



# Student Guide

A guide for students studying with the C&K College of Early Childhood

The Creche & Kindergarten Association Limited  
Trading as: C&K College of Early Childhood  
ABN: 59 150 737 849  
RTO Number: 5025



C&K would like to acknowledge the traditional owners of all the lands where our services are located, and pay our respects to elders past, present and future.

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## Welcome and Introduction

Thank you for considering the C&K College of Early Childhood to support you in attaining a nationally accredited Early Childhood Education and Care qualification.

Our philosophy at C&K is that every child deserves access to quality Early Childhood Education and Care within their local community. We strive to provide caring, fun, safe, inspiring and educational environments for children.

With almost 400 childcare centres, C&K is the largest and best established provider of early childhood education and childcare services in Queensland. In response to C&K's commitment to providing quality early childhood services the organisation established itself as a Registered Training Organisation in January 1998 to address the need for well trained staff in the Early Childhood Education and Care Sector.

This guide provides you with information about the programs we offer, the delivery modes and information about the assessment processes. Additional information is available on the C&K website including a number of course fact sheets and key policies covering our Academic Grievance Policy, Recognition of Prior Learning Policy, Refund Policy, Student Entry Procedure and other key policies which cover VET-FEE Help students, etc.

The programs offered by C&K College of Early Childhood incorporate the on-line professional development course by Dr Kaylene Henderson, '*Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Care and Education Settings*'.

Dr Kaylene Henderson, MBBS FRANZCP Cert C&A Psych; Dr Kaylene Henderson is a Child Psychiatrist, member of the Australian Association for Infant Mental Health and developer of the 'Raising Good Kids' online course series for parents and early childhood professionals. She is passionate about sharing research-based information which better the lives of young children.

The online early childhood professional development course series has been developed specifically for childcare and education professionals. The course content links with the *National Quality Standards*, the *Early Years Learning Framework* and with practical examples through the course, the course is equally relevant to Certificate III and Diploma students.

If there is additional information you require prior to making a decision about which qualification and/or how the C&K College of Early Childhood can support your career endeavours, please contact the C&K College of Early Childhood on **1800 177 092** or email your questions to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

**Contact us at:** C&K College of Early Childhood  
257 Gympie Road, Kedron QLD 4031  
Website [www.candk.asn.au](http://www.candk.asn.au)

## General Information

### The Creche and Kindergarten Association Ltd

Welcome to the Creche & Kindergarten Association (C&K), where prioritising precious children is at the heart of what we do. We are proud to have been at the forefront of Early Childhood Education and Care in Australia since 1907.

Our internationally recognised curriculum, C&K Building Waterfalls teaching and learning guidelines, ensures we provide quality play based education and care in our kindergarten, long day care and family day care services. We provide an environment where children can truly grow as individuals and be prepared for the next important steps in their lives.

### The C&K College of Early Childhood

To ensure C&K graduates are job-ready, the C&K College of Early Childhood staff focus on ensuring the Early Childhood Education and Care Sector influences how our training is delivered. The C&K Registered Training Organisation (RTO) engages closely with the Sector when developing training and assessment strategies. The C&K College of Early Childhood invites employer feedback to ensure we continue to provide essential skills and knowledge to new entrants and to existing workers in the Early Childhood Education and Care profession.

It is a requirement of all RTOs that learners and employers must be able to make informed choices about which training and which provider will meet their needs. This Student Guide has been developed to assist learners in making an informed decision about study to gain employment and/or career advancement in the Early Childhood Education and Care Sector.

The training package sets the industry expectations of the skills and knowledge required for both the Certificate III in Early Childhood Education and Care and for the Diploma of Early Childhood Education and Care. The C&K College of Early Childhood ensures that graduates meet these expectations by requiring students to demonstrate their skills and knowledge through training and assessment.

Vocational placement is an important part of learning and the C&K College of Early Childhood arranges suitable vocational placement opportunities for their students.

The Standards for RTO's require rigorous assessment to ensure learners:

- have absorbed the knowledge, and
- developed the skills, and
- are able to combine skills and knowledge to perform in the workplace to expected industry standards (as expressed in the training package).

We ensure that our trainers and assessors are skilled practitioners with current industry skills and knowledge, so our learners receive the training they need and our graduates are properly assessed before being issued with a qualification or a statement of attainment.

We ensure that we are responsive to student feedback and will be responsive to your needs including questions or concerns related to completing coursework, etc.

## Scope of Registration

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care

The C&K College of Early Childhood also offers the Early Childhood Teacher Bridging Program. This program is a tailored, 'fast-track' pathway to a diploma qualification that enables registered primary teachers to work as early childhood teachers. There is a 240 hour work placement requirement and participants will complete 23 of the 28 units of competency, five units are direct credit transfer.

## Code of Practice

The C&K College of Early Childhood will act with integrity in all dealings with students (past, present and future), employers and other stakeholders and members of the community.

The C&K College of Early Childhood will:

- ensure the highest possible standards in the selection of staff and the planning and delivery of courses and training,
- ensure that teachers and trainers are suitably qualified and have relevant industry experience,
- maintain a learning environment that is conducive to the success of trainees/students/clients,
- be vigilant in ensuring that student attendance levels/academic progress are met,
- ensure they have the necessary facilities and use methods and materials appropriate to the requirements and levels at which courses are offered, and
- monitor our training to ensure effective delivery and continued relevance.

