



**Tuggerah Lakes
Community College**

Children's Services Training Information Handbook



2009 Children's Services Training (via correspondence)

- **CHC30708 Certificate III in Children's Services**
- **CHC50908 Diploma of Children's Services
(Early Childhood Education and Care)**



NSW Vocational
Education & Training
Accreditation Board



NATIONALLY RECOGNISED
TRAINING

Welcome

Thank you for contacting the Tuggerah Lakes Community College regarding our quality, flexible childcare correspondence courses where you will also receive professional and friendly support.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) may be granted to students who already have the skills and knowledge that our courses cover. If you believe previous work, study or life experiences make you competent in some of the performance criteria for any of the units of study, you should think about applying for RPL. Please call Kerrie on (02) 43530017 to find out how to go about this.

Entry requirements

Students should have Year 10 level or equivalent in English, be in reasonable health, and have no existing back injuries. If this is the case we would recommend that you talk to your general practitioner (GP). Photo identification is also required when enrolling in accredited courses. You will need to be prepared to sign a "Working With Children Check". Participants who are undertaking childcare studies cannot be employed in NSW as a primary contact staff member, that is, included in the staff child ratios, until they are 18 years of age.

Assignments/Workbooks

If a student fails to meet a competency for a unit they will be provided with another opportunity to complete the assessment task. Workbooks are provided in the fee.

Student Support/Counselling

Tuggerah Lakes Community College offers optional assignment support classes every Monday evening at Tuggerah, during class terms, from 5:00pm-7:00pm. These classes also serve as a forum for childcare students to get together and discuss their studies. Counselling is available to students on request and all meetings are confidential.

Fees

Total cost per unit of study = \$125

Senior First Aid = \$135 and cannot be done via correspondence

You pay as you go – that is, upon the completion of one unit you enrol and pay for the next. Alternatively you may pay the full course fee of \$1,190 for Certificate III in Children's Services and Certificate IV in Out of School Hours Care, and \$2,150 for the Diploma of Children's Services upgrade, up-front and receive all books together. No qualifications will be issued until all fees are paid. Please ensure that you have read our refund and cancellation policy before you enrol.

Outer Region Students (not on the Central Coast)

The cost per unit remains at \$125 per unit. For each practicum visit (x2 Certificate III in Children's Services, x4 Diploma and Full Diploma of Children's Services) students not in the Central Coast area are required to pay \$190 per practicum visit. If students are able to find a centre where the teacher or diploma trained staff member has a Certificate IV in Assessment and Workplace Training you will *not* have to pay the fee of \$190 per practicum visit.

Complaints or Grievance

If you have a complaint or grievance, we will listen. We aim to deal with any complaint and/or grievance in an effective and timely manner. You should know that if you have a complaint or grievance:

- ✚ we will take your complaint/grievance seriously, and we will record the details, actions taken and the outcome in writing
- ✚ we will provide a staff member who has not been involved in the grievance to review the complaint/grievance
- ✚ you may have an independent person attend any meetings with you to act as a support person, or your advocate.
- ✚ you will have the opportunity to formally present your case
- ✚ you will receive a letter from us detailing the outcome of your complaint/grievance and any reasons for the decisions we have made about it.

More information will be provided to you about complaints or grievances in your student handbook.

Procedure

1. Enrol and pay for the first unit or full course. If you sign up and pay for the full qualification you will be required to come into our office for all the books.
2. You will receive your first workbook and some accredited paperwork which must be read, signed and returned to the office with your first assignment. *Please ensure you keep a copy of any documentation and assignments you submit to the college. The college will not be held responsible for any lost assignments as the student will be expected to keep a copy of all assignments submitted.*
3. Once you submit your assignment via email, post or hand delivered to our Tuggerah office it will be marked and returned within 4 weeks.
4. Please send a note and payment requesting the next unit you wish to study.
5. You will be allowed two (2) attempts only for each of the written assessments. That is, if your first attempt does not meet the assessment criteria, you will be given the opportunity to resubmit once only. *Please ensure all original work is also submitted with any resubmitted work.* Students who are not yet competent from a practical 'on the job' demonstration aspect, will be offered extra support from the practicum supervisor to help identify strategies for improvement. Students will be allowed one more opportunity to demonstrate competence on the job.
6. Assessment feedback will be provided to you by your tutor by way of written comments on submitted written work/assignments and verbal feedback throughout the class. Comments from your Centre Supervisor & College Practicum Supervisor will be noted in your Practicum handbook
7. Once you have completed the majority of your workbooks you will be assessed on your practicum placement.

