



Student Guide

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

This guide provides important information about studying with C&K College. It is assumed that all applicants for understand the information in this guide before they enrol.

The Creche and Kindergarten Association Limited

Trading as C&K College of Early Childhood

RTO No: 5025

Email: ckcollege@candk.asn.au

Phone: (07) 3513 2524

Website: www.candk.asn.au/ckcollege

Table of Contents

Acknowledgement of Country	4
Welcome to C&K College of Early Childhood.....	4
Our Approach.....	4
Purpose of the student guide	6
Contacting the College.....	6
Scope of Registration	6
Code of Practice	6
C&K College application, enrolment and induction process	7
Blue card eligibility and exemptions.....	9
Unique Student Identifier (USI).....	9
COVID Safe arrangements in early childhood settings	9
Funding Eligibility	10
Certificate 3 Guarantee.....	10
Higher Level Skills.....	10
Self-Funded (Full Fee) Students	10
User Choice Programs - Traineeships and Apprenticeships	10
User Choice - Funding	11
Educational and Support Services.....	12
The role of the Individual Trainer and Assessor	12
Student Support.....	12
Language, Literacy and Numeracy (LL&N) Assessment Tool	12
Orientation Process.....	13
Student Services and Academic Support	13
Placement Arrangements	15
Communicable Diseases	16
Proof of COVID-19 Vaccination at Work Placement and Vocational Placement sites.....	16
Additional Learner Support.....	16
Students with disabilities	17
Study Loads	17
Mode of Study.....	17
Duration of study	18
Course progression	18
Course Withdrawal (due to lack of course engagement and progression)	18
Maintaining progress	18
At Risk process	18

Delivery Modes	19
Completion Time	19
Competency Based Training	19
Competency Based Assessment	20
Assessment questions.....	20
Plagiarism and Collusion definitions	20
Assessment Submissions.....	21
Assessment Resubmissions.....	21
Marking and Assessment Outcomes.....	21
Demonstrating competency	21
Credit Transfer	22
Credit Transfer and First Aid	22
Recognition of Prior Learning (RPL)	22
Extensions	22
Leave of Absence	23
Deferment of commencement	23
Temporary suspension of studies	23
Acceptable grounds to approve leave of absence.....	23
Documentation required to support an application for leave of absence	24
Leave of Absence timeframes.....	24
Qualification changes during a leave of absence.....	24
Returning to study from a leave of absence	24
Cancellation/Withdrawal Policy.....	24
Payment of Fees.....	26
Testamurs and Record of Results	26
Partial Completion - Issue of Statements of Attainment.....	26
Full Completion - Qualification and Record of Results Units.....	26
Grievances and Complaints.....	26
Course Fees	28
User Choice Program Fees	28
Fees Paid in Advance.....	28
Resource and Administration Fee.....	28
Refund of Fees	28
Acceptable fee schedules.....	29
Fee Concessions	29
Additional Fees and Charges.....	29
2023 Course Fee Schedule	30
2023 C&K Employee Fee Schedule	30

Acknowledgement of Country

C&K College of Early Childhood respectfully acknowledges the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we live and work. C&K College recognises those whose ongoing efforts protect and promote Aboriginal and Torres Strait Islander cultures, and acknowledges all elders – past, present, and emerging.

Welcome to C&K College of Early Childhood

On behalf of the staff at C&K College welcome. We look forward supporting you to gain your qualification in Early Childhood Education and Care (ECEC). Studying with C&K College can help you to find employment and promote your in the ECEC sector.

C&K College is owned by The Creche and Kindergarten Association (C&K). C&K has over 330 Branch and Affiliated kindergarten and childcare services around Queensland. As a not-for-profit organisation, C&K's purpose is to nurture and inspire children to succeed in an ever-changing world. C&K, College contributes to this purpose, and is part of the rich history of early childhood education in Queensland.

C&K College of Early Childhood (C&K College) is a Registered Training Organisation (RTO), that specialises in the delivery of ECEC courses at Certificate III and Diploma levels. C&K College is an approved Skills Assured Supplier with the Department of Employment, Small Business and Training (Queensland). As a high-quality Vocational Education and Training provider, C&K College maintains membership with the Independent Tertiary Education Council Australia (ITECA) and is a member of the Queensland Early Childhood Industry Reference Group. C&K College is open to all members of the public who wish to gain qualifications to work in ECEC. With over 100 years' experience in educating and caring for Queensland's children and supporting people to gain qualifications to work in the ECEC sector, C&K College of Early Childhood is ideally placed to support you to develop your career in ECEC.

Our Approach

At C&K College, we connect you to the best trainers. Each student is allocated an individual Trainer, who supports and mentors them throughout their studies. Our Trainers and Assessors are skilled practitioners with recognised training qualifications, and a wealth of experience within the ECEC sector. Our Trainers and Assessors maintain their ECEC professional knowledge and practices, to ensure our students achieve high quality course outcomes. Each Trainer and Assessor benefits from C&K's internal professional development opportunities and is closely connected to ECEC services.

The curriculum approach at C&K College aims to develop in all our students a strong professional identity as an ECEC educator. This process is based on a process that combines practical work in real world settings, with professional reflection. Students are supported by their individual Trainer to reflect on workplace experiences, using the new knowledge they are learning in their course. This reflection supports students to learn about ECEC in more depth, and to grow professionally as part of that process. Developing professional identity as an educator in this way, makes graduates from C&K College highly sort after within the sector.

