

# 2018 Student Guide

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

The Crèche & Kindergarten Association Limited

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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.**

C&K has a reputation for quality and for creating pathways into the early childhood education and care sector. Our strength is provision of industry relevant training, assessment and vocational placement.

The C&K College of Early Childhood is a Registered Training Organisation (RTO) offering the Certificate III and Diploma of Early Childhood Education and Care.

We also offer The Early Childhood Teacher Bridging Program for Registered primary school teachers who are seeking a career change to the early childhood education and care sector; and specialist Skill Sets for existing early childhood professionals who want to expand and/or refresh their skills and qualifications.

This Student Guide has been developed to assist candidates in making an informed decision about studying through our college to gain employment and/or career advancement in the early childhood education and care sector.

As a condition of enrolment, all students and prospective students are required to read this information carefully to fully understand how the college operates and where they can find information to assist them throughout their enrolment with the college.

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 our Helpdesk on 07 3513 2524 or email your questions to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

*Welcome, we wish you every success ...*

## General Information

### The Crèche and Kindergarten Association Ltd

The Crèche and Kindergarten Association Limited (C&K) is a not for profit organisation that has offered the highest standard of Early Childhood Education and Care (ECEC) since its establishment in 1907.

C&K, the largest Early Childhood Education and Care (ECEC) provider in Queensland, is proud to have played a role in the lives of more than one million children over more than one hundred years, and remains committed to continuing this support for children and their families, now and into the future.

Across Queensland, C&K currently supports more than 20,000 children and their families, and 1,900 staff through approximately 348 childcare and kindergarten services, limited hours care, outside school hours care programs and integrated child and family centres.

C&K is a high quality VET provider delivering programs designed to provide a pathway into the Early Childhood sector and to strengthen and build a professional ECEC sector workforce. To make vocational qualifications more relevant to the workforce now and into the future, our College has focused on Certificate III and Diploma qualifications, embedding high quality professional development courses aligned to ECEC sector needs. This assists graduates to meet the responsibilities of their education and care role and to be confident in addressing the complex needs of children and families today.

Providing support and professional development for early childhood educators enables the best possible outcomes for children.

C&K provides frontline professional learning support across Queensland through Education Advisors, Inclusion and Wellbeing Advisors, the learning and development team and the C&K College of Early Childhood. C&K understand the importance of meeting the needs of all educators in rural, regional and remote locations. C&K run the highly successful Queensland Annual Early Childhood Conference as well as a schedule of professional development events around the state throughout the year, including webinars and online blogs/forums. There are C&K Educator and service Excellence and Innovation Awards to recognise outstanding practice and innovation in early childhood education and care.

The innovative work undertaken by our own RTO and through the branch and affiliate early childhood services we support in remote and regional Queensland, strengthen our capacity to work collaboratively with a range of stakeholders and to ensure training resources meet the needs of Aboriginal and Torres Strait Islander services.

## The C&K College of Early Childhood

The C&K College of Early Childhood promotes professional development, high quality vocational placements and employment pathway as it's unique offering to students.

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.

The delivery and assessment approach of the C&K College of Early Childhood combines online and face-to-face learning with on-the-job practical early childhood education and care sector expertise.

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

While C&K support students with vocational placement, we also have students attending vocational placement with a range of providers from large, privately-owned organisations, community-based or not-for-profit services, to services located on school grounds.

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.

Our courses incorporate a number of Early Childhood sector up-to-date and respected professional development (PD) activities. These PD activities deliver a deeper understanding of what it means to be an early childhood professional, along with a greater appreciation of the implications and impacts of your work.

For example, 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 C&K College of Early Childhood maintains membership with the Australian Council for Private Education and Training and is a member of the Queensland Early Childhood Industry Reference Group (ECIRG).

