

# Fact Sheet – Diploma Early Childhood Education and Care



The CHC50113 Diploma of Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

## Start a new career and take on a leadership role

It's a great time to start a career in early childhood. The sector is expanding and those with the right qualifications are in demand.

Working in early childhood is life-changing. This is a career where you can make a difference and be a positive influence in shaping young lives.

The role is all about nurturing young children's wellbeing and assisting in their social, emotional, physical and educational developmental needs.

Early childhood education and care qualifications prepare students for employment in regulated care services such as child care, long day care, kindergartens, occasional care and family day care. It is also a popular qualification for those working as nannies, children's programs and running playgroups.

With a qualification in early childhood, you can work in different early childhood settings – from community-based or not-for-profit services to privately-owned organisations, and/or to services located on school grounds. You can also provide family day care from your own home.

## Diploma level educator

The Diploma of Early Childhood Education and Care is for people who wish to take on a leadership role in an early childhood service and has a strong emphasis on advocacy for the rights of children; the development of strong relationships, effective workplace processes; inclusive, respectful and responsive workplace culture; and curriculum which focuses on the needs of a child and their individual context.

The Diploma qualification is often required for positions such as nominated supervisor, early childhood educator, family day care educator and family day care coordinator.

A Diploma qualification in early childhood provides career opportunities beyond working directly with children, including leadership, management and support roles.

When you hold a diploma, you can do further study to become an early childhood teacher and you may be given credit for subjects you have already completed.

The C&K College of Early Childhood also offers the Early Childhood Teacher Bridging Program. This course is a tailored, 'fast-track' pathway to a diploma qualification that enables registered primary teachers to work as early childhood teachers.

**You need to:** hold or be studying towards an approved diploma qualification to work in a regulated care service.

**Study time:** 1 to 2 years full-time. Students studying part-time may take 2 to 3 years.

**Vocational placement:** students completing a Diploma qualification who do not work in a regulated care service, must complete unpaid vocational placement. This practical component will allow each student to gain experience in a variety of work situations and to put their learning into practice. Students participating in vocational placement will be required to undergo a Working with Children Check and receive a positive notice and blue card.

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...

- 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 (CHCECE017). This would mean the one hour of work can contribute to the hours required for three units.

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.

Early childhood teaching students are able to be counted as diploma level educators for ratio purposes while they are 'actively working towards' an approved early childhood teaching qualification. For information on how, or when, a person is considered 'actively working towards' an approved early childhood teaching qualification please visit ACECQA website <http://www.acecqa.gov.au/actively-working-towards-an-approved-qualification>

The Education and Care Services National Regulations state under Section 126: Centre based services - The qualification requirements for educators at centre-based services for children preschool age or under are - at least 50 per cent of the educators who are required to meet the relevant educator to child ratios for the service must have, or be actively working towards, at least an approved Diploma level education and care qualification.

## Why study with the C&K College of Early Childhood?

The C&K College of Early Childhood delivers high-quality courses which are capable of delivering the skills and competencies required in the workplace in a meaningful way.

What we do well is provide vocational placement opportunities with sufficient and planned on-the-job learning as this builds shared knowledge and is an effective way of making procedures and expectations of the learning environment explicit. The support provided by the supervisor in the workplace is key to the success of each student's learning and progress.

A vocational placement supervisor helps to develop a student by:

- Monitoring and signing off on the daily attendance
- Observing specific assessment tasks and providing advice and guidance
- Completing a workplace observation checklist
- Providing service resources and information (e.g. policy and procedures)

The importance of continuing professional development should not be underestimated – it is a career-long obligation for practicing professionals. The C&K course incorporates a number of ECEC sector professional development (PD) activities. These PD activities will 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. Carefully

selected PD opens you up to new possibilities, new knowledge and new skill areas. The assessment process will confirm you have absorbed the necessary skills and your capability to apply them correctly in your work.

