



2020 Student Guide

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

The Creche and Kindergarten Association limited
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Version 3.2 Jan 2020

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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 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.

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, is one of the largest Early Childhood Education and Care (ECEC) providers 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.

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 to ensure student achieve the best possible course outcomes.

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.

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.

Our courses incorporate a number of respected Early Childhood sector 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.

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).

Scope of Registration

C&K College of Early Childhood is a Registered Training Organisation (RTO) that delivers nationally recognised qualifications.

Detailed information on the scope of registration can be found on the National Register at <https://training.gov.au/Organisation/Details/5025>.

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 Code of Practice 2011*, and other relevant legislation and industry standards.
- Anti-Discrimination Act 1991, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and Disability Standards for Education 2005, Australian Human Rights Commission Act 1986.
- Privacy Act 1988 and Australian Privacy Principles (APPs)
- Commonwealth/state legislation and regulatory requirements.

The C&K College of Early Childhood also operates in compliance with Queensland's Pre-Qualified Suppliers (PQS) agreements and associated policies.

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 an 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 Thursday from 9.00am-5.00pm and Friday 9:00am-4:00pm (call Helpdesk 07 3513 2524) or email enquiry to 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

Unique Student Identifier (USI)

From 1 January 2015, any new or continuing student undertaking nationally recognised training will need a USI in order to receive their VET qualification or statement of attainment. When you complete your course if you do not have a USI, C&K College of Early Childhood **WILL NOT** issue your Qualification or Statement of Attainment.

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

C&K College of Early Childhood can apply for a USI on your behalf if you authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You will be required to provide details for one form of identity such as your Medicare details, Australian Birth Certificate, Passport.

If you have any questions, please contact C&K College of Early Childhood Helpdesk on 07 3513 2524 or ckcollege@candk.asn.au.

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

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 staff/students 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 regarding 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 *C&K Learning Hub (Canvas)* 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.

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 have been made 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 LLN assessment and Pre-Enrolment Questionnaire to help determine their current ability.

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

Learning support is available for students experiencing difficulties with language, literacy or numeracy. If you have any questions, please contact C&K College of Early Childhood Helpdesk on 07 3513 2524 or ckcollege@candk.asn.au

Students with disabilities

C&K is committed to providing equal learning opportunities for students with a disability.

To ensure that learning resources are available to support students with disabilities in their chosen training program, students should contact the Student Services Coordinator prior to enrolment. Support services staff can identify students' specific requirements, liaise with trainers and assessor regarding students' needs and organise equipment and specialist personnel.

Support services may include:

- Auslan sign language interpreters
- coaches, note takers, readers and scribes
- tutors to support course work
- professional assessment services
- adjusted exam conditions
- reasonable adjustments to delivery.

If you require assistance, please contact C&K College of Early Childhood Helpdesk on 07 3513 2524 or ckcollege@candk.asn.au

Study Loads

Classroom /workshop-based students and external students must select from the units of study available within each term that reflects their study load requirements. It should be noted that the Department of Human Services has very strict guidelines for students receiving benefits Social Security benefits.

Full Time Study Load - A full-time study load is defined as a total of 75% or more full time load. Students must therefore ensure they always maintain at least 75% of a full-time study load - <https://www.humanservices.gov.au/individuals/students-and-trainees>.

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. The full qualification must be completed within 2 years from date of enrolment and regular (on time) 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 (on time) submission of assessment tasks is required.

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 regarding their finishing periods for enrolled qualifications.

Self-Funded (Full Fee) Students

Self-funded students are:

- 100% self-funded;
- not undertaking a registered Traineeship or Apprenticeship
- not eligible for government subsidies (e.g. Certificate 3 Guarantee or the Higher-Level Skills program)

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 Plan**, which must always be kept updated. 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 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)

Funded 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 completed 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 an 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 an 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. Refer to <https://www.education.gov.au/guidelines-certification-documents> for information on certification guidelines.