The C&K College of Early Childhood will operate in compliance with the VET Quality Framework, a system which ensures the integrity of nationally recognised training in Australia. The VET Quality Framework consists of the:

- Standards for Registered Training Organisations,
- Australian Qualifications Framework,
- Fit and Proper Person Requirements,
- Financial Viability Risk Assessment Requirements, and
- Data Provision Requirements.

The C&K College of Early Childhood also operates in compliance with the VET FEE-Help reforms and our PQS agreement and relevant policies.

## Student Services

The C&K College of Early Childhood team provides ongoing student support between Monday-Friday 9.00am to 4.30pm. They will assist you with enrolment, vocational placement and/or academic enquiries including:

- ✓ Course information (including information sessions)
- ✓ Application for Enrolment process
- ✓ Student fees and charges
- ✓ Initial interview of candidate suitability and support requirements
- ✓ Initial review of RPL application
- ✓ Initial review of Credit Transfer application
- ✓ Orientation and induction
- ✓ Academic support
- ✓ Vocational placement and on-the-job training
- ✓ Ongoing student support including coaching by phone, email, scheduled visits to the workplace and/or at the skill development workshops
- ✓ Assistance with deferrals
- ✓ Assistance with withdrawals
- ✓ Regular reviews to ensure students are progressing at a reasonable rate
- ✓ Statement of account for tuition fees and debt enquiries
- ✓ Archiving and student administration
- ✓ Updating student records (changes to personal details)
- ✓ Statements of Results
- ✓ General enquires by phone / email

## Modes of Study

The C&K College of Early Childhood has adopted a flexible, client-centred approach to delivery in recognition of differences in students' learning styles, special needs, geographic isolation and/or lifestyle, work and/or family commitments. Training delivery can take many forms, for example students may work individually at home, work and/or participate in the classroom based skill development workshops.

All students must undertake a Vocational Placement consisting of learning in the workplace and must agree to complete the on-line professional development course by Dr Kaylene Henderson, '*Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Care and Education Settings*'.

The C&K College of Early Childhood will determine the support needs of individual learners and will provide access to the educational and support services necessary for the individual learner to meet the requirements of the course/s. This may include providing:

- Language, Literacy and Numeracy (LLN) support, and
- additional tutorials, either face-to-face or via telephone.

As part of the enrolment process, students are required to undertake an initial LLN assessment to determine a current ability from Pre Level 1 to Level 5. The initial assessment is dynamic and adjusts the level dependent on the responses a learner gives.

Where required, there is also a diagnostic assessment which creates an interactive Individual Learning Plan which highlights the skill gaps and directs the student to appropriate Learning Resources they need to use in order to fill those skill gaps.

The Learning Resources cover a range of levels from Pre Level 1 to Level 5 and provide students with the essential, underpinning knowledge in a variety of topic areas relating to literacy and numeracy.

Students can also undertake a Learning Styles Assessment, which is quick and concise, self-marking assessment that identifies the ways individuals and groups prefer to learn.

Where LLN support is required, depending on the amount of assistance required there may be an additional cost to the learner.

A small percentage of students will not have a sufficient level of LLN skill to succeed in their preferred training. These clients will be referred to alternative training.

## Student Types

Students may commence study according to the intake dates applicable to course programs and their student type. Students must progress reasonably through their studies at their own pace with trainer visits for workplace competency assessment and are supported by a trainer through email, telephone support and/or their participation in skill development workshops.

The C&K College of Early Childhood offers students the opportunity to pay per cluster of units each term, as they progress through their studies. It is an interest free, affordable option to finance your education.

### Self-Funded Students

Self-funded students are defined as those not undertaking a registered Traineeship or Apprenticeship and include students that are:

- 100% self-funded;
- Accessing a VET FEE-HELP loan (Diploma of Early Childhood Education and Care); and/or
- Accessing government subsidies targeted at specific courses (e.g. Certificate 3 Guarantee program for Certificate III in Early Childhood Education and Care or the Higher Level Skills program for both qualifications).

### Traineeship and Apprenticeship Students

Traineeship and Apprenticeship students are defined as those undertaking study under a government registered Training Contract, including:

- School based Trainees
- New part-time and full-time Trainees and Apprentices

- Existing worker part-time and full-time Trainees and Apprentices.

## VET FEE-HELP scheme

The C&K College of Early Childhood is required to assess the capacity of each Diploma student to complete the program before enrolment and before the offer of a VET FEE-HELP loan.

The minimum requirement for enrolment includes proof of completing Year 12 (or equivalent) or proof of competency in core skills to a level appropriate for the Diploma of Early Childhood Education and Care. The C&K College of Early Childhood has an online assessment tool for establishing that each student is academically suited and will meet the literacy and numeracy requirements of the program.

The C&K College of Early Childhood provides each student a two-day cooling off period before accepting a VET FEE-HELP Loan request form and allows students to withdraw from a course on or before the census date without incurring a debt.

Students will incur a VET FEE-HELP debt as they progress through the course. It is expected that most students will complete the Diploma in six fee-periods and in each period there is a census date, beyond which the student will incur a debt along with any relevant loan fee.

## Subsidised training

**Certificate 3 Guarantee** - The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. It also supports Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications, for example Early Childhood Education and Care.