I congratulate you on your decision to undertake further studies and training within the field of early childhood and look forward to working with you during your time with C&K College.

Kind regards,

Anthony Shearer

Manager, C&K College of Early Childhood

Purpose of the student guide

This Student Guide has been developed to assist applicants and students to make informed decisions about studying with C&K College of Early Childhood. It is a condition of enrolment that all students read this information carefully. It is assumed that all students understand the information in this guide before they enrol.

This guide provides information about:

- Qualifications and how much it cost to study at C&K College
- applying for and enrolling into qualifications at C&K College
- monitoring your progress and managing your studies
- expectations of students and how to maintain satisfactory progress
- additional information provided to support you to make an informed decision about enrolling or studying with C&K

If you require additional information, or need to clarify anything in this Student Guide, please contact the college via phone or email.

Contacting the College

Telephone: (07) 3513 2524

C&K College of Early Childhood phone operates:

- 9:00 am - 5:00pm (Monday – Friday)
- outside of these hours (by appointment only).

Email: ckcollege@candk.asn.au

All email communication is through the C&K College inbox. The inbox is generally cleared within 2 business days. If your matter is urgent, please contact by telephone

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

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 that the facilities, teaching methods and resources are appropriate to the requirements of students, and levels at which courses are offered
- monitor training to ensure effective delivery and continued contemporary relevance.

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 Skills Assure Supplier agreements and associated policies.

C&K College application, enrolment and induction process

Applying to study with C&K College is very easy. All an applicant needs to do is visit the C&K College website, click on [Enquire Now \(https://www.candk.asn.au/enquire-now-ckcollege\)](https://www.candk.asn.au/enquire-now-ckcollege), and fill in the form. Applicants will receive an obligation free quote for costs, and easy to follow advice about what to do next. The process for application, enrolment and induction is provided on page 7 in Table 1.

[Where do I find more information about my qualification?](#)

C&K College works to ensure that applicants are informed about the qualifications on offer, the costs involved, and what is required to successfully complete a qualification. This *Student Guide*, and the C&K College website provide all the information an applicant needs to make an informed decision. There is a list of all the course costs at the back of this guide. Follow this link to visit the website: <https://www.candk.asn.au/ckcollege>

[How much will it cost?](#)

How much each student pays will vary, because it depends on their funding eligibility. Applicants can find out about general costs by visiting the C&K College website and getting a copy of the C&K Fact Sheet for the qualification they wish to enrol in, or by viewing the Fee Schedules at the end of this guide. Fees are subject to change, and the C&K College Website will provide the most up to date information. To get an accurate estimation of costs, click on the [Enquire Now button](#) on the C&K College website. The information and permissions provided will allow C&K College to check on eligibility for funding, and generate an obligation free quote. All the information you provide is managed in accordance with [C&K's Privacy Policy](#).

[How long does it take to enrol?](#)

Once an applicant provides the information, enrolment can be completed in less than a day. Applicants can speed up the enrolment process by ensuring they:

- provide the correct information, the right forms and identification documents
- ensure copies of documents are able to be read
- ensure copies of documents to support Credit Transfer (e.g., Academic Transcripts) are certified by a Justice of the Peace, or other qualified agent.
- finalise payment, or arrange a Payment Schedule in C&K's secure payment portal.

When am I considered to have started my course?

A student is considered to have commenced their course once payment has been received, and a confirmation of enrolment has been issued to the student.

Table 1: Application, enrolment and induction process

Application Process	Enrolment Process	Induction Process
<ol style="list-style-type: none"> 1. Applicant contacts C&K College of Early Childhood via email, telephone, or C&K College Website. 2. Applicant is provided with information, and directed to the C&K College website to: <ul style="list-style-type: none"> • access more information if needed • provide information to C&K College via the <i>Enquire Now</i> form 3. Applicant provides the information via the <i>Enquire Now</i> form 4. C&K College opens a record in the Client Management System and: <ul style="list-style-type: none"> • undertakes checks to determine funding options • generates an obligation free quote 5. C&K College emails the applicant an obligation free quote outlining costs. The applicant is also provided with: <ul style="list-style-type: none"> • Application for Enrolment form • Language, Literacy and Numeracy (LLN) Test • Blue Card Flow Chart for Volunteers & Students • Pre-Enrolment Questionnaire • Enrolment Checklist • Student Guide • C&K Fact sheet for qualification at C&K • Fact Sheet for relevant funding (eg. C3G or HLS) 	<ol style="list-style-type: none"> 1. Applicant accepts the quote and returns the following to C&K College: <ul style="list-style-type: none"> • enrolment forms • requested information (e.g., Blue Card information, COVID-19 Vaccination Certificate, USI number) • completed LLN Test 2. C&K College sends an email to the applicant requesting registration to our secure Payment Portal. 3. Applicant pays or enters a payment arrangement. 4. C&K College activates the applicant's enrolment 5. C&K College provides the student with the following: <ul style="list-style-type: none"> • Confirmation of Enrolment • Student Progress Report outlining individual study plan (part time/full time) • Work Placement/Vocational Placement Guidelines • Individual Trainer and Assessor contact information • Registration/login details for College Canvas (C&K College's Learning Management System) • Textbook (hard copy sent promptly via post) • Orientation information 	<ol style="list-style-type: none"> 1. Student participates in Orientation. C&K College: <ul style="list-style-type: none"> • provides Learning Management System access and other learning materials. • provides Placement Guide • supports in starting studies, responsibilities, and what is required • explains course material • discusses additional support that may be required, including any level of learning support required 2. C&K College Educator (Trainer and Assessor) contacts student for first training meeting 3. Student Services provide ongoing support, and students are encouraged to contact Student Services for any additional support or information.

