

COURSE INFORMATION SHEET

CHC30113 – Certificate III in Early Childhood

Education and Care

Nova College (RTO: 41187)

1. Qualification Summary

National Code / title:	CHC30113 Certificate III in Early Childhood Education and Care		
AQF level	3	Currency	Release 4 (refer to website: https://training.gov.au/training/details/chc30113)
Industry Relevance:	<p>This qualification applies to educators wanting to work in the field of Early Childhood Education and Care in an assistant role or as a Family Day Care Educator.</p> <p>Certificate III qualified Educators will be required to work within a highly regulated industry and acquire a sound understanding of Children’s Services regulations and National Quality Standard. Certificate III qualified Educators will work with a room leader to implement the education and care learning and development program, support the implementation of an approved learning framework and promote children’s wellbeing, learning and development.</p>		
Entry requirements:	<p>Prospective learners must:</p> <ul style="list-style-type: none"> • Be 18 years of age or above • Show appropriate LLN for entering the job role <p>All students must undertake National Police Check and Working with Children Check before commencing work placement.</p>		

(*Under the Education and Care Services National Law (2011) the Australian Children’s Education and Care Quality Authority (ACECQA) publish lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.)

2. Qualification Components

No.	Unit	Unit Code	Unit Name
1	Core	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
2	Core	CHCECE001	Develop cultural competence
3	Core	CHCECE002	Ensure the health and safety of children
4	Core	CHCECE003	Provide care for children
5	Core	CHCECE004	Promote and provide healthy food and drinks
6	Core	CHCECE005	Provide care for babies and toddlers
7	Core	CHCECE007	Develop positive and respectful relationships with children
8	Core	CHCECE009	Use an approved learning framework to guide practice
9	Core	CHCECE010	Support the holistic development of children in early childhood
10	Core	CHCECE011	Provide experiences to support children's play and learning
11	Core	CHCECE013	Use information about children to inform practice
12	Core	CHCLEG001	Work legally and ethically
13	Core	CHCPRT001	Identify and respond to children and young people at risk
14	Core	HLTAID004	Provide an emergency first aid response in an education and care setting
15	Core	HLTWHS001	Participate in workplace health and safety
16	Elective	BSBWOR301	Organise personal work priorities and development
17	Elective	BSBINN502	Build and sustain an innovative work environment
18	Elective	BSBLED401	Develop teams and individuals

3. Delivery Arrangements

Estimated Course duration	For internal classroom-based students, minimum 8 months of full-time study from commencement is normally required. However, students can also complete the course reasonably earlier due to their strong commitments to study, high English proficiency levels and working or voluntary experiences in Early Childhood Education and Care
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	settings. The duration includes 24 weeks of internal training, at least 120-hour vocational placement and 16 weeks for make-up class, reassessment and holidays when the student's needs arise.
Delivery location	NOVA College (77 Lexton Street, Stretton, 4116, QLD)
Mode of delivery	<p>Internal face-to-face delivery and blended learning mode, which is composed of classroom instruction, group study, tutorials, self-paced study on e-learning platform and work placement and practice.</p> <p>External in-the-workplace training is possible if the student is working in a childcare setting. One-on-one trainer visit and supervision, communication via phone and emails, access to the online platform and monitored progress of assessment submission will be used as the major vehicles of training delivery. Details are provided in Student Handbook.</p>
Assessment and Study Load	<p>The total study hours for the course are benchmarked against NCVET Nationally agreed nominal hours guide.</p> <p>Students can be expected to complete up to 360 hours in a workplace but are only required to evidence the minimum standard of 120 hours. These hours have been determined based on the quantity of practical tasks to be completed.</p> <p>Learners are expected to study approximately 40 hours and/or participating practicum per week. The study hours include classroom training, tutorials, workshops, watching on-line videos, various readings, practicums, observations, group discussions, professional development etc., but not limited to these. On an average, 20 contact hours per week is required of students.</p>

