

Certificate III in Early Childhood Education and Care (Traineeship)

COURSE CODE	CHC30113
LOCATIONS	Workplace training
STUDY MODE	Traineeship
Length	Two years
Commencement	Start any time
Timetable	On-the-job training, workplace assessments 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.

Study from home during COVID-19 restrictions

Whilst we pride ourselves on our hands-on training, we have had to adjust most of our courses for study from home and remote learning during the COVID-19 restrictions. This means courses will be delivered using a range of methods including online learning, virtual classrooms, workbooks and direct contact with your teacher.

Given the government restrictions that are now in place to reduce the spread of coronavirus in Australia, we expect this new model of study will continue until the government makes changes to these restrictions.

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

Industry is constantly having input into training packages to ensure course content is relevant and industry specific. Where this occurs, the course code, title, units and content may change in the future and you may be enrolled into the new qualification. If relevant, 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

Entry Requirements for this course include:

- Employed as a trainee for a minimum of 13 hours a week in a regulated early learning centre
- Successful application for a current Working with Children Check card
- A minimum of 17 years of age
- Demonstrated desire and suitability to work in the early childhood field

Apprenticeship/Traineeship Entry Requirements

You need to be employed in this field as an apprentice or trainee before commencing this course.

If you are currently **not** employed in this field please contact the [Skills and Jobs Centre](#) for further advice.

Course requirements

To be eligible for this qualification you must successfully complete 18 units: 15 core and 3 elective units.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	\$0.00
CHCECE001	Develop Cultural Competence	70	\$0.00
CHCECE002	Ensure the Health and Safety of Children	63	\$0.00
CHCECE003	Provide Care For Children	70	\$0.00
CHCECE004	Promote and Provide Health Food and Drinks	35	\$0.00
CHCECE005	Provide Care For Babies and Toddlers	60	\$0.00
CHCECE007	Develop Positive and Respectful Relationships With Children	70	\$0.00
CHCECE009	Use an Approved Learning Framework to Guide Practice	70	\$0.00
CHCECE010	Support the Holistic Development of Children in Early Childhood	70	\$0.00
CHCECE011	Provide Experiences to Support Childrens Play and Learning	40	\$0.00
CHCECE013	Use Information About Children to Inform Practice	40	\$0.00
CHCLEG001	Work legally and ethically	55	\$0.00
CHCPRT001	Identify and Respond to Children and Young People at Risk	40	\$0.00
HLTAID004	Provide an Emergency First Aid Response in an Education and Care Setting	20	\$50.00
HLTWHS001	Participate in Workplace Health and Safety	20	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBXTW301	Work in a team	40	\$0.00
CHCECE006	Support Behaviour of Children and Young People	30	\$0.00
CHCECE012	Support children to connect with their world	40	\$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.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

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. Free TAFE - Students who are eligible for Victorian government-subsidised training 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](#)
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 student tuition fees as published are subject to change given individual circumstances at enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities

to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$2,345.00
Concession rate	\$470.00
Full fee rate (if not eligible for govt subsidy)	\$7,295.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$90.00

This is a Free TAFE course

Students who are eligible for Victorian government-subsidised training 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](#) or chat with our Customer Service team on [1300 648 911](tel:1300648911), or visit a [SWTAFE Campus](#).

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.

Booklist

Your course may require you to purchase additional materials or books (eg uniform, stationery, textbooks). Some of these items are optional and some are mandatory, however, you are able to choose where to purchase these items from (including second hand).

You can download the booklist for this course here: <https://www.swtafe.edu.au/media/2603/chc30113-certificate-iii-in-early-childhood-education-and-care.pdf>

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, debited from your Centrelink payments 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 AASN 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](#).