Blue card eligibility and exemptions

In Australia, all people require a current Suitability Notice to work with young children (commonly referred to in Queensland as a Blue Card). It is against the law for students to undertake vocational or work placement without these credentials. C&K College will only finalise enrolments where a Suitability Notice (Blue Card) is provided.

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: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Unique Student Identifier (USI)

All students in Australia require a Unique Student Identifier (USI). Your USI is your individual education number for life. It provides an online record of any Vocational Education and Training (VET), or Tertiary Education undertaken in Australia. This means that an applicant needs a USI to enrol with C&K College of Early Childhood.

It is free to get a USI. There are two ways to apply:

- you can apply for a USI directly on computer or mobile device. <https://www.usi.gov.au/students/get-a-usi>
- you can authorise C&K College to apply for a USI on your behalf. To do this you will be required to provide the details from one form of identification (such as a Medicare card, Australian Birth Certificate, or Passport) and declare that you have read the privacy information on <https://www.usi.gov.au/about-us/privacy>.

COVID Safe arrangements in early childhood settings

C&K has an organisation wide policy which requires all staff to be fully vaccinated against COVID-19. This includes students who wish to enrol at C&K College of Early Childhood. Students who do not meet this requirement will not be able to enrol in their course with C&K College of Early Childhood.

If an applicant is unable to provide proof that they are fully vaccinated against COVID-19, then their enrolment process will not proceed.

Funding Eligibility

C&K College is a Skills Assured Supplier (SAS) with the Queensland State Government. Being an SAS provider means that the State Government will fund eligible students to undertake their studies at C&K College. These agreements ensure that as many people as possible have access to VET qualifications. It is a requirement of the SAS agreements that students pay a co-contribution fee towards their training. The fees associated with each funding program are included at the end of this guide. If you are interested in studying with C&K College, you can find out what funding you are eligible for by visiting the C&K website, clicking on [Enquire Now](#), and submitting the form.

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.

To access this funding, 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 enrolment, students are required to complete a student training and employment survey within three months of finishing or discontinuing their 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-> check font on hyperlink 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. Students can only access the Higher-Level Skills program subsidy once and as a condition of their enrolment, students are 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-> check font on hyperlink for full details.

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)

User Choice Programs - 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 are 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 requires that all Apprentices and Trainees, and their Employers receive information that clarifies the employer and trainee/apprentices' roles.

Apprentice or trainee responsibilities:

<https://www.australianapprenticeships.gov.au/>

Employer responsibilities:

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

For Apprentice or Trainee information specific for Queensland Students:

<https://desbt.qld.gov.au/training/apprentices>

User Choice - Funding

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.

User Choice - Program Duration and Delivery

Depending on your circumstances the program will be delivered flexibly, working with you and your workplace, and through participation in skill development workshops and tutoring sessions.

Traineeships (Certificate Level Qualification) are designed as a 12-month program (full-time).

Apprenticeships (Diploma Level Qualification) are designed as a 24-month program (full-time).

User Choice - Training and Record Plan

All trainees and apprentices must receive a hard copy of their Training Plan, which must be reviewed every three months. 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. A C&K Trainer will talk with the Trainee or Apprentice, and their supervisor about this plan every three months.

User Choice - 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.

User Choice - 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)
-

Educational and Support Services

C&K College of Early Childhood has a professional team to support you with enrolment, vocational placement, training and assessment.

The role of the Individual Trainer and Assessor

C&K College assigns each student an individual Trainer and Assessor. This person is a fully qualified trainer, with specialised ECEC experience. C&K RTO Educators are experienced early childhood professionals who understand the complexities of working in the ECEC sector. They draw on personal experience, professional knowledge and C&K practices, to support you to work effectively with the children and families in all contexts.

Student Support

Access to appropriate learning and assessment support will be provided to students as required. C&K College uses Language, Literacy and Numeracy (LL&N) Assessment Tool to inform individual training and support programs for students. Where additional support is required, C&K College of Early Childhood will organise appropriate support or reasonable adjustment, ensuring that the integrity of the qualification standard is not compromised.

Language, Literacy and Numeracy (LL&N) Assessment Tool

C&K College uses an LL&N Indicator to inform individual training and support programs for students. In instances where support is required, the C&K College of Early Childhood will organise appropriate support or reasonable adjustment, ensuring that the integrity of the qualification standard is not compromised.