One purpose of the ECIRG is to support the development, promotion and implementation of various *Early Childhood Education and Care Workforce Action Plan (WAP) 2016-2019* initiatives. The WAP sets out a comprehensive package of training, upskilling, professional development and communication initiatives that will help to ensure the early childhood education and care sector can meet the growing demand for appropriately qualified educators, particularly in rural and remote areas, including remote Indigenous communities.

## Scope of Registration

C&K College of Early Childhood is a RTO that delivers nationally recognised qualifications from the CHC Children's Services Training Package.

Scope of registration includes:

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- CHCSS00072 Building Inclusive Practices in Early Childhood Education and Care skill set
- CHCSS00091 Team Leader skill set

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.

## 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:

- engage with the early childhood education and care sector and ensure it influences how our training is delivered,
- 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 adopt such policies and practices to ensure the quality of vocational education and training programs offered are relevant and in accordance 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.
- Training and assessment services will be provided in a safe environment in line with the legislative requirements of the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*, and other relevant legislation and industry standards.
- Anti-Discrimination Act 1991, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Australian Human Rights Commission Act 1986.
- Privacy Act 1988.
- Commonwealth/state legislation and regulatory requirements.

The C&K College of Early Childhood also operates in compliance with Queensland's PQS agreement and relevant polices.

## Student Services and Academic Support

The C&K College of Early Childhood has a team of early childhood professionals to support you with the enrolment process, vocational placement introduction and orientation, and training and assessment activities. On enrolment, you will be assigned a RTO Educator (often referred to as Trainer and Assessor) to provide you with academic support and they will become your key contact.

All of our RTO Educators are qualified and experienced early childhood professionals who understand the complexity of working in the Early Childhood sector and can draw on their personal experience, as well as C&K practices, to support you to work effectively with the most vulnerable children and families.

The C&K College of Early Childhood Helpdesk provides support to students between Monday to Friday from 9.00am-4.00pm (call Helpdesk 07 3513 2524 or email enquiry to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)). Student support is also available outside of business hours by appointment.

Contact the Helpdesk for assistance with:

- Course information
- Enrolment/commencement date information
- Enrolment activation process
- Coordinating induction/orientation meeting once enrolment confirmed
- Coordinating vocational placement
- Coordinating review and assessment of Credit Transfer
- Concessions
- Student fees, charges and debt enquiries



- Assistance with delay in the commencement of studies, temporary suspensions of studies, or request for an extension
- Assistance with unit withdrawals and course cancellations
- Archiving and student administration
- Signing up as a Trainee or Apprentice
- General queries via phone or email

Contact your RTO Educator (Trainer and Assessor) for support with:

- Any queries or concerns related to completing your course work
- Provision of tutoring via phone, email, and scheduled visits to the workplace
- Access to educational and support services necessary to meet the requirements of the course, this may include LLN support or additional tutorials
- Consultation and assessment of RPL applications

Additionally, RTO Educators will:

- Conduct your initial training support introduction
- Provide coaching by phone, email, and scheduled visits to the workplace
- Provide support with on-the-job training
- Facilitate workshops and programs
- Conduct regular study reviews to ensure you are progressing at a reasonable rate to complete your qualification within the enrolment period

## Blue card eligibility and exemptions

To work with children, all people need a current Suitability Notice (commonly referred to as a Blue Card). It is against the law for training institutes to allow students to undertake work experience without one.

Registered teachers do not need to apply for a blue card but should instead apply for an exemption card under this category.

To find out more about blue cards contact the Commission for Children and Young People and Child Guardian on 1800 113 611 or visit the website: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

## 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).

Students should be aware the Service may require the completion of a vaccination record or full immunisation. 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.

## 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.

## Delivery Modes

C&K College of Early Childhood uses an on-line learning management system called *Connect* to host learning and teaching materials. Most students access Learning Guides, presentations, videos in, course readings, workshops, through this system.

### 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 and assessment.

## Blended Learning External Delivery

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

Note: external students may also opt in and out of classroom based skill development workshops for units they are enrolled in at no extra cost.