Prospective students must not have or be enrolled in a certificate III level or higher qualification (not including qualifications completed at school and foundation skills training). As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training. Please refer to the Department of Education and Training Student fact sheet located at <http://www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf> for further details.

**Higher Level Skills** - The Higher Level Skills program aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university to further their studies. You can only access the Higher Level Skills program subsidy once and as a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training. Please refer to the Department of Education and Training Student fact sheet located at <http://www.training.qld.gov.au/resources/training-organisations/pdf/hls-factsheet-student.pdf> for further details.

**Please note** that if you access subsidized training and complete your qualification, you will be ineligible for a government subsidized training place under a further program.

## Delivery Modes

Students may enrol and study using the following delivery modes:

### Classroom Based Delivery

Classroom Based Students are required to attend a series of skill development workshops at a time and place nominated by C&K from time to time. Classroom based delivery will also include workplace training (vocational placement).

### External Delivery

External Students are required to undertake training from work, home or other venue in accordance with their training schedule.

Traineeship and Apprenticeship Students will typically receive training under this delivery mode. However, the C&K College of Early Childhood can specifically tailor a training program for the Trainee/Apprentice and workplace.

The C&K College of Early Childhood extends an invitation to all Trainees/Apprentices and to other external students to participate in the skill development workshops.

## Recognition of Prior Learning (RPL)

RPL is a process that acknowledges a person's skills and knowledge acquired through previous on-the-job experience or training. RPL is the demonstration of a student's life skills contributing and enabling the student to demonstrate competency in a unit of study.

For more information about RPL, or to apply, refer to the C&K College of Early Childhood RPL Policy.

## Mapping and Credit Transfer

Credit transfer allows the student to provide evidence of a competency previously achieved. Units may directly transfer or only partially transfer to the units in either the CHC30113 Certificate III in Early Childhood or the CHC50113 Diploma of Early Childhood Education and Care, as appropriate.

Where there is a partial credit transfer, a bridging assessment may be required.

A bridging assessment consists of the C&K College of Early Childhood identifying the gaps that exist within individual units and then providing an assessment task to complete covering these gaps. The assessment task can be undertaken through a RPL process and/or through a written assessment. Not all superseded units can be mapped.

If you hold a superseded qualification such as CHC30712 Certificate III in Children's Services, CHC50908 Diploma of Children's Services (Early Childhood Education and Care) or individual units of competency, you may be able to update your skills and knowledge through a bridging assessment.

As an RTO, we recognise the Australian Qualifications Framework Qualifications and Statements of Attainment issued by other RTOs under the principle of National Recognition.

## Credit Transfer and First Aid

The C&K College of Early Childhood does not offer the First Aid competency standard and students will need to undertake the required First Aid course (*HLTAID004 Provide an emergency first aid response in an education and care setting*). The C&K College of Early Childhood will recognise this Statement of Attainment, issued by the Registered Training Organisation, through the Credit Transfer process.

## Study Loads (Part-time and full-time EFTSL)

Classroom /workshop based students and external students must select from the units of study available within each term that reflects their study load requirements. Each Unit of study is allocated an **Equivalent Full Time Study Load (EFTSL)** against an annual full time load of 1.00 per calendar year with the part time and full time study loads being:

**Full Time Study Load** - A full-time study load is defined as a total annual EFTSL of 75% or more full time load (i.e. an annual EFTSL of .75 or more). Students are enrolled on a 4 term per year basis, therefore to maintain an EFTSL of at least 75% you must enrol in units adding up to an EFTSL of at least 0.1875 (.25 x 75%) for each individual term.

**Part Time Study Load** - A part-time study load is defined as a total annual EFTSL of less than 75% of the full-time load (i.e. an annual EFTSL of less than .75).

## Course Intake Dates

Enrolment and term intake dates apply only to self-funded students. These dates do not apply to registered Traineeship and Apprenticeship students (as these students are enrolled on a continual basis in line with their training contract start date).

Enrolment Dates				
Year / Term	Term Start - End Dates	Applications Open	Applications Close	VET FEE-HELP Census Date
2016 / Term One	Wednesday 27 January to Thursday 24 March, 2016	1 December 2015	20 January 2016	1 March 2016
2016 / Term Two	Monday 11 April to Friday 24 June, 2016	1 March 2016	4 April 2016	10 May 2016
2016 / Term Three	Monday 11 July to Friday 16 September, 2016	1 June 2016	4 July 2016	9 August 2016
2016 / Term Four	Tuesday 4 October to Friday 9 December 2016	1 September 2016	27 September 2016	8 November 2016

Students who enrol with the C&K College of Early Childhood need to adhere to the time parameters set out for each qualification they wish to complete. Courses are self-paced

and designed to ensure students have reasonable minimum and maximum times to complete all requirements.

Exemptions to these time parameters require a written application for consideration and authorisation by the manager of the C&K College of Early Childhood.

Trainees/Apprentices must meet external legislative requirements in regard to their finishing periods for enrolled qualifications.

Important VET FEE-Help scheme information: Diploma students using the scheme are provided with the VET FEE-Help Census date for each cluster of training each term. The dates are detailed in the table above. To be clear, students undertaking a Diploma over a 18 month period, will receive 6 census dates throughout the period of the program. Importantly, students are able to withdraw from a cluster before the census date without incurring a debt.