Please do not hesitate to contact us on **4353 0017** for further enquiries.



CHC30708

Certificate III in Children's Services



From the CHC08 Community Services Training Package, the Certificate III in Children's Services (CHC30708) is a nationally recognised and VETAB accredited qualification that comprises of eleven (11) compulsory units of competency, plus four (4) elective units. At the completion of these units the student is recognised as a Level III trained childcare worker.

This qualification covers workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play, as well as enabling them to achieve their developmental outcomes.

Practical Component

For this qualification you will complete the listed units of study (see next page) by correspondence and then undertake final practical (work experience) components. The Certificate III in Children's Services requires three work experience practicums:

- ✚ a total of 75 hours in the 0 – 2/3 year old room. This Practicum will consist of a training workbook that contains on the job competencies, plus assignments. The student will be assessed a minimum of once during this period and will be expected to complete tasks by each visit;
- ✚ a total of 75 hours in the 3-5 year old room. This Practicum will consist of a training workbook that contains on the job competencies, plus assignments. The student will once again be assessed; and,
- ✚ a total of 8 hours in outside school hours settings or on vacation care. This is monitored.

Students will be encouraged to attend all the classroom sessions prior to starting their practicum. However, if students with prior experience of working or volunteering at a centre feel confident in commencing a practicum, this can be organised after consultation and approval with the Tutor and Vocational Training Coordinator.

CHC30708 Certificate III in Children's Services

Units of Study

National Code	Unit Of Competency Name	Hours			
		Classroom or Distance Study	Assignment / Projects	Practicum Totals	Combined Hours
CHCCHILD401A	Identify and respond to children and young people at risk of harm	6	9	7	22
CHCCN301A	Ensure children's health and safety	8	13	14	35
CHCCN302A	Provide care for children	12	15	15	42
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner	6	9	7	22
CHCCS400A	Work within a legal and ethical framework	8	18	14	40
CHCFC301A	Support the development of children	12	22	16	50
CHCIC301D	Interact effectively with children	12	21	15	48
CHCPR301A	Provide experiences to support children's play and learning	12	11	22	45
CHCPR303D	Develop understanding of children's interests and developmental needs	6	5	9	20
HLTFA301B	Apply first aid	8	4	3	15
HLTOHS300A	Contribute to OHS processes	6	10	6	22
CHCCN305A**	Provide care for babies	8	18	12	38
CHCCHILD301A**	Support behaviour of children and young people	6	12	4	22
CHCORG303A** or CHCAL307A**	Participate effectively in the work environment (for Centre Based Care students) Comply with family day care administration requirements (for Family Day Care)	6	9	7	22
CHCIC302A**	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	6	9	7	22
	Total	122	185	158	465

* If you already have your Senior First Aid Certificate please provide a copy with your enrolment form so we can exempt you. We will need to sight original documentation. If you don't have your first aid certificate and would like to do it with us through Medi Life you will be required to pay an extra \$100 to cover this component.

** Denotes elective units.

Employability Skills summaries for this qualification can be downloaded from <http://employabilityskills.training.com.au>



CHC50908

Diploma of Children's Services (Early Childhood Education and Care)



From CHC08 Community Services Training Package, the Diploma of Children's Services (Early Childhood Education and Care) is a nationally recognised and VETAB accredited qualification that comprises of 13 compulsory units of competency, plus 5 elective units. At the completion of all 18 units the student is recognised as a Level 5 trained childcare worker. Occupational names include Child Care Worker – Qualified, Team leader, Group Leader, Program Leader, Service Manager, Service Director, Special Needs Inclusion Worker.