Prior to enrolment, candidates will undertake a Language, Literacy and Numeracy (LL&N) Assessment to determine if they require any learning support through the qualification. The LL&N may be waived if a candidate can supply evidence of their current language, literacy and numeracy capability. Acceptable evidence includes:

- For Certificate III, competence at or above Exit Level 3 in the Australian Core Skills Framework in both literacy and numeracy (provided by the candidate holding a valid qualification at or above this level), including:
 - Australian Senior Secondary Certificate of Education (Year 12 Certificate) showing a pass in English and Mathematics; or
 - International Baccalaureate Diploma; or
- For Certificate III or Diploma a certificate, diploma, or degree for a qualification at or above Level 4 in the Australian Qualifications Framework.

For learners identified as needing support, a Learning Support Plan will be developed. The Learning Support Plan will outline specific support mechanisms for individual learners to support progress and completion.

When the need for support is identified as intensive, C&K College of Early Childhood may refer such students to external specialist support programs or agencies. Where students demonstrate language, literacy, or numeracy capability well below the required level for their desired qualification, C&K College may deny enrolment until the student is able to demonstrate suitability for entry into the desired AQF qualification level.

Help for students at risk.

Students enrolled in C&K College of Early Childhood can access:

- Indigenous representative: C&K employ a representative with an Indigenous background to offer guidance and assistance.
- Mentoring programs: Workplace supervisors can assist with mentoring students especially while on vocational placement.

- C&K online resources: students are encouraged to access resources to assist with studies and professional development in the field.
- C&K recommends and refers counsellors to assist students and employees at risk. For students we offer recommendations for whom to seek advice from to assist with all personal circumstances.

Orientation Process

Students are supported with an individualised orientation process with the Student Services conducted face-to-face, online or via telephone. Students may also access an Orientation Recording, if they are unable to participate in an orientation session.

Student Services and Academic Support

The C&K College of Early Childhood Helpdesk provides support to students during operating hours (call Helpdesk 07 3513 2524) or email enquiry to (ckcollege@candk.asn.au). Student support may be available outside of these hours by appointment only.

Contact the Helpdesk for assistance with:

- Support with access to, or operation of, the Learning Management System (CANVAS)
- Course information
- Enrolment/commencement date information
- Enrolment activation processes
- Coordinating induction/orientation meeting once enrolment confirmed
- Coordinating vocational placement
- Coordinating review and assessment of Credit Transfer
- Concessions
- Student fees, charges, and debt enquiries
- Administrative support to maintain course progress (At Risk,)
- Assistance with delay in the commencement of studies, temporary break in studies, or Leave of Absence
- Assistance with unit withdrawals and course cancellations
- Archiving and student administration
- Signing up as a Trainee or Apprentice
- General queries via phone or email
- Schedule of face-to-face and online tutoring hubs

Contact your Individual C&K College Educator for support with:

- Queries or concerns related to completing your course work.
- Provision of tutoring via phone or 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, C&K College 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.

Placement Arrangements

All Early Childhood Education and Care courses have a placement component which must be completed to obtain the qualification.

Students employed in a regulated Early Childhood Education and Care setting may use their paid employment hours towards completing the placement. This is called Work Placement. If a student undertakes Work Placement, they may also have to do additional Vocational Placement hours that are specific to the age group they may not work with.

Students who do not work in a regulated ECEC setting are required to undertake Vocational Placement. The College will find these students a suitable Vocational Placement site. C&K College has 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. This also provides a link to employment opportunities with the C&K Childcare and Kindergarten Centres.

Students at C&K College must complete their Vocational Placement hours in a regulated children's education and care service in Queensland. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours. Students who undertake vocational placement in a Kindergarten service may also have to do additional vocational placement specific to the age group they may not work with.

All Students completing an Early Childhood Education and Care course through the C&K College of Early Childhood are provided with the Work Placement or Vocational Placement Guidelines.

The Work Placement and Vocational Placement Guidelines include the following:

- Work/Vocational Placement Agreement
- Placement Tracker
- Parent/Guardian Permission to observe form.

The Work Placement and Vocational Placement Guidelines support students to gain understanding about the knowledge, skills and responsibilities educators need to work successfully with children.

While on 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 Workplace/Vocational Placement Guidelines and Agreement), and
- Vocational placement inductions will occur for all students undertaking vocational placement.

Assessments are competency-based, and completion of the placement will be based on competent completion of required assessment tasks. There is a mandatory requirement for students to complete a minimum number of hours for certain units. Students may need to complete more than the minimum amount of hours, if they need to provide further workplace evidence of the demonstration of competencies. Compulsory minimum hours can be found in the relevant Course Fact Sheet

Supervision Records are a compulsory assessment component of work Placement and Vocational Placement. The forms for recording Third Party Reports and Workplace/ Vocational Placement Observation by a C&K Trainer, are available to all students via the Learning Management System (Canvas). Forms for each unit can be downloaded in

that unit. The directions on how to complete Third-Party Reports and how to upload them are provided in each unit. Each Student's C&K Trainer will negotiate when to complete Workplace/ Vocational Placement Observation Forms.

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).
- Covid-19

All students should expect to follow regular hygiene and COVID risk management procedures outlined at their Work Placement or Vocational Placement sites. This may include:

- protocols related to entering or leaving the site
- what to do if unwell or showing any COVID related symptoms
- procedures related to handwashing, cleaning, and sanitising
- use of PPE, and what personal equipment is needed for work at the site.

