Certificate III in Early Childhood Education and Care (Traineeship)

COURSE CODE	CHC30121
LOCATIONS	Workplace training
STUDY MODE	Full-time, Traineeship
Length	Up to 24 months
Commencement	Start any time
Timetable	On-the-job training and online learning.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Want a rewarding career working with children and prefer to learn on-the-job?

This traineeship will provide you with the skills and knowledge to gain entry-level employment in the early childhood education and care sector.

You will gain practical on-the-job knowledge and skills you need to support the implementation of a learning framework, and support children's wellbeing, learning and development. This course equips you to work across a range of age groups by providing care for babies, toddlers and children.

You must be employed as a trainee for a minimum of 13 hours a week in a regulated early learning centre to complete this course.

This course also provides a pathway and meets the entry requirements to complete the Diploma of Early Childhood Education and Care.

What will I Learn?

During this traineeship, you will learn through a combination of on-the-job training, workplace assessments and online study.

You will learn how to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standards.

You will develop practical skills and knowledge in:

- caring for babies and children up to 12 years old
- developing positive and respectful relationships with children
- providing experiences to supports children's play and learning
- responding to children and young people at risk
- effective interaction with children
- childhood development
- sustainable practices
- effective interaction with children
- first aid
- work health and safety procedures

Course Outcomes and Career Opportunities

- Childhood Educator Assistant

- Outside School Hours Care Aide
- Preschool Assistant
- Recreation Assistant
- Nanny

Pathways

Following the completion of this course, you may choose to continue study in the Diploma of Early Childhood Education and Care.

Completion of the Certificate III in Early Childhood Education and Care meets the entry requirements and provides credits for the Diploma of Early Childhood Education and Care at South West TAFE. The Diploma can be studied on-campus or as a traineeship.

Course in Transition

This qualification is superseded and course updates are occurring.

To ensure course content is relevant and industry-specific, industry is constantly having input into this training package. The course code, title, units, and content may change in the future and you may be enrolled in the new qualification. Further information will be provided on our website, upon enrolment and/or during the course of your training.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must be employed as a trainee with a registered employer in a regulated early learning centre, be at least 17 years of age, provide a current Working with Children Check and obtain a police check.

Course requirements

To be eligible for this qualification you must successfully complete 17 units: 15 core and 2 elective units.

To successfully meet the requirements for the First Aid (HLTAID012) unit you must be able to demonstrate the physical capabilities required to follow the DRSABCD principles, in line with ARC guidelines including:

- performing at least two minutes of uninterrupted single rescuer CPR (five cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- performing at least two minutes of uninterrupted single rescuer CPR (five cycles of both compressions and ventilations) on an infant resuscitation manikin.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCPRT001	Identify and Respond to Children and Young People at Risk	40	$0.00
HLTWHS001	Participate in Workplace Health and Safety	20	$0.00
CHCECE030	Support inclusion and diversity	63	$0.00
CHCECE031	Support childrens health, safety and wellbeing	160	$0.00

CHCECE032	Nurture babies and toddlers	108	$0.00
CHCECE033	Develop positive and respectful relationships with children	100	$0.00
CHCECE034	Use an approved learning framework to guide practice	80	$0.00
CHCECE035	Support the holistic learning and development of children	100	$0.00
CHCECE036	Provide experiences to support childrens play and learning	75	$0.00
CHCECE037	Support children to connect with the natural environment	50	$0.00
CHCECE038	Observe children to inform practice	40	$0.00
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples cultures	55	$0.00
CHCECE055	Meet legal and ethical obligations in childrens education and care	60	$0.00
CHCECE056	Work effectively in childrens education and care	65	$0.00
HLTAID012	Provide First Aid in an education and care setting	22	$15.75

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCDIV001	Work with diverse people	40	$0.00
BSBPEF301	Organise personal work priorities	30	$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
   Find out more about subsidised training

2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
   Find out more about concession rates

3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
   Find out more about Free TAFE
   Find out more about Free TAFE Pathways Programs

4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	$4,655.00
Concession rate	$935.00
Full fee rate (if not eligible for govt subsidy)	$15,735.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	$0.00

This is a Free TAFE course

Students who are eligible for Free TAFE place will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

Find out more about Free TAFE courses and eligibility or contact our Customer Service team.

This course is part of the Free TAFE Pathways Program

A Free TAFE Pathways Program is a group of courses that complement each other to help you continue to train for the career and industry you may wish to work in. For eligible students, these courses are tuition fee free. Depending on the course, you may still be required to pay material fees. The consumable fees for this course are listed in the above table.

Find out more about the Free TAFE Pathways Program and eligibility or contact us.

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

Student services fee

An annual student services fee contributes to the provision of student engagement, learning and support services.

Student service fee	Annual amount
Concession rate	$100.00
Standard rate	$150.00

This fee is non-refundable upon commencement of your course. Some students may be exempt from the student service fee. Your fee will be confirmed based on your circumstances when you enrol.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have three options when organising your payment:

1. Upfront payment - can be made over the phone with EFTPOS
2. Payment plan - can be directly debited from your bank account or via a VET Student Loan (for diploma or advanced diploma courses only)
3. Paid by employer, school or job network agency - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of scholarships each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply for an apprenticeship or traineeship

There are five simple steps to apply for an apprenticeship or traineeship with us.

1. **Find a job** - find a job as an apprentice or trainee through an Apprenticeship Centre or Group Training Company.
2. **Register** - register with an Australian Apprenticeship Support Network (AASN) and nominate SWTAFE as your training provider (your employer will usually do this for you).
3. **Complete a pre-training review** - SWTAFE staff will contact you to organise your Pre-Training Review once your ASSN contract registration is complete.
4. **Enrol** - complete the enrolment form provided to you and provide your identification.
5. **Sign** - once you've completed your enrolment form and verified your identification you will receive your student declaration form to review and sign. You can sign this digitally via your smartphone, computer or tablet.

If need any assistance with applying, contact our Customer Service team on 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the Skills and Jobs Centre is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, visit our student page.