## 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.

The RPL process requires each candidate to be actively involved in the process, participating in the required steps and undertaking assessment.

During the RPL process, the candidate will be asked to:

- Provide evidence of and samples of work experience / practice
- Perform tasks
- Talk about and explain how they perform and have specific tasks (competency conversation).

A qualified assessor will consider the evidence of knowledge and skills the candidate has provided, matching this evidence against the relevant qualification.

At C&K College of Early Childhood, all RPL is conducted using a modified version of the 'RPL Assessment Toolkits' originally provided by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR). Modifications to the toolkit are as a result of changes to the national training package.

## Mode 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/tutorials.

This means all students study through multi-modal delivery on either a full-time or part-time basis. Multi-modal delivery includes: on-line presentations, readings and completing learning activities, participating in workshops and/or webinars, completing written and verbal assessments and completing practical assessments within an approved early childhood education and care environment.

## Learner Support

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 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.

## 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).

## Completion Time

**Certificate III in Early Childhood Education and Care** - average completion time is 12-18 months. This is self-directed; 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-directed; 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.

## Course Intake Dates

Enrolment and term intake dates apply only to classroom based 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 Student Loan Census Date
2018 / Term One	Monday 22 January to Thursday 29 March, 2018	1 January 2018	31 January 2018	6 March 2018
2018 / Term Two	Tuesday 17 April to Friday 29 June, 2018	1 March 2018	17 April 2018	22 May 2018
2018 / Term Three	Monday 16 July to Friday 21 September 2018	1 June 2018	16 July 2018	14 August 2018
2018 / Term Four	Monday 8 October to Friday 14 December 2018	1 September 2018	8 October 2018	6 November 2018

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 include self-directed learning and are 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 Head of College for 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 Student Loan Program information: Diploma students using the VET Student Loan program are provided with the VET Student Loan 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 an 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.

## 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 attending orientation, attending vocational placement (where applicable), completing on-line learning activities and workplace projects with the support of RTO Educator visits for workplace competency assessment. Additionally, students enrolled in a classroom based course are expected to attend each class.

Generally, at the beginning of each term, students will be enrolled in the next cluster of units as detailed in the course overview and/or within the student's training plan and will have approximately ten weeks to complete the learning and submit the assessment to their RTO Educator.

## Self-Funded Students

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

- 100% self-funded;
- 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 the Diploma qualifications and Skill sets) and/or
- Accessing a VET Student Loan (restricted to eligible Diploma of Early Childhood Education and Care students only).

## 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 RTO's.

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**

The Diploma program is designed as an 18-month program, with commencements regularly and as a work based apprenticeship (traineeships are designed as a 12-month 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 an Apprenticeship. Calculation of the student co-contribution fee is as per the nominal hours per unit of competency. 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 RTO Educator or Student Services Advisor
- A representative from an Australian Apprenticeship Support Network (AASN)

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

## 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 *Certificate 3 Guarantee student fact sheet* located at <https://training.qld.gov.au/providers/funded/certificate3>

for full 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 *Higher Level Skills student fact sheet* located at <https://training.qld.gov.au/providers/funded/higher-level-skills> for full details.

## User Choice Funding - Traineeship & Apprenticeship Programs

The C&K College of Early Childhood provides training for Traineeship and Apprenticeship study pathway for learners who have secured employment within an approved Early Childhood Education and Care service. State and Federal subsidised training may be available. Please contact the Helpdesk for more information. Calculation of the student co-contribution fee is standard as per the nominal hours per unit of competency.

If you wish to become a Trainee or an Apprentice, visit the Australian Apprenticeships website for tips on securing employment as a Trainee or an Apprentice. Then let your employer know you want to study with C&K College of Early Childhood.

## Credit Transfer

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

Credit transfer allows the student to provide evidence of a competency previously achieved. Credit transfers can only be awarded to units of competency that have an equivalent competency outcome, as deemed by the Australian Government National register for Training in Australia.