Credit Transfer and First Aid

The C&K College of Early Childhood does not offer individual students the First Aid competency standard. 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 certified 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 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 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 number 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 \$1,500, you will be invoiced for the full course and will not be charged an Resource and Administration Fee (\$195) 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 \$1,500, your fees will be spilt into staged invoices, each having a total of less than \$1,500.

C&K College of Early Childhood offers students the opportunity to pay fees on a weekly/ fortnightly or monthly basis, as they progress through their studies. These Payment Plan payments are an interest free, affordable option to finance your education.

For students utilising a Payment Plan, units of study will not be released to students who have outstanding payments.

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 as 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 enrolled.

Orientation Process

Students are required to participate in an orientation process with the Student Services Coordinator.

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 about vocational placement requirements,
- 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 *C&K Learning Hub (Canvas)* 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.

Fees paid in advance can be refunded, provided advice of withdrawal is received in writing prior to the commencement of the start date for each unit of study. 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 a payment authorisation with the following options:
 - a) One off payment (direct debit), or
 - b) Payment Plan (direct debit) – smaller payments spread across the course duration
- 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 \$1,500 prior to commencement of the program. Where a third party is paying for the program, this amount may be increased with the approval of the Head of College.

Refund Policy

A non-refundable Resource and Administration Fee of \$195.00 is payable when a student withdraws from a course. Where an applicant does not satisfy the enrolment criteria, fees 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 number of units have been purchased and the student has not commenced the course, a full refund less a \$195 Resource and Administration Fee will be charged. Students will not be issued a refund for a unit in which they have attended class, commenced online training or received training by a college trainer (in person or by phone/video call).
- Existing Students – students will receive a refund for units they have not commenced, less the \$195 Resource and Administration Fee. Students will not be issued a refund for a unit in which they have attended class, commenced online training or received training by a college trainer (in person or by phone/video call).
- Where a program is cancelled by C&K College – a full refund is given.

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 all assessments are marked for as unit, students 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 Assessments 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 Workplace Supervision Record Book, and
- Online learning and assessment resources for the first set of units they have enrolled in.

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 can access all materials on C&K Learning Hub (Canvas).

Submitting Assessments

Students of the college have an obligation to meet **unit end dates**. This means all assessments must be submitted by the **assessment due date** (which is at least two weeks prior to the unit end date) unless an extension has been granted.

Submissions

- All elements of an assessment must be complete and submitted by the assessment due date (incomplete assessments will not be marked)
- Failure to submit by the assessment date due is regarded as an assessment attempt (the submission opportunity is forfeited).

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*
- Unsupported extension requests (e.g. without medical evidence) will incur additional fees

- Approval/non-approval will be given in writing (or via email)
- All assessments submitted after the date due (where an extension has been approved) must have a copy of the approval attached.

Resubmissions

- Assessments will only be accepted on two occasions (the original submission and one resubmissions)
- Resubmissions received after the unit end date or assessment resubmission date will not be marked (opportunity forfeited).
- Assessments submitted or resubmitted after the unit due date and without an approved extension request will receive an 'NC' Not Competent outcome. Further attempts will require you to re-enrol into the unit of competency.

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

- Where a unit (or units) are not completed (or assessments not submitted) by the unit end dates, and where you have not been granted an extension or leave of absence, and you have not communicated with the college or responded to college communication, you will be withdrawn from the course.
- Students wishing to re-enrol will be required to pay a \$195 Re-Enrolment Fee plus any unit fees.

Submitting Assessments in the College LMS

Students are required to submit assessments via *Canvas* – the *C&K Learning Hub*.

Please note: students should keep a copy of their work prior to submitting for assessment.

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.

Marking and Assessment Outcomes

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

If your assessment is marked as Unsatisfactory, your RTO Educator will provide you with information on reassessment. This 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. Once the result is processed, you will receive an updated **Student Progress Report**.