Proof of COVID-19 Vaccination at Work Placement and Vocational Placement sites

Students should be aware that in addition to providing C&K College with proof of full vaccination against COVID-19, Work Placement and Vocational Placement services may also require this information. Services may also require the completion of a vaccination record or full immunisation record. This ensures that your safety, and the safety of all children, families and staff at a service is maintained during 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/_data/assets/pdf_file/0020/17129/childcare-immunisation.pdf

Students should contact their General Practitioner or Community Health Centre for advice regarding immunisation requirements.

Additional Learner Support

The C&K College of Early Childhood will determine the support needs of individual learners and will provide reasonable adjustments that may be required for an individual student to participate in a course, on the same basis as their peers. This may include providing:

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

As part of the enrolment process, students are required to undertake an LLN assessment and Pre-Enrolment Questionnaire to help determine their literacy, language, and numeracy capabilities.

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.

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:

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

Study Loads

Where students are either receiving benefits from the Department of Human Services, or 'actively working towards' their qualification to maintain their role in an Early Childhood Education and Care service, they must maintain progress in their studies.

Students must be enrolled in the correct number of units that reflect their study load requirements. It should be noted that the Department of Human Services has very strict guidelines for students receiving benefits such as Social Security benefits. The Department will regularly check to ensure these guidelines are being met.

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>

Mode of Study

C&K College 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.

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 can include, but is not limited to:

- Contacting their C&K College Educator and Student Services for support
- 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 the student to address the specific issues preventing them from achieving successful outcomes.

Course progression

Progression is the active involvement of the student in their course and is measured through the completion of units. Unit completion dates are outlined on the Student Progress Report or Training Plan.

The expectation of all students is that they:

- submit all assessments as per the assessment due date outlined in their Student Progress Report
- work independently as an adult learner, with self-motivation, and seeks out their own resources to support their learning
- respond to contact made by college staff
- communicate openly and frequently with Trainer and Assessor
- participate as a reflective learner.

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 a student has not been in communication with, or responded to college communication, they may be withdrawn from the course. Students wishing to re-enrol will be required to go through the enrolment process again.

Maintaining progress

C&K College expects all students to maintain progress. Progress timelines are outlined on the Student Progress Report or Training Plan. Assistant or Lead Educators who do not hold minimum qualifications may work in their role if they are 'actively working towards' the required qualification. C&K College supports students to actively work towards their qualification, or maintain progress, by identifying clear assessment due dates, and by providing training and assessment that is supported by each student's individual trainer. The College may from time to time offer additional group training sessions to support student progress.

The expectations for students to maintain progress, or actively work towards a qualification are:

- regularly accessing the College Learning Management System (LMS); and
- engaging with units and completing activities on a regular basis, and
- staying in contact with their C&K College Educator;
- completing all units assigned in each cluster of their qualification, within the assigned study period, as identified in the Student Progress Report or Training Plan.

At Risk process

Where a student is unable to complete units in an assigned study period they will be supported to get their studies back on track through an At Risk process. Students will:

- receive an email identifying new dates, to support them to get studies back on track.
- contact their Trainer to discuss their progress and how to meet new dates.

If, after being placed At Risk, a student is still unable to complete their assessment within the identified date range, they may be withdrawn from their course, and receive a statement of attainment for all units completed. These students will be refunded, as per our refund policy. Students wishing to re-enrol may transfer fees to their new enrolment.

Withdrawn students may re-enrol into their course on approval of the College Manager, but will remain liable for any outstanding fees related to their previous enrolment. Re-enrolling students will be credited for completed units, and will re-enrol in to withdrawn or non-completed units.

Students may appeal the withdrawal process through the College's normal appeal process.

Delivery Modes

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

Blended Learning External Delivery

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

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

Completion Time

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.

Certificate III in Early Childhood Education and Care - average completion time is 12 months. 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 24 months. The full qualification must be completed within 3 years from date of enrolment and regular (on time) submission of assessment tasks is required.

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
- Quizzes

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 provide a process for the student to receive feedback from the RTO Educator for assignment work and for overall assessment outcomes.

Assessment questions

If you require any assistance with assessment instructions, or questions about submitting assessment, students should contact The College via email or phone.

Phone - 07 3513 2524

Email - ckcollege@candk.asn.au

Plagiarism and Collusion definitions

The College requires students to submit work that is their own, and considers that plagiarism, and collusion constitute academic misconduct for which penalties may be applied.

- Plagiarism – Is to take someone’s words or ideas or other materials and present them as your own.
- Collusion – Is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include. Unauthorized and unacknowledged joint authorship in an assessment task. Unauthorized and unacknowledged copying or use of material prepared by another person for use in assessment.

Assessment Submissions

All students must submit assessment by the dates identified on their Student Progress Report or Training Plan. Failure to submit assessment may result in your withdrawal from the course. Failure to submit by the assessment date due is regarded as an assessment attempt, and the submission opportunity is forfeited.

Students are required to:

- submit all elements of an assessments in the College Canvas by the assessment due date
- keep their own copy of assessment submissions
- submitted assessment in Canvas (assessment received by email, text or hard copy may not be marked)

Assessment Resubmissions

Students generally have two attempts to successfully complete an assessment task (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 will receive a Not Competent (NC) outcome. Once a NC outcome has been received a student is withdrawn from their course, and is required to re-enrol in the course to complete the unit.