Units of competency may directly transfer or only partially transfer to the units in the current training package of the qualification you choose to study.

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. Please note, where there have been significant changes in the elements and performance criteria, superseded units may not be suitable for a bridging assessment.

To apply for credit transfer, the student is required to submit a certified copy of a Statement of Attainment listing Units of Competency currently held. Upon receipt of a certified copy of Statement of Attainment, the Assessor will assess the listed qualification for eligibility of a potential Credit Transfer.

## Credit Transfer and First Aid

The C&K College of Early Childhood does not offer the First Aid competency standard, at this time. Students will need to undertake the required First Aid course (*HLTAID004 Provide an emergency first aid response in an education and care setting*) and provide a copy of the Statement of Attainment to the College for the Credit Transfer process.

Should the College engage a specialist first aid trainer, students will be advised of the cost of attending the first aid course prior to enrolment in the unit and attendance at training workshop.

## 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.

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 reduce the total cost of our course.

When you enrol in a course where the student fees (or co-contribution fee for subsidised training) for the full course is less than \$1,000, you will be invoiced for the full course and will not be charged an enrolment fee unless you withdraw from study prior to completion of the full course.

When you enrol in a course where the student fees for the full course will be more than \$1,000, you will be invoiced at commencement of each study period (there are usually four study periods each year). Where the first study period includes five units or more, you will not be charged an enrolment fee.

An enrolment fee of \$195 is required to be paid prior to commencing study when the first study period has less than five units.

The enrolment fee (where applicable), student fees 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 is received, the student is considered to be enrolled.

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

## 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,
- Discussion and agreement around level of learning support required,
- Discussion and agreement re vocational placement (where applicable),
- 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
- Provide access to online professional development and Connect learning management system.
- Confirm and schedule first training session with assigned RTO Educator.

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

Once a student commences online professional development and/or commences online learning activities in the learning management system, the student is considered to have commenced the course.

## Cancellation/Withdrawal Policy

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

**For VET Student Loan Assistance:** The C&K College of Early Childhood will repay to a student who is or who would be entitled to VET Student Loan 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

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 course or by study term.
- 2) By direct deposit into the College's bank account, 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 Head of College. Where a student makes payments in excess of these amounts, they shall be contacted and refunded the difference.

## Refund Policy

The Enrolment Fee 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 tuition fees paid in the following circumstances:

- New students where a cluster of five units has been purchased - and where the student has not commenced the course, a full refund less \$195 administration fee. To be clear, students will not be issued a refund for a unit in which they have already attended class and/or commenced online training and/or received RTO Educator training.
- Existing students (except as per above) - if course material has not been accessed within 30 days of purchase – a refund less 20% administration fee. Students will not be issued a refund for a unit in which they have already attended class and/or commenced online training and/or received RTO Educator training.
- 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 Student Loan program, a two-day cooling off period before accepting a VET Student 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.

## Training delivery and assessment

### Competency Based Training

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. Competency Based Training 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 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 RTO Educator provides the student with an assessment plan for each unit or cluster of competencies. The assessment plan will outline the activities required to meet the performance requirements for the assessment of the unit or 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 RTO Educator 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.

Students who study programs through the *Connect* learning management system and can access all course material online.

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



## Submitting Assessments

Students of the college have an obligation to meet unit end dates. This means all assessments must be submitted by the due date unless an extension has been granted.

### Submissions

- All elements of an assessment must be complete and submitted by the due date (i.e. parts of an assessment cannot be submitted at a later time)

### Extensions

- Extensions will be granted in exceptional circumstances only and must be supported by appropriate evidence (e.g. medical certificate)
- Extensions of up to two weeks can be approved by your trainer/assessor
- Extensions of longer than two weeks require the approval of the Head of College
- Extensions must be requested at least 48 hours prior to the assessment due date using the *Student Application for Extension Form*
- Approval/non-approval will be given in writing (or via email)
- All assessments submitted after the date due must have a copy of the approval attached