Leave of Absence

At times students may require leave from their study. This may include unforeseen circumstances (death of a family member, illness, pregnancy or other incident) 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 an amount of \$60

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

Full Completion - Qualification and Record of Results Units

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.

Where a student requests an additional/interim Statement of Attainment during their course, a fee of \$50 applies.

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 apply \$60).

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 Coordinator
- 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 the college 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
- 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 two 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 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 must take and who you must 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

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 <http://www.candk.asn.au/online-feedback-form> to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with promptly and efficiently.

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.

Fee Concessions

Fee concessions may apply to government funded courses for eligible students. To be eligible for the concession fee, you must be eligible to access subsidised training (e.g. Certificate 3 Guarantee), as well as meet one of the following criteria:

- hold a valid Health Care or Pensioner Concession Card issued under Commonwealth law
- be named on the card as a partner or dependent of someone holding a valid Concession Card
- be of Aboriginal or Torres Strait Islander descent.

Please note: Proof of eligibility for concession must be demonstrated prior to the commencement of training.

| Additional Fees and Charges | |
|--|--|
| Resources and Administration Fee | \$195 refer to Refund Policy |
| Re-Enrolment Fee | \$195 |
| Replacement Textbook fee | Purchase price of material |
| Re-Issue of Qualification | \$60 per certificate |
| Requests for interim/additional Statement of Attainment | \$50 per request |
| Unit Extension Fee | \$20 (4 weeks), \$40 (8 weeks), \$60 (12 weeks) per unit |
| Print-based Learning Material | \$30 per unit |
| Gap training and assessment to upgrade individual units to new qualification/s | \$150.00 per unit unless students are eligible for Government subsidies. |
| Recognition of prior learning (RPL) | Equivalent to full unit fee |

Course Fees 2020

2020 Student Contribution Fees



| QUALIFICATION | FUNDING + DISCOUNT | UNITS | \$ per UNIT | \$ per COURSE |
|---|---|-------|-------------|---------------|
| CHC30113 - Cert III in Early Childhood Education and Care | Full Fee | 17 | \$ 240.00 | \$ 4,080.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Full Fee - C&K Employee | 17 | \$ 220.00 | \$ 3,740.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Certificate 3 Guarantee | 17 | \$ 50.00 | \$ 850.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Certificate 3 Guarantee - Concession | 17 | \$ 25.00 | \$ 425.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Certificate 3 Guarantee - C&K Employee | 17 | \$ 30.00 | \$ 510.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Certificate 3 Guarantee - C&K Employee + Concession | 17 | \$ 15.00 | \$ 255.00 |
| CHC30113 - Cert III in Early Childhood Education and Care | Fee Free Year for 12 Graduates | 17 | \$ - | \$ - |
| CHC50113 - Diploma in Early Childhood Education and Care | Full Fee | 27 | \$ 240.00 | \$ 6,480.00 |
| CHC50113 - Diploma in Early Childhood Education and Care | Full Fee - Employee | 27 | \$ 220.00 | \$ 5,940.00 |
| CHC50113 - Diploma in Early Childhood Education and Care | Higher Level Skills | 27 | \$ 100.00 | \$ 2,700.00 |
| CHC50113 - Diploma in Early Childhood Education and Care | Higher Level Skills - Concession | 27 | \$ 55.00 | \$ 1,485.00 |
| CHC50113 - Diploma in Early Childhood Education and Care | Higher Level Skills - C&K Employee | 27 | \$ 55.00 | \$ 1,485.00 |
| CHC50113 - Diploma in Early Childhood Education and Care | Higher Level Skills - C&K Employee + Concession | 27 | \$ 25.00 | \$ 675.00 |
| CHC50113 - Teacher Bridging Program | Full Fee | 23 | \$ 240.00 | \$ 5,520.00 |
| CHC50113 - Teacher Bridging Program | Full Fee - Employee | 23 | \$ 220.00 | \$ 5,060.00 |
| CHC50113 - Teacher Bridging Program | Higher Level Skills | 23 | \$ 25.00 | \$ 575.00 |
| CHC50113 - Teacher Bridging Program | Higher Level Skills - Concession | 23 | \$ 15.00 | \$ 345.00 |
| CHC50113 - Teacher Bridging Program | Higher Level Skills - C&K Employee | 23 | \$ 25.00 | \$ 575.00 |
| CHC50113 - Teacher Bridging Program | Higher Level Skills - C&K Employee + Concession | 23 | \$ 15.00 | \$ 345.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Full Fee | 6 | \$ 240.00 | \$ 1,440.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Full Fee - Employee | 6 | \$ 220.00 | \$ 1,320.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Higher Level Skills | 6 | \$ 10.00 | \$ 60.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Higher Level Skills - Concession | 6 | \$ 10.00 | \$ 60.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Higher Level Skills - C&K Employee | 6 | \$ 10.00 | \$ 60.00 |
| CHCSS00072 - Building Inclusive Practices Skill Set | Higher Level Skills - C&K Employee + Concession | 6 | \$ 10.00 | \$ 60.00 |