4. Assessment Requirements

Assessment tasks	There are Theory Assessments and Work Placement Assessments for each unit delivered. Assessment is generally progressive with multiple assessments tasks to be completed for each unit of competency. Assessment tasks and methods will vary from
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	unit to unit and may include a combination of small group study, written questions and answers, oral questioning, scenario analysis, case study and practical activities to be carried out in Early Childhood Education and Care settings.
Submission	Assessment tasks must be submitted by the due date unless an extension application is lodged and approved. Students are entitled to multiple re-submissions per assessment item until the assessment is deemed competent by the trainer/assessor. Workplace related materials and documents need to be returned Nova College and kept in record as evidence of UoC (Unit of Competency).

5. Course Materials

Assessment	All the electronic versions of Theory and Workplace assessments for each unit, trainers' PowerPoint, Student Handbook, class timetable and centre sample policy documents are accessible on the student learning platform and can be downloaded by the students on their own laptops/computers. All the learning materials on the platform are free for Nova students.
Textbooks	<p>Two textbooks are used for this qualification:</p> <p style="padding-left: 40px;">Kearns, K. (2017). <i>The Big Picture: Working in Early Childhood Education and Care Series</i> (4th ed.). Victoria: Cengage Learning Australia.</p> <p style="padding-left: 40px;">Kearns, K. (2017). <i>Birth to Big School: Working in Early Childhood Education and Care Series</i> (4th ed.). Victoria: Cengage Learning Australia.</p> <p>To successfully complete the assessments, it is advised, but not compulsory, that the students purchase these textbooks from Nova College at their own cost. The price for these two books is \$117 in total. Students are allowed to borrow the textbooks, share the textbooks or purchase the books through other ways.</p>

Required Readings	The required readings for this course include national and state legislations, industry quality standards, centre policy documents, Australia Early Years Learning Framework and any other related articles, research papers, which are free and accessible to Nova students on the online platform. Students are required to spend time on these readings to complete their assessments to a high standard.
Learning Resources	<p>The following resources are provided to learners via classroom and the NOVA COLLEGE Learning Platform:</p> <ul style="list-style-type: none"> • Core documents including the Early Years Learning Framework and the National Legislations • Required additional readings (which reflect current industry practices) • Student learner guides (Student Handbook) which demonstrates how to access and complete tasks online, how to submit tasks for assessment and review tasks after or prior to assessment (self-study video demonstrations) • Student learner guides which include introductions to each unit being assessed, a unit descriptor and required outcomes of assessment, and a guide to attempting each practical task in the unit • Communication resources including forums and messaging • A WeChat class group which allows learners to keep in touch, highlight industry news and events and facilitate the communication between the students and NOVA COLLEGE • A Forum on Nova College Learning Platform encouraging students to raise questions and participating in discussions • Links to web pages related to the course and industry • Workplace supervisor information to support mentoring and practical guidance

6. Recognition and Credit

Credit transfer	Students may be able to shorten the length of their chosen qualification by taking into account previous studies. NOVA COLLEGE accepts and provides credit to learners for units of
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	<p>competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:</p> <ul style="list-style-type: none"> • AQF certification documentation issued by any other RTO or • AQF authorised issuing organisation, or • Authenticated VET transcripts issued by the Registrar. <p>These documents will be verified and copied as evidence of current competency. Credit Transfers will be granted upon the receipt of sufficient evidence to support the application and prior to the commencement of training.</p>
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7. Induction and Support

Pre-enrolment:	<p>By completing a <i>Language Literacy and Numeracy assessment</i> prior to enrolment, the student will be assisting us to evaluate his/her suitability for the course and to tailor support services to meet the student's individual needs. A Student Support Officer will review the information provided by the student and, if appropriate, contact you to discuss options to assist you to participate productively in the course.</p>
Course Induction	<p>An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, course content, delivery and assessment arrangements and the satisfaction of course requirements. A general orientation to college facilities, rules and safety procedures is also provided prior to the start of the in-class training. At the orientation, access to online learning platform, procedures of downloading resources and assessment submission as well as the use of discussion forums will also be explained in detail to the new students. If a student joins a class from any point over the course, the course induction session will be conducted individually. The admin officer will make sure the student gets all the information as others in the class. The course induction PPT is available to students on the learning platform.</p>