### Resubmissions

- Assessments will only be accepted on three occasions (the original submission and two resubmissions)
- Further assessment/unit attempts will require re-enrolment (which will incur a re-assessment or re-enrolment fee)

### Fees associated with late submission of assessments

- Assessments submitted after the approved extension timeframe (i.e. the extension has expired) will be charged a \$50 re-assessment fee
- Assessments submitted after the due date without an extension request will be charged a \$50 late submission fee

### Course Withdrawal (due to lack of course engagement and progression)

- Where a unit is not completed (or assessments not submitted) within the start and end dates and where you have not been granted an extension or leave of absence, you will be withdrawn from the course
- Students wishing to re-enrol will be required to pay a \$195 enrolment fee (please note that this fee is not funded)



## Submitting Assessments in *Connect*

Students studying programs through the *Connect* student learning management system will be required to submit assessments and evidence of work place assessment via *Connect* or by emailing workplace projects to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

## Submitting Assessments via email and/or post

Students not using the *Connect* student learning management system can submit assessments for marking via email or post. 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.

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

## Assessment questions

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 Helpdesk on 07 3513 2524 or email query to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

## 2018 Assessment Due Dates by Term (study period)

Assessment Due Dates		
Year / Term	Term Start - End Dates	Assessment Due Date
2018 / Term One	Monday 22 January to Thursday 29 March, 2018	Friday 23 March, 2018
2018 / Term Two	Tuesday 17 April to Friday 29 June, 2018	Friday 22 June, 2018
2018 / Term Three	Monday 16 July to Friday 21 September 2018	Friday 14 September, 2018
2018 / Term Four	Monday 8 October to Friday 14 December 2018	Friday 7 December, 2018

## Marking and Assessment Outcomes

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

If your assessment is marked as Insufficient, your RTO Educator will provide you with information on reassessment opportunities. This normally occurs during the assessment feedback process.

You will be awarded C = Competent on completion of the unit when the assessor is satisfied that you have completed all assessments and provided the appropriate evidence required to meet all criteria.

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 and/or an updated **Progress Report**.

## Leave of Absence

At times students may require leave from their study. This may include unforeseen circumstances (death, illness, and incident), pregnancy or the decision to take a short break from study (if your employment circumstances allow). Students are to read and abide to the Leave of Absence Policy.

## Completing Your Course

### Partial Completion - Issue of Statements of Attainment

Statements of Attainment are issued for partial completion of a qualification within 30 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 - Qualification and Record of Results Units

The Qualification Test amur 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 (fees may apply \$50).

## 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 RTO Educator 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 their RTO Educator 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.

## 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 RTO's.

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/online-feedback-form>
- Sending us an email: [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)
- Phoning for assistance on 07 3513 2524
- 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 Head of College, 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 online *feedback 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.

<b>Student Fees and Charges</b>	
Enrolment Fee or Administration Fee	\$195 only applies in certain circumstances - refer to 'Student Enrolment Application Form and Payment of Fees' and 'Submitting Assessments' for full details
Assessment Fee/Re-assessment Fee	\$50 only applies in certain circumstances – refer to the "Submitting Assessments" 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.

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.

## Certificate III in Early Childhood Education and Care Cost

**Funding assistance under the Certificate 3 Guarantee:** the Queensland Government provides a subsidy for the Certificate III in Early Childhood Education and Care qualification.