Students are encouraged to keep their resumes updated with ongoing professional development and to attach copies of certificates of completion. This will assist you to advance in your career and move into new positions where you can lead, manage, influence, coach and mentor others.

The Diploma program offered by C&K College of Early Childhood incorporates the following PD:

- Dr Kaylene Henderson Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Care and Education Settings online early childhood professional development course series developed specifically for childcare and education professionals.
- Nutrition Australia Qld LEAPS (Learning, Eating, Active Play, Sleep) online training specifically designed to meet the needs of Early Years Educators.
- Early Years Connect online module series covering Inclusion, Governance, Disability support and Transdisciplinary practice.

The **Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Care and Education Settings** online course series for early childhood professionals has been developed and presented by medically trained Child Psychiatrist, Dr Kaylene Henderson. Each of the three courses in the series provide research-based guidance on a variety of topics, in particular the management of emotions and behaviours in young children (aged birth to five), with examples set within early childhood care and education centres.

Raising Good Kids online plus practical skills assessment through a workplace project	Skills and knowledge required by educators working with children...
CHCECE007 Develop positive and respectful relationships with children	... to ensure they can develop and maintain effective relationships and promote positive behaviour
CHCECE020 Establish and implement plans for developing cooperative behaviour	... to support both individual and group plans for developing cooperative behaviour

**NAQ LEAPS** is designed to meet the needs of Early Years Educators gain the knowledge, practical skills and confidence to implement the Get Up & Grow healthy eating and physical activity guidelines in your setting. Successful completion of the online training together with demonstrating practical skills in the workplace can be used to demonstrate your new knowledge, skills and experience for the following unit:

LEAPS online plus practical demonstration in the workplace	Skills and knowledge required by educators working with children...
CHCECE004 - Promote and provide healthy food and drinks	... to promote healthy eating and ensure that food and drinks provided are nutritious, appropriate for each child and prepared in a safe and hygienic manner

**Early Years Connect** provides information, advice and connections to help early childhood education and care educators in Queensland to support children with complex additional needs. The online modules contain text, video, activities and assessments to help you learn more about inclusion. You can complete the modules whenever it suits you,

and then download your Certificate of Completion. Successful completion of the online series together with demonstrating practical skills in the workplace, at Certificate III level, can be used to demonstrate your new knowledge, skills and experience for two units:

Early Years Connect online plus practical skills assessment through a workplace project	Skills and knowledge required by educators working with children...
CHCECE009 - Use an approved learning framework to guide practice	... to provide children with opportunities to maximise their potential and develop a foundation for future success.
CHCECE021 Implement strategies for the inclusion of all children	...to support the inclusion of all children and to work with relevant others to plan and implement support strategies where required.
CHCECE026 Work in partnership with families to provide appropriate education and care for children	...to work in partnership with families to provide appropriate education and care for the child.

## Study Pathways

C&K College of Early Childhood offers adaptable courses that respond to the latest industry developments and are linked to real employment opportunities.

We offer guaranteed vocational placement and provide a link to employment opportunities, with graduates eligible to apply for a position with the Crèche and Kindergarten Association. Or students may arrange their own vocational placement in an organisation of their choice. 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.

The College offers multiple delivery options for our courses, so you may choose to study in a way that suits your lifestyle. Students may study on a full-time or part-time basis.

Flexible learning means you may study through distance learning. If you prefer the campus experience, you may study in a classroom environment at our training campus at Kedron or anywhere a structured program is running.

If you're not sure what's right for you, give us a call. We're happy to talk you through the options and help you make the best choice to suit your individual situation.

**Blended learning:** blended learning with flexible study options (self-directed study, phone tutoring, students can opt in and out of classes, vocational placement and work-based assessment) 18 to 36 months ...the more time allocated to study will determine when a qualification is achieved.

**Apprenticeship:** as per the training contract (self-directed study, block release time and/or appropriate structured work-based learning and assessment) – we specialise in finding a training solution which is right for the Trainee, the service and timeframes (usually 18 to 24 months).