## Application and Enrolment

### Student Enrolment Application Form and Payment of Fees

Once you have considered the information provided by the C&K College of Early Childhood in this Guide and in the relevant course Fact Sheet and decided you want to undertake a qualification through this college, you will need to complete the Application for Enrolment form.

To assist your budget, fees are charged per study period (i.e. by cluster) or on an individual unit basis rather than annually upfront.

Note: if you have previously studied an early childhood qualification it is really important to attach certified copies of certificates and transcripts to your enrolment application form as you may receive credit for the units you have already studied. When you receive credits this will reduce the amount of units you need to study and will therefore save you money.

On receipt of cluster fees, the orientation process will commence.

The C&K College of Early Childhood does not charge an enrolment fee when commencing a full qualification course and where the first study period incorporates five units. The first cluster of units includes:

- two units mapped to the on-line professional development course by Dr Kaylene Henderson, 'Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Care and Education Settings'

CHCECE007 - educators working with children to ensure they can develop and maintain effective relationships and promote positive behaviour,

CHCECE006 - to apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment (Cert III) or CHCECE020 - required to support both individual and group plans for developing cooperative behaviour (Diploma)

- a unit which trains students in the lifelong skill of how to evaluate and enhance their own practice through a process of reflection and ongoing professional development (CHCPRP003),
- a unit which describes the skills and knowledge required to ensure children's physical and emotional well-being is maintained and their self-sufficiency is nurtured (CHCECE003), and
- a unit which describes the skills and knowledge required by educators working with babies and toddlers to ensure that the children's physical and emotional wellbeing is maintained (CHCECE005).

An enrolment fee of \$195 is required to be paid when the first study period is less than the cluster of five units (as detailed above). The enrolment fee, initial unit payment fee and a completed enrolment form must be received before units will be forwarded to a student.

Single units can be studied at any time of the year for professional development purposes.

The C&K College of Early Childhood reserves the right to cancel a course, or refuse any enrolment permitted by law.

Once an enrolment form is received by the C&K College of Early Childhood and payment of the enrolment fee is made the student is considered to be enrolled.

### **New students**

To confirm your place in a course, payment of course fees for the first cluster is due one week prior to the start of the study period. All fees are non-refundable and non-transferable unless a unit of study is cancelled by the C&K College of Early Childhood; in this instance a full refund is provided.

## **Cancellation/Withdrawal Policy**

Students who wish to withdraw from a course are required to notify the Student Services Advisor in writing via e-mail or written correspondence.

**For VET FEE HELP Assistance:** the C&K College of Early Childhood will repay to a student who is or who would be entitled to VET FEE-Help Assistance any tuition fees that he/she may have paid upfront for a unit if the student withdraws from that unit on or before the census date.

**For all other Students:** Fees paid in advance can be refunded, provided advice of withdrawal is received in writing prior to the commencement of the study period. Please advise the reason for withdrawal with supporting documentation. Choose your courses carefully as unfortunately we cannot accept responsibility for changes in your personal circumstances or work commitments which occur after the commencement of your course.

## **Payment of Fees**

A maximum of five units can be purchased at one time for those studying qualifications.

All payments are to be made to C&K College of Early Childhood.

A variety of payment options are available as follows:

- 1) By completing an Ezi-Debit form with the following options:
  - a) One off debit payment, this transaction will be completed once the form arrives at C&K College of Early Childhood, or
  - b) Direct debit option – this can be set up to cover the entire cost of the individual cluster being studied. (*note: there is a minimum payment amount of \$50.00 per week*)
- 2) By cheque or money order, or
- 3) By credit card over the phone.

## Fees Paid in Advance

Students are permitted to pay no more than \$1,000 prior to commencement of the program and \$1,500 throughout the program. Where a third party is paying for the program, this amount may be increased with the approval of the College Manager. Where a student makes payments in excess of these amounts, they shall be contacted and refunded the difference.

## Refund Policy

The Enrolment Fee (where charged) is non-refundable, except where an applicant does not satisfy the enrolment criteria, in which case it will be refunded in full.

The C&K College of Early Childhood will offer clients refunds on fees paid in the following circumstances:

- New students – where a cluster of five units has been purchased and the on-line professional development course not started, if text book/s and program units are returned in good condition within 30 days of purchase – a refund less 20% administration fee
- Existing students (after successful completion of first cluster) - if program units are returned in good condition within 30 days of purchase – a refund less 20% administration fee
- Where a student has overpaid the enrolment fee/unit charges – full refund of the difference
- Where a program is cancelled by C&K – full refund

The C&K College of Early Childhood provides students accessing the VET FEE-HELP scheme, a two-day cooling off period before accepting a VET FEE-HELP loan request form, will issue an invoice at least two weeks before each census date, and will allow a student to withdraw from a course on or before the census date without incurring a debt.

In the event that a refund is given, all refunds will be forwarded to the student within two weeks.

## Orientation Process

Students are required to participate in an orientation process with the Student Services Advisor. This will provide students with valuable information about enrolment and covers:

- Support in starting studies, responsibilities, and what is required,
- Guidelines,
- Policies and procedures,
- Explain course material including text books, online access to professional development, reflective journal, Study Plan/Training Plan, etc., and
- The benefits available as a student of the C&K College of Early Childhood including the training to employment pathway.