The Diploma qualification covers childcare workers who are responsible for developing and evaluating a children's program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most states it is the highest qualification required at director or service manager level. Workers at this level are required to have an understanding of Indigenous culture and history, and to work with local communities in the provision of services.

Course Information

To gain entry into CHC50908 Diploma of Children's Services (Early Childhood Education and Care) candidates **must already hold** the CHC30708 Certificate III in Children's Services incorporating the below detailed units of competency - or can demonstrate competence through a recognition process in these units:

CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301A	Ensure the health and safety of children
CHCCN302A	Provide care for children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCN305A	Provide care for babies
CHCCS400A	Work within a relevant legal and ethical framework
CHCFC301A	Support the development of children
CHCIC301D	Interact effectively with children
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs
HLTFA301B	Apply first aid
HLTOHS300A	Contribute to OHS processes

Contact the College on the listed telephone number to discuss the above should you require further information.

Practical Component

For this qualification you will complete the listed units of study (see next page) and then undertake final practical (work experience) components. The Diploma of Children's Services requires three (3) work experience practicums that total 240 hours in the following groups:

- ✚ practical experience with babies 0-2 years

- ✚ practicum with children 3-5 years

- ✚ practicum with children with special needs

Each practicum will consist of a training workbook that contains on the job competencies, plus assignments. The student will be visited by one of our assessors at each practicum. Students will be encouraged to attend all the classroom sessions prior to starting their practicum. However if students with prior experience of working or volunteering at a centre feel confident in commencing practicum this can be organised after consultation and approval with the Tutor and Childcare Coordinator. If you already work in the industry we can assess you on-the-job and practicum hours will only be necessary if you are deemed not yet competent. In some cases, we recommend practicum hours in another centre to give you a broader picture and the opportunity to experience various environments and ways of doing things – however, this is not compulsory.

CHC50908

Diploma of Children's Services (Early Childhood Education and Care)

Units of Study

National Code	Unit Of Competency Name	Hours			
		Classroom or Distance Study	Assignment / Projects	Practicum Totals	Combined Hours
CHCCN511A	Establish, manage and monitor the implementation of a safe and healthy environment	8	22	10	40
CHCFC502A	Foster physical development in early childhood	8	22	10	40
CHCFC503A	Foster social development in early childhood	12	30	18	60
CHCFC504A	Support emotional and psychological development in early childhood	8	22	10	40
CHCFC505A	Foster cognitive development in early childhood	16	36	20	72
CHCFC506A	Foster children's language and communication development	16	36	20	72
CHCIC501A	Manage children's services workplace practice to address regulations and quality assurance	8	26	14	48
CHCIC510A	Establish and implement plans for developing cooperative behaviour	8	22	10	40
CHCIC512A	Plan the inclusion of children with additional	8	22	10	40
CHCPR502D	Organise experiences to facilitate and enhance children's development	16	36	20	72
CHCPR509A	Document, interpret and use information about children	16	36	16	68
CHCPR510A	Design, implement and evaluate programs and care routines for children	16	38	26	80
CHCRF511A	Work in partnership with families to care for the child	8	16	6	30
CHCCN520C**	Advocate for the rights and needs of children and young people	4	6	6	18
CHCFC507A**	Use music to enhance children's experience and development	12	26	10	48
CHCIC511A**	Implement and promote inclusive policies and practices in children's services	8	20	10	38
CHCPR614C**	Observe children and interpret observations	6	16	10	32
CHCQM501B**	Facilitate an accreditation process	12	24	14	50
	Total	192	456	240	888

** Denotes elective units.

Employability Skills summaries for this qualification can be downloaded from <http://employabilityskills.training.com.au>

We look forward to hearing from you!

Phone: 4353 0017

Email: childcare@tlcc.nsw.edu.au

Children's Services Training

...providing a strong career foundation