C&K College of Early Childhood has four major intakes in January, April, July and October. If you are interested in starting a qualification outside of these times, please call 1800 177 092 for more information.

Apprentices are able to commence at any time throughout the year.

## Recognition of Prior Learning (RPL)

If you have current Early Childhood sector skills and experience, but not a formal qualification, you may be eligible for Recognition of Prior Learning (RPL). The C&K College of Early Childhood recognises prior experience and learning. Students work through a toolkit which allows them to demonstrate their knowledge and skills without completing additional learning. Students can work through the toolkit at their own pace and are assessed on skills and knowledge through the Recognition process. Please contact the C&K College of Early Childhood to discuss how RPL might benefit you.

## Course Summary

Students are provided with the McGraw-Hill *The Early Childhood Educator for Diploma* textbook and NAQ *LEAPS* online and *Raising Good Kids: Managing Behaviour and Emotions in Early Childhood Education Settings* online professional development course.

To gain *CHC50113 Diploma of Early Childhood Education and Care*, participants are required to competently complete 28 units of competency (23 core and 5 electives) as follows:

UNIT TITLE – elective units nominated by C&K RTO		<i>Diploma</i>
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	<i>Core</i>
CHCECE001	Develop cultural competence	<i>Core</i>
CHCECE002	Ensure the health and safety of children	<i>Core</i>
CHCECE003	Provide care for children	<i>Core</i>
CHCECE004	Promote and provide healthy food and drinks	<i>Core</i>
CHCECE005	Provide care for babies and toddlers	<i>Core</i>
CHCECE007	Develop positive and respectful relationships with children	<i>Core</i>
CHCECE009	Use an approved learning framework to guide practice	<i>Core</i>
CHCECE016	Establish and maintain a safe and healthy environment for children	<i>Core</i>
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	<i>Core</i>
CHCECE018	Nurture creativity in children	<i>Core</i>
CHCECE019	Facilitate compliance in an education and care services	<i>Core</i>
CHCECE020	Establish and implement plans for developing cooperative behaviour	<i>Core</i>
CHCECE021	Implement strategies for the inclusion of all children	<i>Core</i>
CHCECE022	Promote children's agency	<i>Core</i>
CHCECE023	Analyse information to inform learning	<i>Core</i>

UNIT TITLE – elective units nominated by C&K RTO		Diploma
CHCECE024	Design and implement the curriculum to foster children's learning and development	Core
CHCECE025	Embed sustainable practices in service operations	Core
CHCECE026	Work in partnership with families to provide appropriate education and care for children	Core
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
HLTAID004	Provide an emergency first aid response in an education and care setting	Core
HLTWHS003	Maintain work health and safety	Core
CHCMGT003	Lead the work team	Elective
BSBMGT605	Provide leadership across the organisation	Elective
CHCPOL002	Develop and implement policy	Elective
PSPGEN036	Provide workplace coaching	Elective
CHCPRP003	Reflect on and improve own professional practice	Elective

### **Credit Transfer and First Aid**

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

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

### **Funding Options Qld Department of Education and Training (DET)**

To assist with studying funding may be available to eligible students...

#### **Higher Level Skills Program**

The *Higher Level Skills Program* is for any Queensland resident who does not already hold, or is not already enrolled in, a post-school Australian certificate IV or higher level qualification this includes any equivalent certificate IV or higher level qualification irrespective of whether the qualification is through a university degree, apprenticeship or traineeship pathway.

For more information, please refer to the DET's website:

<https://training.qld.gov.au/training/incentives/highskills>

**Cost to participant:** a student co-contribution fee of \$140 per unit, or \$93 per unit for concessional students is required. The full cost of the diploma is \$3,780 (or \$2,511 concessional students).

## **User Choice Funding: Apprenticeship Program**

The C&K College of Early Childhood provides training for Apprentice 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 us for more information. Calculation of the student co-contribution fee is as per the nominal hours per unit of competency.