Co-contribution Schedule for Certificate 3 Guarantee Program		Student co-contribution fee					QLD Government Funding		
Certificate III in Early Childhood Education and Care		Blended Learning			C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional	Funded rate Yr. 12 Fee Free
Unit Code	Unit Name	Concession	Non-concession	Yr. 12 Fee Free	Concession	Non-concession	\$ 3,192	\$ 3,591	\$ 3,990
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE001	Develop cultural competence	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE002	Ensure the health and safety of children	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE003	Provide care for children	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE004	Promote and provide healthy food and drinks	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE005	Provide care for babies and toddlers	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE006	Support behaviour of children and young people	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE007	Develop positive and respectful relationships with children	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE009	Use an approved learning framework to guide practice	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE010	Support the holistic development of children in early childhood	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE011	Provide experiences to support children's play and learning	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE013	Use information about children to inform practice	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCECE020	Establish and implement plans for developing cooperative behaviour	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCLEG001	Work legally and ethically	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCPRP003	Reflect on and improve own professional practice	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
CHCPRT001	Identify and respond to children and young people at risk	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
HLTAID004	Provide an emergency first aid response in an education and care setting								
HLTWHS001	Participate in work health and safety	\$ 20	\$ 50	\$ -	\$ 10	\$ 20	\$ 177	\$ 200	\$ 222
<b>Student Co-contribution Fee</b>		<b>\$ 340</b>	<b>\$ 850</b>	<b>\$ -</b>	<b>\$ 170</b>	<b>\$ 340</b>			

**Funding Assistance through Traineeship pathway:** The C&K College of Early Childhood provides training for Traineeship study pathway for learners who have secured employment within an approved Early Childhood Education and Care service. Calculation of the student co-contribution fee is as per the nominal hours per unit of competency. State and Federal training subsidies may be available. Please contact the Helpdesk for more information.

**Full fees below for students not eligible for funding assistance:**

- Enrolment fee: \$195 and only applies where the first cluster of units is less than five.
- Blended learning: \$340 per unit (pay as you are ready to learn)
- Recognition of Prior Learning (RPL): \$340 per unit
- Credit Transfer: Free

## Diploma of Early Childhood Education and Care Cost

**Funding assistance under the Higher Level Skills:** the Queensland Government provides a subsidy for the Diploma of Early Childhood Education and Care qualification.

Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
Diploma of Early Childhood Education and Care		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 6,026	\$ 7,318
BSBMGT605	Provide leadership across the organisation	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE001	Develop cultural competence	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE002	Ensure the health and safety of children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE003	Provide care for children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE004	Promote and provide healthy food and drinks	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE005	Provide care for babies and toddlers	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE007	Develop positive and respectful relationships with children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE009	Use an approved learning framework to guide practice	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE016	Establish and maintain a safe and healthy environment for children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE018	Nurture creativity in children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE019	Facilitate compliance in an education and care services	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE020	Establish and implement plans for developing cooperative behaviour	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE021	Implement strategies for the inclusion of all children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE022	Promote children's agency	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE023	Analyse information to inform learning	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE024	Design and implement the curriculum to foster children's learning and development	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261



Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
Diploma of Early Childhood Educaiton and Care		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 6,026	\$ 7,318
CHCECE025	Embed sustainable practices in service operations	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCECE026	Work in partnership with families to provide appropriate education and care for children	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCLEG001	Work legally and ethically	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCMGT003	Lead the work team	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCPOL002	Develop and implement policy	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCPRP003	Reflect on and improve own professional practice	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
CHCPRT001	Identify and respond to children and young people at risk	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
HLTAID004	Provide an emergency first aid response in an education and care setting						
HLTWHS003	Maintain work health and safety	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
PSPGEN036	Provide workplace coaching	\$ 93	\$ 140	\$ 10	\$ 40	\$ 215	\$ 261
<b>Student Co-contribution Fee</b>		<b>\$ 2,511</b>	<b>\$ 3,780</b>	<b>\$ 270</b>	<b>\$ 1,080</b>		

**Funding Assistance through Apprenticeship pathway:** The C&K College of Early Childhood provides training for Apprenticeship study pathway for learners who have secured employment within an approved Early Childhood Education and Care service. Calculation of the student co-contribution fee is as per the nominal hours per unit of competency. State and Federal training subsidies may be available. Please contact the Helpdesk for more information.