Note: First Aid is not included in the details above

Certificate III in Early Childhood Education and Care - Traineeship

| Unit Code | Unit Name | User Choice Non-Concession Fee \$ | User Choice Concession Fee \$ | User Choice School Based Trainee \$ | FEE-FREE Apprentice Under 21 \$ |
|-----------|--|-----------------------------------|-------------------------------|-------------------------------------|---------------------------------|
| CHCECE007 | Develop positive and respectful relationships with children | \$ 112 | \$ 45 | \$ - | \$ - |
| CHCECE003 | Provide care for children | \$ 112 | \$ 45 | \$ - | \$ - |
| CHCECE005 | Provide care for babies and toddlers | \$ 96 | \$ 38 | \$ - | \$ - |
| CHCECE002 | Ensure the health and safety of children | \$ 101 | \$ 40 | \$ - | \$ - |
| CHCECE004 | Promote and provide healthy food and drinks | \$ 56 | \$ 22 | \$ - | \$ - |
| HLTAID004 | Provide an emergency first aid response in an education and care setting | | | | |
| CHCLEG001 | Work legally and ethically | \$ 88 | \$ 35 | \$ - | \$ - |
| CHCPRT001 | Identify and respond to children and young people at risk | \$ 64 | \$ 26 | \$ - | \$ - |
| CHCECE009 | Use an approved learning framework to guide practice | \$ 112 | \$ 45 | \$ - | \$ - |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | \$ 40 | \$ 16 | \$ - | \$ - |
| CHCECE001 | Develop cultural competence | \$ 112 | \$ 45 | \$ - | \$ - |
| HLTWHS001 | Participate in work health and safety | \$ 32 | \$ 13 | \$ - | \$ - |
| CHCECE010 | Support the holistic development of children in early childhood | \$ 112 | \$ 45 | \$ - | \$ - |
| CHCECE006 | Support behaviour of children and young people | \$ 48 | \$ 19 | \$ - | \$ - |
| CHCECE013 | Use information about children to inform practice | \$ 64 | \$ 26 | \$ - | \$ - |
| CHCECE011 | Provide experiences to support children's play and learning | \$ 64 | \$ 26 | \$ - | \$ - |
| CHCECE020 | Establish and implement plans for developing cooperative behaviour | \$ 80 | \$ 32 | \$ - | \$ - |
| CHCPRP003 | Reflect on and improve own professional practice | \$ 192 | \$ 77 | \$ - | \$ - |