Marking and Assessment Outcomes

Final assessment items are marked ‘C’ (Competent) or ‘NYC’ (Not Yet Competent). 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.

- If your assessment is marked as Unsatisfactory, your RTO Educator will provide you with information on reassessment (this occurs during the assessment feedback process).
- Your result will be awarded 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.
- Once the result is processed, you will receive an updated Student Progress Report.

Demonstrating competency

- To demonstrate progress in each unit, students must undertake all activities in the unit and have them deemed competent by the Trainer & Assessor.
- Complete the Summative Assessment Tasks and have them deemed competent by the Trainer & Assessor.
- If a student dose not undertake all activities, and complete Summative Assessment tasks they will be deemed Not Yet Competent, and the Trainer & Assessor may ask the student to resubmit the required assessment or arrange a time for the student to perform the tasks again.
- Once all assessment components of a unit have been submitted in the College Canvas, A trainer and assessor of the college will mark the submission within the allocated timeframe.
- Once the student has successfully completed all assessment activities within the unit of competency, they will be deemed C = Competent for the unit.
- Students will receive three attempts to satisfactorily complete their assessment tasks – Their original assessment submission/attempt, and two further resubmission/reattempts.

- Should the student not satisfactorily complete all required assessment tasks/activities after three attempts/submissions they will be deemed Not Yet Competent (NYC) for that unit. Students will have the opportunity to retrain in that unit of competency.

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 award 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.

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 (HLTAID0121 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.

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 because of changes to the national training package.

Extensions

Extensions will be granted in exceptional circumstances only and must be supported by appropriate evidence (e.g., medical certificate)

- 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)

Leave of Absence

At times students may require leave from their study. This may include unforeseen circumstances or the decision to take a short break from study (if your employment circumstances allow).

As per the Leave of Absence Policy, the college is committed to informing potential students, prior to their enrolment, of the grounds on which students can request their enrolment be deferred or suspended

Terminology, the following meanings apply:

- Defer – postpone commencement of study
- Suspend – to temporarily put commenced enrolment on hold.

Deferment of commencement

Students may apply for a delay in the commencement of their studies. The application needs to be in writing using the Leave of Absence form. The completed form must be provided with sufficient supporting evidence to enable assessment of whether the circumstance(s) justify a deferment, based on the potential impact that the delay may have on the applicant's studies.

Applicants will be advised in writing of the outcome of the process; documentary evidence will be retained on the student's file.

If the student is under 18 years of age, C&K College of Early Childhood must receive written approval from the parent or guardian of the deferred commencement date.

Temporary suspension of studies

C&K College of Early Childhood may approve applications for temporary suspensions of studies (i.e., approved leave of absence) on the grounds of compelling and compassionate circumstances (see Section Acceptable grounds to approve leave for examples).

Before students apply for leave of absence, they are strongly recommended to seek advice from their employer whether taking leave from study will affect their eligibility for employment or the current role (position) they may hold within the early childhood education and care profession.

If the student is under 18 years of age, C&K College of Early Childhood must receive written approval from the parent or guardian for the temporary suspension of studies.

In all cases, documentary evidence relating to the application for temporary suspension of studies and the assessment process will be retained on the student's file.

Acceptable grounds to approve leave of absence.

The following would generally be considered acceptable grounds to approve leave of absence:

- Maternity leave
- Parental leave or leave for special care
- On the grounds of illness
- Temporary disability
- Bereavement
- Accident
- Jury duty (extended durations)
- Sporting or cultural commitment at state, national or international representative level
- Or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems)

It is a requirement that all Trainees and Apprentices have their study suspended while on maternity leave, however students under other funding arrangements may decide to continue their studies through their maternity leave period.

Documentation required to support an application for leave of absence

Documentation of medical condition

Students applying for deferred assessment on medical grounds must submit an original medical certificate completed by a registered medical or dental practitioner stating:

- The date on which the practitioner examined the student
- The severity and duration of the complaint
- The practitioner's opinion of the effect of the complaint on the student's ability to undertake study

A statement that the student was 'not-fit-for-duty' or was suffering from 'a medical condition' will not be accepted unless the information above is included.

Other documentation

Students applying for leave of absence on other grounds must submit suitable documentary evidence, such as bereavement notice, letter from employer, practitioner, or professional, statutory declaration, copy of accident report.

Leave of Absence timeframes

C&K College of Early Childhood may approve one 6 weeks leave of absence. In extenuating circumstances up to a maximum of one-year leave of absence may be granted.

Qualification changes during a leave of absence

Leave of absences are only approved to students who acknowledge and accept that if the qualification which the student is currently on leave from is updated or superseded in any way that the students will be re-enrolled into the updated and most current qualification.

This may require students to complete a gap analysis and undertake further assessment to meet the new qualification knowledge and skills requirements. Students may incur more costs as a result of a change in qualification whilst on a Leave of Absence

Returning to study from a leave of absence

Students will be sent a notification by Student Services on the date that training is recommencing advising them of the units being issued into the C&K Learning Hub.

Alternatively, students on a leave of absence can email the college if they would like to return sooner.

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:

- By completing a payment authorisation with the following options:
- One off payment (direct debit), or
- Payment Plan (direct debit) – smaller payments spread across the course duration
- By direct deposit into the College's bank account, or
- By credit card over the phone.

