at no extra cost to the candidate. If candidates decide to arrange their own suitable work placement because they know a particular centre well, then the centre chosen by them must be approved by CSIA before they can commence the work placement.</p> <p>Child Care facilities chosen for work placement must be a Regulated Education and Care Service and meet the requirements of the National Quality Framework for Early Childhood Education and Care and operate under the approved learning framework under the National Quality Framework for Early Childhood Education and Care. Child care facilities must have access to children and babies, ranging from 0 to 6 years as specified in the Workplace Hours Logbook and within the qualification requirements as specified in the various units of competency.</p>	
<b>Course Outcomes and Pathways</b>	<p>The outcome for this qualification is either CHC30113 Certificate III in Early Childhood Education and Care or, should the candidate depart the course before it has been completed, a Statement of Attainment for the units in which competency has been demonstrated will be issued.</p> <p>Study pathway:  After completing CHC30113 Certificate III in Early Childhood Education and Care,</p>	

	<p>candidates may choose to undertake:</p> <ul style="list-style-type: none"> <li>• CHC40113 Certificate IV in School Age Education and Care or</li> <li>• CHC50113 Diploma of Early Childhood Education and Care</li> </ul> <p>Employment pathway:  Employment outcomes from this qualification may include:</p> <ul style="list-style-type: none"> <li>• Early Childhood Educator</li> <li>• Early Childhood Assistant</li> <li>• Family Day Care Assistant</li> <li>• Outside School Hours Care Assistant/Aide</li> <li>• Preschool Assistant</li> <li>• Nanny</li> </ul>		
<b>Units of competency</b>	<b>Unit Code</b>	<b>Unit Title</b>	<b>Core/Elective</b>
	CHCECE001	Develop cultural competence	Core
	CHCECE002	Ensure the health and safety of children	Core
	CHCECE003	Provide care for children	Core
	CHCECE004	Promote and provide healthy food and drinks	Core
	CHCECE005	Provide care for babies and toddlers	Core
	CHCECE007	Develop positive and respectful relationships with children	Core
	CHCECE009	Use an approved learning framework to guide practice	Core
	CHCECE010	Support the holistic development of children in early childhood	Core
	CHCECE011	Provide experiences to support children's play and learning	Core
	CHCECE013	Use information about children to inform practice	Core
	CHCLEG001	Work legally and ethically	Core
	CHCPRT001	Identify and respond to children and young people at risk	Core
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
	HLTAID004	Provide an emergency first aid response in an education and care setting	Core
	HLTWHS001	Participate in workplace health and safety.	Core
	CHCECE012	Support children to connect with their world	Elective
	CHCPOL002	Develop and implement policy	Elective
	BSBLED401	Develop teams and individuals	Elective
<b>Information about Unique Student Identifier (USI)</b>	<p>All students studying a nationally recognised qualification in Australia are required to obtain a USI number. The USI program is administered by the Australian government.</p> <p>As part of your enrolment you will need to generate a USI (if you don't already have one) and provide it to us. By providing us with your USI you consent to us recording and verifying this number. For more information about USI, and to generate one, please see <a href="http://www.usi.gov.au">www.usi.gov.au</a></p>		
<b>Recognition of Prior Learning (RPL) and Credit Transfer (CT)</b>	<p>If you've previously completed studies in an area related to your intended course, or you feel that your employment experience has given you adequate knowledge of a learning area, you may decide to apply to have your knowledge and experience recognised.</p> <p>If you feel this applies to you it is important that you let us know at the time you apply for enrolment so that we can assess your previous qualification achieved and experience gained.</p> <p>If you already hold one or more units from this qualification, you may apply for credit transfer.</p> <p>RPL and/or Credit Transfer may reduce the overall duration and course fees.</p>		

	Please contact us to discuss RPL and CT opportunities. Full details of our RPL and CT policies and procedures are detailed in our Student Handbook <a href="http://www.csia.edu.au/student-handbook-2/">http://www.csia.edu.au/student-handbook-2/</a>
<b>CSIA obligations as the provider of training and assessment</b>	All training and assessment will be conducted by Kennedy Leadership Institute Pty Ltd trading as CS Institute Australia, who is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisations 2015 and for the issuance of Australian Qualification Framework (AQF) certification documentation. CSIA does not use any third party services in the provision of training and assessment services.
<b>Student Handbook</b>	Before enrolling, please read through our Student Handbook. It contains further details about our policies and procedures such as refunds, student support, complaints and appeals and includes information you should know before enrolling into our courses. Please visit our website <a href="http://www.csia.edu.au/student-handbook-2/">http://www.csia.edu.au/student-handbook-2/</a>