



Tuggerah Lakes  
Community College

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# Children's Services Training Information Handbook



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## Term 4, 2009

Qualifications from the CHC08 Community Services Training Package



NSW Vocational  
Education & Training  
Accreditation Board

- **CHC30708 Certificate III in Children's Services**
- **CHC50908 Diploma of Children's Services (Early Childhood Education and Care)**
- **CCHC41208 Certificate IV in Children's Services (Outside School Hours Care)**



NATIONALLY RECOGNISED  
TRAINING

## **General Information**

*...providing a strong career foundation*

### **Welcome**

Thank you for contacting Tuggerah Lakes Community College regarding our quality, flexible childcare classes which are delivered in a supportive, conducive and friendly atmosphere. We take a maximum of 16 students per class to ensure each student receives the necessary attention.

### **Course Information**

Have you always wanted to work with children or are currently working in a centre and need to obtain a qualification? We have been delivering quality VETAB accredited and nationally recognised childcare training since 1996. Units for all qualifications are conducted in a flexible delivery style through face-to-face sessions, combined with assignments to be completed at home and on-the-job work experience.

The Tuggerah Lakes Community College delivers accredited courses in Children's Services. This provides students with a nationally recognised qualification to work in child care centers', before and after school and vacation care centers', family day care centers' and home-based care services. You'll learn in depth about appropriate interaction with children and fulfilling their physical, emotional and self-care needs.

You will learn everything from occupational health and safety (OH&S), child protection, guiding children's behaviour, planning and programming activities, observing children, caring for children and babies, working legally and ethically in a team environment, child development and much more.

### **Attendance/Assignments**

For students enrolled in face-to-face courses, your attendance in class is important. Students need to commit to these hours. Assignments are due on the date provided by the tutor. If a student fails to meet a competency for a unit they will be provided with another opportunity to complete the assessment task. Opportunities for face-to-face classes and workshops will only be offered once.

### **Student Support/Counseling**

Tuggerah Lakes Community College offers optional assignment support classes on Monday evenings at Tuggerah, contact the office for specific times. These classes also serve as a forum for childcare students to get together once the face-to-face classes have finished, and while assignments and practical work are being completed. Students completing by distance are equally welcome to attend or make contact with tutors during these sessions. Counseling is available to students on request and all meetings are confidential.

### **Recognition of Prior Learning (RPL)**

Recognition of prior learning (RPL) may be granted to students who already have the skills and knowledge that the course covers. If you believe your previous work, study or life experience makes 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 4353 0017 to find out how to go about this.

### **Credits**

Tuggerah Lakes Community College adheres to the Australian Quality Training Framework (AQTF), covering a national set of standards, which assures consistent, high-quality training and assessment services. In this, the College recognises qualifications and Statements of Attainment issued by other recognised training organisations throughout Australia. Mutual recognition is the process of providing you with a credit transfer for units you have studied through another college or TAFE. Upon receipt of a copy of your transcript we can 'map' what you have completed against the training requirements and advise what 'gaps' you would need to fulfill in order to receive your full qualification.

## Entry requirements

Students are to 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).

You will need to be prepared to sign a 'Working With Children Check'. This is a legal requirement under the Commission for Children and Young People Act 1998 (NSW).

Participants who are undertaking child studies cannot be employed in NSW as a primary contact staff member (i.e. included in the staff: child ratios) until they are 18 years of age.

## 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 on the first day of your course.

## Payment

Please see below listed qualifications for total costs. Payment in full is accepted by either credit card, cheque, cash, eftpos.

It is also possible to sign a Payment Plan contract. An installment plan of \$300 per month after a 50% deposit of course fee is paid is available through ezipay.

Payment plan options will incur:

\$ 30.00 administration fee (Certificate III & Certificate IV OOSH)

\$ 50.00 administration fee (Diploma)

No qualifications will be issued until all fees are paid.

Please ensure that you have read our refund and cancellation policy in the back of our course guide or on our website before you enrol. You will be required to sign that you accept the conditions on the enrolment form prior to your course commencement.

Please do not hesitate to contact the office for further enquiries. We do not have a cut-off date for enrolling however, as numbers are limited and books need to be prepared the earlier the better.

We look forward to hearing from you!

**Phone: 4353 0017**

*or*

**Email: [childcare@tlcc.nsw.edu.au](mailto:childcare@tlcc.nsw.edu.au)**

# 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.

### Delivery Modes

**Classroom courses** are offered at our **Tuggerah Training Centre, Suite 16/1 Reliance Dr, Tuggerah**, as follows:

**Day Classes - commencing Thursday 22<sup>nd</sup> October 2009 and running every Thursday and Friday from 9:00am – 3:30pm**

**Note: some Saturday workshops may be included.**

**This qualification can also be completed by correspondence.**

Students have one year in which to complete their assignments and practical work – it depends on you as to when you receive your qualification. Some students complete in 8 months.