Some information is specific only to trainees and apprentices.

This orientation will take you up to 30 minutes to complete.

## Training delivery and assessment

### Competency Based Training (CBT)

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments. CBT develops the skills, knowledge and attitudes required to achieve the Early Childhood Education and Care Sector determined competency standard – as outlined with the nationally recognised Training Package. Competency is measured via evidence that can be collected by various means. To ensure the evidence captured leads to the successful accomplishment of competency, the evidence must be sufficient, valid, reliable and current.

Assessment may include (but is not limited to):

- Written, oral, and scenario based questions
- Practical field exercises
- Written assignments
- Workplace tasks with observation checklists
- Role plays
- Project work
- Simulated environments

To achieve competence within a unit, all unit assessment tasks are required to receive a (sufficient) outcome. The Student Assessment Workbook for each unit of competency provides an Assessment Mapping Guide.

The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process and embodies the ability to transfer and apply aspects

of work performance and not only narrow task skills. When a student's work is marked it will receive a "competent" or "not yet competent" result.

## Competency Based Assessment

This process comprises knowledge, skill and the application of that knowledge and skill to the standards of performance required in the workplace and detailed in the nationally endorsed Training Package. Assessment is the process of collecting evidence and making judgments on the nature and extent of progress towards the performance requirements set out in the competency, and then making a judgment as to whether competency has been achieved.

The C&K Assessor provides the student with an assessment plan for each cluster of competencies. The assessment plan will outline the activities required to meet the performance requirements for the assessment of the cluster of units.

Assessment activities could include:

- Assignments
- Questionnaires
- Practical field work
- Observations
- Checklists
- Simulated activities
- Oral responses

The *Student Assessment Workbook* for each unit provides a process for the student to receive feedback from the C&K Assessor for assignment work and for overall assessment outcomes.

## Assessment Guides

Once orientation has been completed, each student will receive the following materials:

- Textbook/s,
- C&K Reflective Journal,
- C&K Practical Assessment Record Book,
- C&K Workplace Supervision Record Book, and
- A Student Assessment Workbook for each unit of competency in the first cluster.

The C&K Reflective Journal, C&K Practical Assessment Record Book and the C&K Workplace Supervision Record Book are used by the student, supervisor/director and C&K College of Early Childhood assessors throughout the entire course.

Please note that to undertake research activities and to access professional development courses, students will require internet access.

## Submitting an Assessment

Each piece of assessment submitted by students to the C&K College of Early Childhood must have attached a copy of the *Assessment Cover Sheet* for the relevant unit of competency. The Student Assessment Workbooks contain an Assessment Cover Sheet and general assessment information for students, including information about results, submitting assessments, plagiarism and referencing, assessment outcomes, and re-assessment. If a student has questions regarding the assessment instructions, or questions about submitting their assessment they should contact the C&K College of Early Childhood by phone 1800 177 092 or by email [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

Please note: students should make a copy of their work prior to submission for assessment. All students are encouraged to maintain an Assessment Folio to keep copies of all assessment work and Assessment Summary and Feedback sheets.

## Re-submissions / Re-assessment

Students will be allowed to have two further attempts at an assessment for which the outcome is Not Satisfactory, within the timeframe of a course (unit of competency). No additional fees will be charged.

If a student requires re-assessment beyond the delivery timeframe of a unit or due date of an assessment, unless it is due to medical reasons, they will be given the opportunity to request an additional period of time to resubmit. In this time the student can request a mentoring session if required.

If a unit is deemed Not Yet Competent after the third submission, and a student wants to re-enrol in that particular unit, a re-assessment fee of \$50 will be charged.

## Grading

Final assessment items are marked 'C' (Competent) or 'NC' (Not Competent).

If your assessment is marked as Insufficient, a C&K Assessor will provide you with information on reassessment opportunities. This normally occurs during the assessment feedback process.

Assessment results will be made available to students after the completion of each unit, once assessments outcomes for all components of workplace demonstration (Practical Demonstration, Third Party Report, and Reflective Journal) have been assessed. You will receive a copy of the ***Final Assessment Summary and Feedback Form*** for each unit in the cluster.

## Completing the Course

Completion of your course is when you have completed all off-the-job and on the job components for each unit pertaining to your course.

All course fees are to be finalised prior to completing or the issuance of your Qualification and Statement of Results will be withheld.

## **Duration of study**

Students are expected to make satisfactory progress in their studies for each unit regardless of study mode. If a student is having difficulties in the progress of their study, they are expected to take all possible steps to improve their performance. This includes but not limited to:

- Discussing issues with their trainer or the student services advisor
- Negotiating a change to their enrolment resulting in a reduced study load.

If a student is identified as not participating and/or achieving satisfactory academic progression, the first step will be for a trainer and/or the student services advisor to seek understanding of the reason/s. Formal intervention strategies may be required in order to address the specific issues preventing the student from achieving successful outcomes.

## **Completion time**

**Certificate III in Early Childhood Education and Care** - average completion time is 12-18 months. This is self-paced; more time allocated to study will determine when the qualification can be achieved. For example, a student that studies full time and attends an intensive program of Skill Development Workshops may be able to complete the program in approximately 26 weeks. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

**Diploma of Early Childhood Education and Care** - average completion time is 18 months. This is self-paced; more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 3 years from date of enrolment and regular submission of assessment tasks is required.