Testamurs and Record of Results

A Testamur is the legal issuance of a qualification by C&K College of Early Childhood. On completion of their course and after payment of all fees, students receive a Testamur from C&K College of Early Childhood. Students who do not complete a full course receive a Statement of Attainment.

Partial Completion - Issue of Statements of Attainment

Statements of Attainment are issued for partial completion of a qualification within 28 days of withdrawal from the course. Statements of Attainment 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.

Reissuance of Statements of Attainment

C&K College will reissue a Statement of Attainment on application, and payment of a reissuance fee. For a Statement of Attainment to be reissued, students must make a request in writing to the C&K College. 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 28 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 \$60 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).

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 feedback through the C&K Website: <https://www.candk.asn.au/submit-online-feedback>

- 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 Manager, C&K College of Early Childhood 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 – [link font to be changed](#)

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 Course 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. Unit Fees are set on enrolment, as per the obligation free quote. These fees do not normally change. Additional fees such as Administration Fees are subject to change. Students will be notified before any fee increases are introduced

User Choice Program Fees

Fees for User Choice programs may vary based on the number of units required to be completed. Students may be able to access government funding for an Apprenticeship, or Traineeship. Calculation of the student co-contribution fee is as per the nominal hours per unit of competency. Please see the Course Fee Schedule, or contact us for more information.

Fees Paid in Advance

Under the RTO standards, students or third-party representatives are permitted to pay no more than \$1,500 in pre-paid unit fees.

- Where a student's fees are less than \$1,500 they are invoiced the entire course fee, and encouraged to pay in full, or via a Payment Schedule.
- Where a student's course fee exceeds \$1,500, unit fees will be invoiced per study period (normally 3 months). Students are encouraged to pay the entire fee for a study period in full, or via a Payment Schedule.

Resource and Administration Fee

When a student withdraws from a course prior to completion, C&K College charges a non-refundable Resource and Administration Fee of \$250.00. This covers the cost of Textbooks, access to the learning management system, and the costs associated with enrolling and unenrolling students. There is no refund offered for textbooks.

Enrolled students will only be charged a Resource and Administration Fee (\$250) if they withdraw from study prior to completion of the full course.

Students who are withdrawn from their course because of a lack of progress, will have the Resource and Administration Fee waived if they choose to re-enrol in their course.

Refund of Fees

C&K College will only refund tuition fees in the following circumstances:

- New students
 - where several units have been purchased and the student has not commenced the course, a full refund less the \$250 Resource and Administration Fee will be charged.
 - Refunds will not be provided for units in which students have commenced training, including attended class, commenced online training, or received training by a college trainer (in person, online through the College LMS, or by phone/video call or similar).
 - Refunds for textbooks will not be provided
- Existing Students
 - Students will receive a refund for units they have not commenced, less the \$250 Resource and Administration Fee.

- Students will not be issued a refund for a unit in which they have commenced training, including attended class, commenced online training, or received training by a college trainer (in person, online through the College LMS, or by phone/video call or similar).
- Where a program is cancelled by C&K College – a full refund is given.

Acceptable fee schedules

C&K College of Early Childhood offers students the opportunity to enter a Payment Schedule to pay their fees. Payment plans can be scheduled on a weekly, fortnightly, or monthly basis. Students are encouraged to fix a Payment Schedule, based on their invoice.

For fees under \$1500 a student will be invoiced the full course cost:

- Payment Schedule Example A: Invoiced full course cost \$880
Full time student: 12 months duration:
 - 1 payment \$880
 - 10 monthly payments \$88
 - 20 fortnightly payments \$44
 - 52 weekly payments \$17.60
- Payment Schedule Example B: Full course cost \$4,080
Full time student: 12 months duration:
 - 4 quarterly payments \$1020
 - 10 monthly payments \$408
 - 20 fortnightly \$204
 - 12 weekly \$81.60

It is generally the case that students utilising a Payment Plan, must pay for completed units, before new units will be released. Students with outstanding fees, who make regular payments and can demonstrate progress in studies, may have units released on authorisation of the Manager.

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

C&K College reserves the right to cancel a course or refuse any enrolment as permitted by law.

Fee Concessions

Fee concessions may apply to government funded courses for eligible students. To be eligible for concession fees, students 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

Other expenses to be covered by students 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.

Resource and Administration Fee (refer to Refund Policy)	\$250.00
Replacement Textbook Fee	Purchase price
Re-Issue of Qualification Fee	\$60.00 per qualification
Request for interim/additional Statement of Attainment Fee	\$60.00 per request

Print-based Learning Material	\$30.00 per unit
Recognition of Prior Learning (RPL) Equivalent to full unit fee	\$220.00 per unit
Gap training to upgrade units to new qualification (if not eligible for Government subsidies)	\$150.00 per unit

2023 Course Fee Schedule

Queensland Government Funding Certificate 3 Guarantee and Higher Level skills pricing for eligible applicant's only.