**Full fees below for students not eligible for funding assistance:**

- Enrolment fee: \$195 and only applies where the first cluster of units is less than five.
- Blended learning: \$340 per unit (pay as you are ready to learn)
- Recognition of Prior Learning (RPL): \$340 per unit
- Credit Transfer: Free

## The Early Childhood Teacher Bridging Program Cost

**Funding assistance under the Higher Level Skills:** the Queensland Government provides a subsidy for the Early Childhood Teacher Bridging Program (Diploma of Early Childhood Education and Care qualification).

Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
Diploma of Early Childhood Education and Care - The Early Childhood Teachers Bridging Program		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 6,026	\$ 7,318
CHCECE002	Ensure the health and safety of children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE016	Establish and maintain a safe and healthy environment for children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
HLTWHS003	Maintain work health and safety	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCPRT001	Identify and respond to children and young people at risk	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE003	Provide care for children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE004	Promote and provide healthy food and drinks	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE005	Provide care for babies and toddlers	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE007	Develop positive and respectful relationships with children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE020	Establish and implement plans for developing cooperative behaviour	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE021	Implement strategies for the inclusion of all children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE026	Work in partnership with families to provide appropriate education and care for children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE018	Nurture creativity in children	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE022	Promote children's agency	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE023	Analyse information to inform learning	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE024	Design and implement the curriculum to foster children's learning and development	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCLEG001	Work legally and ethically	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE009	Use an approved learning framework to guide practice	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261

Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
Diploma of Early Childhood Education and Care - The Early Childhood Teachers Bridging Program		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 6,026	\$ 7,318
CHCECE019	Facilitate compliance in an education and care services	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE025	Embed sustainable practices in service operations	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
BSBLED401	Develop teams and individuals	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCDIV001	Work with diverse people	\$ 10	\$ 26	\$ 10	\$ 10	\$ 215	\$ 261
CHCECE001	Develop cultural competence						
HLTAID004	Provide an emergency first aid response in an education and care setting						
CHCPOL003	Research and apply evidence to practice						
CHCPRP003	Reflect on and improve own professional practice						
CHCINM002	Meet community information needs						
<b>Student Co-contribution Fee</b>		<b>\$ 230</b>	<b>\$ 598</b>	<b>\$ 230</b>	<b>\$ 230</b>		

**Full fees below for students not eligible for funding assistance:**

- Blended learning: \$235 per unit (pay by cluster as you are ready to learn)
- Credit Transfer: Free

## The Early Childhood Skill Sets Cost

**Funding assistance under the Higher Level Skills:** the Queensland Government provides a subsidy for the Early Childhood Skill Sets.

Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
CHCSS00072 - Building Inclusive Practices in ECEC skill set		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 2,331	\$ 2,831
CHCECE007	Develop positive and respectful relationships with children	\$ 50	\$ 50	\$ 50	\$ 50	\$ 389	\$ 472
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood					\$ 389	\$ 472
CHCECE020	Establish and implement plans for developing cooperative behaviour					\$ 389	\$ 472
CHCECE021	Implement strategies for the inclusion of all children					\$ 389	\$ 472
CHCECE026	Work in partnership with families to provide appropriate education and care for children					\$ 389	\$ 472
CHCPRP003	Reflect on and improve own professional practice					\$ 389	\$ 472
<b>Student Co-contribution Fee</b>		<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>		

Co-contribution Schedule for Higher Level Skills		Student co-contribution fee				QLD Government Funding	
CHCSS00091 - Team Leader skill set		Blended Learning		C&K employee discount rate		Funded Rate Non-concessional	Funded Rate - Concessional
Unit Code	Unit Name	Concession	Non-concession	Concession	Non-concession	\$ 1,162	\$ 1,411
CHCMGT003	Lead the work team	\$ 50	\$ 50	\$ 50	\$ 50	\$ 387	\$ 470
CHCPRP003	Reflect on and improve own professional practice					\$ 387	\$ 470
PSPGOV415A	Provide workplace coaching					\$ 387	\$ 470
<b>Student Co-contribution Fee</b>		<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>	<b>\$ 50</b>		