## **Partial Completion**

Statements of Attainment are issued for partial completion of a qualification within 21 days of withdrawal from the course. Statement of Attainments will not be released if there are outstanding fees to be paid. The exception is for trainees and apprentices who will receive their Statement of Attainment within 14 days of withdrawal, irrespective of fee status.

To apply for a Statement of Attainment to be reissued, students must make a request in writing to the C&K College of Early Childhood. This request must contain the following information:

- Student name and number
- Course name and course code
- Date started and completion date of the course
- Mailing address and contact telephone number
- Cheque, money order, or credit card details to effect a payment of \$50

Please allow 14 days for processing and reissuing once payment has been received.

## Full Completion

The Qualification Testamur and a Record of Results will be sent within 30 days of course completion, providing all relevant fees are paid. The exception is for trainees and apprentices who will receive their Statements of Results with 30 days of completion of their course, irrespective of fee status.

In a situation where a student loses their copy of a statement or qualification, students must make a request in writing with the information as stated in the previous section above. There is a \$50 administration fee for reissue.

## Vocational Placement

Students completing an Early Childhood Education and Care course through the C&K College of Early Childhood are provided with vocational placement, resources and support to gain the knowledge, skills and awareness and understanding of responsibilities of the role of educator needed to work successfully with children.

To be clear, students completing qualifications with C&K College of Early Childhood who currently do not work within Early Childhood Education and Care profession must complete unpaid vocational placement. This practical component will allow the student to gain experience in working in an Early Childhood Education and Care Service in a variety of situations.

Please note:

- Whilst at vocational placement students should attend the Service as per the agreed roster and complete assessments associated with the course during this time,
- If a student is absent from vocational placement they must notify the workplace supervisor before the designated start time,
- Students are responsible for a keeping record of their placement hours in the Workplace Tracker (part of the C&K Practical Assessment Record Book), and
- Vocational placement inductions will occur for all students undertaking vocational placement.

All assessment is competency based and completion of the placement will be based on competent completion of required tasks, however there is a mandatory requirement for you to complete a minimum number of hours for certain units. This includes...

Certificate III level

- CHCECE007 Develop positive and respectful relationships with children - 120 hours
- CHCECE003 Provide care for children - 120 hours
- CHCECE005 Provide care for babies and toddlers - 120 hours
- CHCECE010 Support the holistic development of children in early childhood - 120 hours

## Diploma level

- CHCECE007 Develop positive and respectful relationships with children - 120 hours
- CHCECE003 Provide care for children - 120 hours
- CHCECE005 Provide care for babies and toddlers - 120 hours
- CHCECE019 Facilitate compliance in an education and care services - 120 hours
- CHCECE017 Foster the holistic development and wellbeing of the child in early childhood - 240 hours
- CHCECE024 Design and implement the curriculum to foster children's learning and development - 240 hours

The hours listed may be completed concurrently. For example, you may be working with a group of 3-5 year olds and developing positive and respectful relationships with children (CHCECE007) while you are providing care for children (CHCECE003) and supporting their development (CHCECE010/17).

However, you must work across all age groups and as a guide for Certificate III, the practicum requirements of 120 hours can be made up as follows:

- 30 hours – birth to two years
- 30 hours – two to three years
- 60 hours – three to five years

Students who are currently employed in the Early Childhood Education and Care Sector may also have to do additional vocational placement specific to the age group they may not work with.

## Maternity Leave

During the term of study, students are able to suspend the training for a maximum period of 12 months. Please speak to the Student Services Advisor if this applies to you and to complete any applicable documentation.

## Grievances and Complaints

The C&K College of Early Childhood is committed to addressing your grievances and complaints effectively and as stipulated by the standards for Registered Training Organisations.

If you have a grievance or complaint, please raise this with us promptly by doing any of the following:

- Submitting a help request online through our website <http://www.candk.asn.au/contact-us-form>
- Sending us an email: [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)
- Phoning for assistance on 1800 177 092
- Writing to us detailing your concerns: C&K College of Early Childhood, 257 Gympie Road Kedron QLD 4031

C&K will use a formal process to resolve your grievance or complaint to ensure that all complaints and grievances are dealt with quickly, including acknowledging your grievance or complaint within three working days. Please note:

- We may contact you to discuss your concerns or ask for more information
  - We will treat you and our staff with fairness. All matters will be treated with due respect to privacy and equity
  - We will keep you fully informed as we work through the process
  - The C&K Manager, Risk and Quality will be able to make a final decision on grievances and complaints
  - If a resolution through the C&K RTO is not possible, then the next steps you have to take and who you have to contact depends on the nature of the issue.
- Complaints can be registered with the National Training Complaints Hotline via phone on 13 38 73, Monday to Friday, 8am to 6pm, or via email at [skilling@education.gov.au](mailto:skilling@education.gov.au)

The complaints process is considered a valuable tool for management to improve our training and assessment service delivery, our student journey from enquiry to graduation, and our RTO business operations. Students are encouraged to use the *Contact Us Form* available on the C&K website and to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with promptly and efficiently.

## Communicable Diseases

Students undertaking vocational placement and staff working in Early Childhood Education and Care services can be exposed to infectious diseases through contact with infectious children and their blood and body substances.