### Practical Component

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.

### Student Fees

Total course costs \$1,190.00. This includes your workbooks, registration fee, and classes. If you don't have your Senior First Aid Certificate you will need to obtain it before completing your qualification – with us and through Medi Life this will incur an additional \$100. See page three (3) for payment plan options.

# 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 ( <b>for Centre Based Care students</b> )  Comply with family day care administration requirements ( <b>for Family Day Care</b> )	6	9	7	22
CHCIC302A**	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	6	9	7	22
	<b>Total</b>	<b>122</b>	<b>185</b>	<b>158</b>	<b>465</b>

\* 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.

## *Delivery Mode*

**Classroom courses** are offered at our **Tuggerah Training Facility, Suite 16/1 Reliance Dr, Tuggerah**, as follows:




**Running on Mondays and Tuesdays from February 2010 – please contact the College for further information.**

Please note some Saturday classes may apply

**This qualification can also be completed by correspondence.**

## *Practical Component*

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.

## *Student Fees*

Total course costs are \$2,150. This includes your workbooks, registration fee, classes etc. If you don't have your Senior First Aid Certificate you will need to obtain it prior to completing your qualification – with us and through Medi Life this will incur an additional \$100. See page three (3) for information regarding payment plans.

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

\*\* Denotes elective units.

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



# CHC41208

## Certificate IV in Children's Services (Outside School Hours Care)



The Certificate IV in Children's Services (Outside School Hours Care) is also VETAB accredited and nationally recognised. This qualification comprises of 16 units of competency (made up of 12 compulsory units plus 4 elective units). The Senior First Aid Certificate is a compulsory unit and an extra \$100 needs to be paid if you don't already have this. At the completion of these units the student is recognised as a Level IV (Certificate IV) trained childcare worker.

This qualification covers workers who conduct vacation programs and before and after school activities for children who are of school age. It is also applicable for those who work with children who may not be of school age, for example, a mobile resource unit. You will plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

### Delivery Modes

The course is offered generally by correspondence via our **Tuggerah Training Facility, Suite 16/1 Reliance Dr, Tuggerah.**

Note – a number of units in the above qualification are also offered within the Certificate III in Children's Services. Certificate IV students may attend the Certificate III residential classes when identificatal units are being delivered. Students should contact the Childcare Co-ordinator to make such arrangements and to obtain relevant class times and dates.

### Practical Component

Certificate IV in Out of School Hours Care requires two work experience practicums:

- ✚ A total of 60 hours in a Before and After School centre. This Practicum will consist of a training workbook that contains on the job competencies, plus assignments. The student will be assessed at least once during this period and will be expected to complete tasks by each visit.
- ✚ A total of 50 hours in a Vacation Care program. This practicum will consist of a training workbook that contains on the job competencies, plus assignments. The student will once again be assessed.

Students will be encouraged to attend all the classroom sessions before starting their practicum. However, if students with prior working or volunteering experience at a centre feel confident in commencing the 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 should you are deemed not competent. 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. 14 units are taught in a classroom situation with assignments to be completed. Three units will be studied on a flexible basis and either while in the workplace or on practicum.

### Student Fees

Total course costs \$1,190.00 if paid on enrolment. Alternatively you may pay as you go as a correspondence student, on a unit by unit basis, at \$125 per unit. Please note, if you don't have a current Senior 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.

### Pathway

Also available via correspondence is the Diploma of Out of School Hours Care (CHC50202). If you would like more information on either upgrading from previous qualifications or undertaking this pathway, please contact the College.

# CHC41208

## Certificate IV in Children's Services (Outside School Hours Care)

### 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	17	10	35
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	24	8	40
CHCFC301A	Support the development of children	12	28	10	50
CHCOSH401A	Support children to participate in outside school hours care	8	21	6	35
CHCOSH402A	Develop and implement activities in outside school hours care	16	24	10	50
CHCOSH403A	Work effectively with children in outside school hours care	12	19	9	40
CHCPR301A	Provide experiences to support children's play and learning	16	20	9	45
CHCPR303D	Develop understanding of children's interests and developmental needs	6	10	4	20
HLTFA301B	Apply first aid	8	4	3	15
HLTOHS300A	Contribute to OHS processes	6	13	3	22
CHCCHILD301A**	Support behaviour of children and young people	6	13	3	22
CHCORG303A**	Participate effectively in the work environment	6	12	4	22
CHCIC302A**	Support Aboriginal and/or Torres Strait Islander families to participate in children's services	6	12	4	22
CHCPR502D**	Organise experiences to facilitate and enhance children's development	16	43	13	72
	<b>Total</b>	<b>146</b>	<b>278</b>	<b>110</b>	<b>534</b>

\* If you already have your Senior First Aid Certificate please provide a copy with your enrolment form so we can exempt you. Your original certificate will need to be sighted.

\*\* Elective Units

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