Diploma of Early Childhood Education and Care - Apprenticeship

| Unit Code | Unit Name | User Choice Non-Concession Fee \$ | User Choice Concession Fee \$ | User Choice Non-Concession Fee \$ | User Choice Concession Fee \$ | FEE-FREE Apprentice Under 21 \$ |
|-----------|--|-----------------------------------|-------------------------------|-----------------------------------|-------------------------------|---------------------------------|
| CHCECE007 | Develop positive and respectful relationships with children | | | \$ 112 | \$ 45 | \$ - |
| CHCECE003 | Provide care for children | | | \$ 112 | \$ 45 | \$ - |
| CHCECE005 | Provide care for babies and toddlers | | | \$ 96 | \$ 38 | \$ - |
| CHCECE002 | Ensure the health and safety of children | | | \$ 101 | \$ 40 | \$ - |
| CHCECE004 | Promote and provide healthy food and drinks | | | \$ 56 | \$ 22 | \$ - |
| HLTAID004 | Provide an emergency first aid response in an education and care setting | | | \$ 32 | \$ 13 | \$ - |
| CHCLEG001 | Work legally and ethically | | | \$ 88 | \$ 35 | \$ - |
| CHCPRT001 | Identify and respond to children and young people at risk | | | \$ 64 | \$ 26 | \$ - |
| CHCECE009 | Use an approved learning framework to guide practice | | | \$ 112 | \$ 45 | \$ - |
| CHCDIV001 | Work with diverse people | \$ 64 | \$ 26 | \$ 64 | \$ 26 | \$ - |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | | | \$ 40 | \$ 16 | \$ - |
| CHCECE001 | Develop cultural competence | | | \$ 112 | \$ 45 | \$ - |
| CHCECE016 | Establish and maintain a safe and healthy environment for children | \$ 80 | \$ 32 | \$ 80 | \$ 32 | \$ - |
| HLTWHS001 | Participate in work health and safety | | | \$ 32 | \$ 13 | \$ - |
| HLTWHS003 | Maintain work health and safety | \$ 64 | \$ 26 | \$ 64 | \$ 26 | \$ - |
| CHCECE017 | Foster the holistic development and wellbeing of the child in early childhood | \$ 384 | \$ 154 | \$ 384 | \$ 154 | \$ - |
| CHCECE018 | Nurture creativity in children | \$ 128 | \$ 51 | \$ 128 | \$ 51 | \$ - |
| CHCECE020 | Establish and implement plans for developing cooperative behaviour | | | \$ 80 | \$ 32 | \$ - |
| CHCECE021 | Implement strategies for the inclusion of all children | \$ 80 | \$ 32 | \$ 80 | \$ 32 | \$ - |
| CHCECE026 | Work in partnership with families to provide appropriate education and care for children | \$ 112 | \$ 45 | \$ 112 | \$ 45 | \$ - |
| CHCECE022 | Promote children's agency | \$ 128 | \$ 51 | \$ 128 | \$ 51 | \$ - |
| CHCECE023 | Analyse information to inform learning | \$ 112 | \$ 45 | \$ 112 | \$ 45 | \$ - |
| CHCECE024 | Design and implement the curriculum to foster children's learning and development | \$ 272 | \$ 109 | \$ 272 | \$ 109 | \$ - |
| CHCPRP003 | Reflect on and improve own professional practice | | | \$ 192 | \$ 77 | \$ - |
| CHCECE019 | Facilitate compliance in an education and care services | \$ 192 | \$ 77 | \$ 192 | \$ 77 | \$ - |
| CHCMGT003 | Lead the work team | \$ 160 | \$ 64 | \$ 160 | \$ 64 | \$ - |
| CHCECE025 | Embed sustainable practices in service operations | \$ 96 | \$ 38 | \$ 96 | \$ 38 | \$ - |
| CHCPOL002 | Develop and implement policy | \$ 144 | \$ 58 | \$ 144 | \$ 58 | \$ - |
| BSBLED401 | Develop teams and individuals | \$ 64 | \$ 26 | \$ 64 | \$ 26 | \$ - |