Recommended vaccinations for non-immune staff who work with young children include:

- hepatitis A
- measles-mumps-rubella (MMR) (persons born during or since 1966 who have only received one dose of the MMR vaccine should have a second dose)
- chickenpox (if not previously infected)
- pertussis (whooping cough) (an adult booster dose)
- influenza (annual vaccination).

C&K require all students to provide information of immunisation status prior to their vocational placement. This ensures that your safety and the safety of clients can be maintained during practical and work placements. Please visit the link below to view further information on the Australian immunisation recommendations for working in the Early Childhood Education and Care Sector.

<https://www.worksafe.qld.gov.au/education/articles/immunisation-in-early-childhood-education-and-care-services>

We also advise all potential students to contact their General Practitioner or Community Health Centre for advice in regard to immunisation requirements.

## Traineeships and Apprenticeships

Participating in a Traineeship or Apprenticeship is an ideal way to combine training and employment that leads to a nationally recognised qualification.

Australian Apprenticeships (often referred to as apprenticeships or traineeships) are available to anyone of working age. You don't need a secondary school certificate or other qualification to be able to do an Australian Apprenticeship.

You may do an Australian Apprenticeship if you're a school leaver, re-entering the workforce or as an adult worker simply wishing to change careers or gain new skills. You can even begin your Australian Apprenticeship while you're still at school finishing Years 11 and 12.

Australian Apprenticeships are delivered through a cooperative arrangement between the Australian Government, State and Territory Governments, industry employers and Registered Training Organisations.

The Department of Education and Training require that all Apprentices and Trainees, and their Employers receive information that clarifies the employer and trainee/apprentices' roles.

Apprentice or trainee responsibilities:

<http://www.australianapprenticeships.gov.au/australian-apprentices>

Employer responsibilities:

<http://www.australianapprenticeships.gov.au/employers>

For Apprentice or Trainee information specific for Queensland Students:

<http://apprenticeshipsinfo.qld.gov.au/>

### Program Duration and Delivery

This program is designed as an 18 month part time program, with commencements regularly and as a work based apprenticeship (traineeships are designed as a 12 month part time program). Depending on your circumstances the program will be delivered flexibly, working with you in your workplace, and through participation in skill development workshops and tutoring sessions.

### Program Fees

The price can vary based on the number of units required to be completed and you may be able to access government funding for a traineeship/apprentice. Fees for traineeships/apprenticeships are determined on an individual basis. Please contact us for more information.

### Training and Record Plan

All trainees and apprentices must receive a hard copy of their Training and Record Plan, which must be kept updated at all times. This plan is a legal document and must be kept in

a safe place at your workplace. As the plan is updated a copy will be provided to your workplace supervisor.

The Training and Record Plan details the requirements of each party concerned.

### **Induction/Sign-up**

At the commencement of the Traineeship/Apprenticeship with C&K, all students participate in an induction process. The induction covers your work and study requirements, resources, and commitments over the period of your contract.

### **Induction/Sign-up Day**

A Training Plan is a legal document that is developed with the member of staff and the trainee/apprentice. There are four parties involved in the traineeship/apprenticeship process, including:

- the student (trainee/apprentice)
- workplace supervisor
- The C&K College of Early Childhood Assessor
- A representative from an Australian Apprenticeship Support Network (AASN)

All of these people agree to support you to complete your Traineeship/Apprenticeship.

## Student Fees and Charges

*Individual unit fees are provided in the attached tables*

### Miscellaneous Charges:

Credit transfer	No fee
Enrolment Fee	\$195 only applies in certain circumstances - refer to 'Student Enrolment Application Form and Payment of Fees' for full details
Recognition of prior learning (RPL)	Equivalent to full course or module fee
Replacement Text book fee	Purchase price of material
Re-Issue of Qualification	\$50.00 per certificate
Gap training and assessment to upgrade individual units to new qualification/s	\$50.00 per unit unless students are eligible for Government subsidies.

### Course Fees

Course fees are detailed in the fee schedule at the end of this student guide and can be downloaded from [www.candk.asn.au](http://www.candk.asn.au) or by phoning or emailing the Student Services Advisor for a copy.

Please note fees are subject to variation as part of the annual review of course costs. C&K College of Early Childhood reserves the right to vary the contents of all courses and changes may lead to a variation in the number of units and/or the cost of the course. Current students will be notified before any fee increases are introduced.

Other expenses to be covered by you may include travel expenses (for example, for vocational placement), expenses related to the submission of assessment tasks (posting assignments by mail), photocopying assessment tasks before submission, and completion of a First Aid certificate.

Remember that the number of units you need to complete may vary if you receive a credit transfer for some units. Please refer to the Credit Transfer section and/or discuss with the Student Services Advisor for more information.