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

## **Full fee paying students**

The full cost of the certificate program is \$9,180 (\$340 per unit).

## **C&K and C&K Affiliate staff discount**

- ⇒ C&K supports staff undertaking a Traineeship through structured on-the-job and off-the-job paid training and there are no additional training course fees when studying with the C&K College. Please refer to C&K Careers.
- ⇒ Employees (full-time and part-time) who enrol in a Diploma of Early Childhood Education and Care, outside of a Traineeship pathway, may be eligible for DET subsidised training and receive a staff discount. The discount cost of the diploma course is \$1,080 (or \$270 for concessional students).
- ⇒ Where staff are not eligible for DET subsidised training, C&K and C&K Affiliate staff may undertake individual units at the reduced cost of \$250 per unit (full-time and part-time staff).
- ⇒ C&K employees may also seek financial assistance with the cost of the course under the C&K Education Assistance Policy and/or apply for VET Student Loan

## **VET Student Loans**

From 1 January 2017, a new VET Student Loans program was implemented by the Australian Department of Education and Training to give eligible students access to quality higher level VET qualifications, particularly those students who could not otherwise afford to pay upfront.

Students enrolling in the Diploma course through the C&K College of Early Childhood (RTO no 5025) may be eligible to apply for the Australian Government's Vet Student Loans program. Please read the *VET Student Loans information booklet 2017* for more information.

A copy of the booklet is available at <https://docs.education.gov.au/node/42391>

Please note:

- Students must have read the VET Student Loans information booklet 2017 when applying for a VET Student Loan
- C&K College of Early Childhood will not approve a VET student loans for students who do not meet the eligibility requirements
- A VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid
- The VET Student Loans program is a loan given to eligible fee-paying students to help pay for part, or all, of their tuition fees The maximum tuition fee for the C&K Diploma course is \$9,180. Students who are eligible for subsidised training through the DET Higher Level Skills program may apply for a VET Student Loan to help pay the student co-contribution fee. Please refer to the Diploma of Early Childhood Education and Care Cost schedule at the end of the 2017 Student Guide as the maximum cost will vary between \$270 and \$3,780 depending on your situation and funding eligibility rules.

## Pathway to university

When you hold a diploma, you can do further study to become an early childhood teacher.

The C&K College of Early Childhood has a number of articulation arrangements in place, including:

- Australian Catholic University – for the Bachelor of Education (Birth to Five years) at any location/jurisdiction students will be eligible for 80cp (for specified credit) and for the Bachelor of Education (Early Childhood and Primary) at any location/jurisdiction students will be eligible for 30cp to 60cp (for specified credit depending on strand)
- CQ University - nine exemptions into CQ University's Bachelor of Education (Early Childhood) CC14 or the Bachelor of Education (Primary) CC12.
- Griffith University – 80CP credit transfer towards the Bachelor of Child and Family Studies 1095 (4 semester, 3 year degree), Logan campus, for completion of the Diploma of Early Childhood Education and Care (CHC50113)

The C&K College of Early Childhood have established a relationship with the Deakin Institute of Koorie Education and students who have successfully met the literacy and numeracy standards of the university have been able to enrol into the degree and receive one year of credit for prior learning.

## Lodging an Application

When you are ready to lodge your application, please ensure all sections of the Application Form are completed and confirm you have gathered and attached all required documentation.

If there is additional information you require prior to making a decision about which qualification and/or how the C&K College of Early Childhood can support your career endeavours, please contact the C&K College of Early Childhood on 07 3513 2524 or email your questions to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au).

## Contact details

Legal name:	The Crèche and Kindergarten Association limited
Trading name:	C&K College of Early Childhood
Registration code:	5025
Email:	<a href="mailto:ckcollege@candk.asn.au">ckcollege@candk.asn.au</a>
Helpdesk:	07 3513 2524

Responsible officer: P&C Manager, College	Contact Officer: P&C Manager, College	Year: 2017
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