Individual Support	<p>Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support. Students can access support from Nova college office 5 days a week. The office address is the same address as the delivery location and the office opens from 9:00am to 5:00pm. The office phone number is 07 3157 3637.</p> <p>Students can also send emails to studentsupport@nova.edu.au whenever they want seek advice for study or help to solve their study-related problems.</p> <p>Students enrolled in Nova College are also able to access the LLN support and trainer support/consultation. A minimum of one day a week (9:00am to 5:00pm on Thursday) is available for students to communicate and consult with their trainers about their assessments and workplace practicum. Students can also raise study-related questions in the WeChat class group or platform forum and a student officer will make prompt response to their questions.</p> <p>More details of student support will be provided in the Student Handbook.</p>
LLN Support	<p>All the potential applicant students will be LLN screened by Nova College enrolment team in partnership with another RTO (ACE College) who provides FSK courses for the students who have demonstrated an insufficient English language proficiency. If the students' English skills are not to the required level of this qualification, they will be provided with additional modules of English learning as a support for Certificate III in Early Childhood Education and Care. The FSK courses will be delivered at Nova College.</p> <p>(*ACE Community Colleges information: https://www.acecolleges.edu.au contact number 02 6622 1903)</p>

8. Work Placement Arrangement

Required Workplace Hours	Students can be expected to complete up to 360 hours in a workplace but are only required to evidence the minimum standard of 120 hours.
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Trainer/Nova College Support	Nova College will work together with students to find early child care centres for doing work placement practicum. Students have the right to seek advice and support from the college in securing the opportunities for workplace practicum in order to complete the 120-hour requirement for this qualification. Students can also choose to find the workplace opportunities by themselves. The college will help the students to make standard preparation such as the materials (introduction posters), documents (agreement, logbook, etc.) and work T-shirt. A Workplace Preparation Workshop will be available for all the student before the start of their workplace. (More details are listed in Student Handbook)
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9. Course Fee

	Types	Full fee	Concession
Certificate III in Early Childhood Education and Care	Non-Subsidised Course fee	AUD 3240	AUD 2500
	Co-Contribution fee (government-subsidised students)	AUD 80	AUD 40

(*No other cost for online resources, student services or amenities)

(*Funding is available for eligible individuals. This training is delivered with Queensland Government Funding through the Certificate III Guarantee initiative. For more information about vocational training in Queensland, and to check your eligibility for funding please visit the following websites:

<http://www.training.qld.gov.au/> http://www.skillsgateway.training.qld.gov.au/Eligibility#citizen_permanent

<https://training.qld.gov.au/site/training/Documents/incentives/hls-factsheet-student.pdf>

The students can also consult Nova College for funding eligibility information.)

10. Cancellations and Funds

Course cancellation:	Students are entitled to a full refund, without deduction, if the course is cancelled by us for any reason prior to its commencement.
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Student withdrawal:	<p>If a student wishes to cancel or transfer an enrolment, a Withdrawal Form needs to be filled and submitted prior to course commencement. Students wishing to cancel an enrolment prior to their course commencing are entitled to a full refund.</p> <p>You can refer to the Student Handbook for the details about cancellation and withdrawal any time during the course.</p>
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11. Other Information

Compliant statement	<p>Nova College is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).</p>
Course enquiries	<p>Course enquiries: If you have any enquiries, please contact: info@nova.edu.au</p> <p>Student support service contact: Student Support Officer E: studentsupport@nova.edu.au T: 07 3157 3637</p> <p>This Course Information Sheet should be read in conjunction with our Student Handbook and website www.nova.edu.au</p>