CHC30113 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE									
Unit/Module delivery & pricing structure									
Cluster	Unit Code	Unit Name	C3G Cont Fee \$	C3G Cont Fee \$ (Conc'n)	FEE-FREE YR 12 Grad (Prev Yr) & School- based Traineeship	Higher Level Skills Cont Fee \$	Higher Level Skills Cont Fee \$ (Conc'n)	FFS Module Fee *C&K employee \$	FFS Module Fee \$
Working with children	CHCECE007	Develop positive and respectful relationships with children	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE003	Provide care for children	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
Working with babies and toddlers	CHCECE005	Provide care for babies and toddlers	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
Health and safety	CHCECE002	Ensure the health and safety of children	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE004	Promote and provide healthy food and drinks	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	HLTAID004	Provide an emergency first aid response in an education and care setting							
Legal and ethical	CHCLEG001	Work legally and ethically	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCPRT001	Identify and respond to children and young people at risk	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE009	Use an approved learning framework to guide practice	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
Culture	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE001	Develop cultural competence	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
Work practice	HLTWHS001	Participate in work health and safety	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340

CHC30113 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE									
Unit/Module delivery & pricing structure									
Cluster	Unit Code	Unit Name	C3G Cont Fee \$	C3G Cont Fee \$ (Conc'n)	FEE-FREE YR 12 Grad (Prev Yr) & School- based Traineeship	Higher Level Skills Cont Fee \$	Higher Level Skills Cont Fee \$ (Conc'n)	FFS Module Fee *C&K employee \$	FFS Module Fee \$
Program planning and implementation	CHCECE010	Support the holistic development of children in early childhood	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE006	Support behavior of children and young people	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE013	Use information about children to inform practice	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE011	Provide experiences to support children's play and learning	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCECE020	Establish and implement plans for developing cooperative behaviour	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
	CHCPRP003	Reflect on and improve own professional practice	\$ 50	\$ 20	\$ -	\$ 166	\$ 145	\$ 250	\$ 340
			<b>\$ 850</b>	<b>\$ 340</b>	<b>\$ -</b>	<b>\$ 2,820</b>	<b>\$ 2,465</b>	<b>\$ 4,250</b>	<b>\$ 5,780</b>

\*Only full-time and part-time C&K employees are eligible to received the reduced \$250 unit fee

\* Full-time and part-time C&K staff undertaking an Apprenticeship are further supported by C&K as a student co-contribution fee is paid on their behalf by their employer.

CHC50113 - DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE								
Unit/Module delivery & pricing structure								
Cluster	Unit Code	Unit Name	Higher Level Skills Cont Fee \$	Higher Level Skills Cont Fee \$ (Conc'n)	Higher Level Skills Cont Fee C&K Employee \$	Higher Level Skills Cont Fee C&K Employee \$ (Conc'n)	FFS Module *C&K Employee \$	FFS Module Fee \$
Working with children	CHCECE007	Develop positive and respectful relationships with children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE003	Provide care for children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Working with babies and toddlers	CHCECE005	Provide care for babies and toddlers	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Health and safety 1	CHCECE002	Ensure the health and safety of children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE004	Promote and provide healthy food and drinks	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	HLTAID004	Provide an emergency first aid response in an education and care setting						
Legal and ethical	CHCLEG001	Work legally and ethically	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCPRT001	Identify and respond to children and young people at risk	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE009	Use an approved learning framework to guide practice	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Culture	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE001	Develop cultural competence	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Completion of the above units may allow a student to achieve the 'actively working towards an approved diploma level qualification' as per ACECQA requirements.								

**CHC50113 - DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE**

**Unit/Module delivery & pricing structure**

Cluster	Unit Code	Unit Name	Higher Level Skills Cont Fee \$	Higher Level Skills Cont Fee \$ (Conc'n)	Higher Level Skills Cont Fee C&K Employee \$	Higher Level Skills Cont Fee C&K Employee \$ (Conc'n)	FFS Module *C&K Employee \$	FFS Module Fee \$
Health and safety 2	CHCECE016	Establish and maintain a safe and healthy environment for children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	HLTWHS003	Maintain work health and safety	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Learning and development	CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE018	Nurture creativity in children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE020	Establish and implement plans for developing cooperative behaviour	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE021	Implement strategies for the inclusion of all children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE026	Work in partnership with families to provide appropriate education and care for children	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
Program planning and implementation	CHCECE022	Promote children's agency	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE023	Analyse information to inform learning	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE024	Design and implement the curriculum to foster children's learning and development	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCPRP003	Reflect on and improve own professional practice	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340

**CHC50113 - DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE**

**Unit/Module delivery & pricing structure**

Cluster	Unit Code	Unit Name	Higher Level Skills Cont Fee \$	Higher Level Skills Cont Fee \$ (Conc'n)	Higher Level Skills Cont Fee C&K Employee \$	Higher Level Skills Cont Fee C&K Employee \$ (Conc'n)	FFS Module *C&K Employee \$	FFS Module Fee \$
Management and leadership	CHCECE019	Facilitate compliance in an education and care services	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCMGT003	Lead the work team	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCECE025	Embed sustainable practices in service operations	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	CHCPOL002	Develop and implement policy	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	BSBSUS501	Analyse and present research information	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
	BSBMGT605	Provide leadership across the organisation	\$ 140	\$ 93	\$ 50	\$ 20	\$ 250	\$ 340
			<b>\$ 3,780</b>	<b>\$ 2,517</b>	<b>\$ 1,350</b>	<b>\$ 540</b>	<b>\$ 6,750</b>	<b>\$ 9,180</b>

\*Only full-time and part-time C&K employees are eligible to received the reduced \$250 unit fee

\* Full-time and part-time C&K staff undertaking an Apprenticeship are further supported by C&K as a student co-contribution fee is paid on their behalf by their employer.