CHC30121 Certificate III in Early Childhood Education and Care (New Course – open to enrolment)

Funding Type	Units	Unit Price	Course Price
Fee for Service - Full Fee	16	\$ 255.00	\$ 4,080.00
Certificate 3 Guarantee	16	\$ 55.00	\$ 880.00
Certificate 3 Guarantee - Concession	16	\$ 27.00	\$ 432.00

CHC50121 Diploma of Early Childhood Education and Care (New Course – open to enrolment)

Funding Type	Units	Unit Price	Course Price
Fee for Service - Full Fee	15	\$ 272.00	\$ 4,080.00
Higher Level Skills	15	\$ 100.00	\$ 1,500.00
Higher Level Skills - Concession	15	\$ 55.00	\$ 825.00

2023 C&K Employee Fee Schedule

Queensland Government Funding Certificate 3 Guarantee and Higher Level skills pricing for eligible C&K Employee's only (proof of employment must be provided upon expression of interest).

CHC30121 Certificate III in Early Childhood Education and Care

Funding Type	Units	Unit Price	Course Price
Fee for Service	16	\$ 234.00	\$ 3,744.00
Certificate 3 Guarantee	16	\$ 32.00	\$ 512.00
Certificate 3 Guarantee - Concession	16	\$ 16.00	\$ 256.00

CHC50121 Diploma of Early Childhood Education and Care

Funding Type	Units	Unit Price	Course Price
Fee for Service	15	\$ 230.00	\$ 3,450.00
Higher Level Skills	15	\$ 55.00	\$ 825.00
Higher Level Skills - Concession	15	\$ 25.00	\$ 375.00

2022 Trainee & Apprenticeship Fee Schedule

Traineeships prices are for enrolment in the Certificate III in Early Childhood Education and Care.

Traineeship full Course Costs CHC30121 Certificate III in Early Childhood Education and Care

Funding Type	Per hour	Course Price
User Choice – Non-Concession	\$1.60	\$ 1,737.60
User Choice - Concession	\$0.64	\$ 695.04
School Base Trainee	\$0.00	\$ 0.00
User Choice Fee Free Under 25's	\$0.00	\$ 0.00

Apprenticeship prices are for enrolment in the Diploma of Early Childhood Education and Care.

Apprenticeship full Course Costs CHC50121 Diploma of Early Childhood Education and Care

Funding Type		Course Price
User Choice – Non-Concession	\$1.60	\$ 2,124.80
User Choice - Concession	\$0.64	\$ 849.92
School Base Apprentice	\$0.00	\$ 0.00

User Choice - Fee Free Under 25's	\$0.00	\$ 0.00
-----------------------------------	--------	---------

Traineeship Cost per unit

Unit Code	Unit Name	Nominal Hours	Non Concession	Concession
CHCECE030	Support inclusion and diversity	63	\$100.80	\$40.32
CHCECE031	Support children's health, safety and wellbeing	160	\$256.00	\$102.40
CHCECE032	Nurture babies and toddlers	108	\$172.80	\$69.12
CHCECE033	Develop positive and respectful relationships with children	100	\$160.00	\$64.00
CHCECE034	Use an approved learning framework to guide practice	80	\$128.00	\$51.2
CHCECE035	Support the holistic learning and development of children	100	\$160.00	\$64.00
CHCECE036	Provide experiences to support children's play and learning	75	\$120.00	\$48.00
CHCECE037	Support children to connect with the natural environment	50	\$80.00	\$32.00
CHCECE038	Observe children to inform practice	40	\$64.00	\$25.60
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55	\$88.00	\$35.2
CHCECE055	Meet legal and ethical obligations in children's education and care	60	\$96.00	\$38.4
CHCECE056	Work effectively in children's education and care	65	\$104.00	\$41.60
CHCPRT001	Identify and respond to children and young people at risk	40	\$64.00	\$25.60
HLTWHS001	Participate in workplace health and safety	20	\$32.00	\$12.80
CHCDIV001	Work with diverse people	40	\$64.00	\$25.60
HLTFSE001	Follow basic food safety practices	30	\$48.00	\$19.20
Totals		1086	\$1737.60	\$695.04

Apprenticeship Cost per unit

Unit Code	Unit Name	Nominal Hours	Non Concession	Concession
BSBTWK502	Manage team effectiveness	60	\$96.00	\$38.40
CHCECE041	Maintain a safe and healthy environment for children	55	\$88.00	\$35.20
CHCECE042	Foster holistic early childhood learning, development and wellbeing	200	\$320.00	\$128.00
CHCECE043	Nurture creativity in children	80	\$128.00	\$51.20
CHCECE044	Facilitate compliance in a children's education and care service	110	\$176.00	\$70.40
CHCECE045	Foster positive and respectful interactions and behaviour in children	60	\$96.00	\$38.40
CHCECE046	Implement strategies for the inclusion of all children	65	\$104.00	\$41.60
CHCECE047	Analyse information to inform children's learning	75	\$120.00	\$48.00
CHCECE048	Plan and implement children's education and care curriculum	180	\$288.00	\$115.20
CHCECE049	Embed environmental responsibility in service operations	73	\$116.80	\$46.72
CHCECE050	Work in partnership with children's families	70	\$112.00	\$44.80
CHCPRP003	Reflect on and improve own professional practice	120	\$192.00	\$76.80

BSBPEF502	Develop and use emotional intelligence	60	\$96.00	\$38.40
CHCDIV003	Manage and promote diversity	80	\$128.00	\$51.20
CHCECE051	Promote equity in access to the service	40	\$64	\$25.60
Totals		1328	\$2124.80	\$849.92