



# Employer, Trainee & Apprentice Student Guide

*A Guide for studying with C&K College of Early Childhood*

The Creche and Kindergarten Association Limited

**Trading as:** C&K College of Early Childhood

**National Provider Number:** 5025

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## 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

C&K College of Early Childhood is proud to be nominated as your SRTTO (Supervising Registered Training Organisation) and would like to congratulate you on successfully gaining a Traineeship/Apprenticeship. We look forward supporting you to gain your qualification in Early Childhood Education and Care (ECEC).

C&K College is owned by The Creche and Kindergarten Association (C&K). C&K has over 330 Branch, 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 the Certificate III and Diploma in Early Childhood Education and Care. 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. 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 RTO Educators. Each Trainee/Apprentice is allocated an individual RTO Educator, who supports and mentors them throughout their studies. Our RTO Educators are skilled practitioners with recognised training qualifications, and a wealth of experience within the ECEC sector. Our RTO Educators maintain their ECEC professional knowledge and practices, to ensure our Trainee/Apprentice achieve high quality course outcomes. Each RTO Educator 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 Trainee/Apprentice 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. Trainee/Apprentice are supported by their individual Trainer to reflect on workplace experiences, using the new knowledge they are learning in their course. This reflection supports Trainee/Apprentice 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

## Scope of Registration

C&K College of Early Childhood is a Registered Training Organisation (RTO 5025) 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> Purpose of the Trainee/Apprentice guide.

This Trainee/Apprentice Guide has been developed to assist applicants and Trainee/Apprentice to make informed decisions about studying with C&K College of Early Childhood. It is a condition of enrolment that all

Trainee/Apprentice read this information carefully. It is assumed that all Trainee/Apprentice understand the information in this guide before they enrol.

### Code of Practice

C&K College of Early Childhood will act with integrity in all dealings with Trainee/Apprentice (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/ Trainee/Apprentice/clients,
- be vigilant in ensuring that Trainee/Apprentice attendance levels/academic progress are met,
- ensure that the facilities, teaching methods and resources are appropriate to the requirements of Trainee/Apprentice, 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.

### Opening hours and Contact Information

The College is open Monday to Friday 9am – 5pm, excluding Queensland Public Holidays.

**Telephone:** (07) 3513 2524

**Email:** [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)

**Address:** 257 Gympie Road, Kedron, QLD, 4031

Email communication is generally responded within 2 business days. If your matter is urgent, please contact the College by telephone.

### Where do I find Course information?

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 *Trainee/Apprentice Guide*, and the C&K College website provide all the information an applicant needs to make an informed decision. Follow this link to visit the website: <https://www.candk.asn.au/ckcollege>

## Australian Apprenticeships (User Choice)

Australian Apprenticeships (often referred to as apprenticeships or traineeships) is an ideal way to combine training and employment that leads to a nationally recognised qualification.

Australian Apprenticeships can be full-time, part-time, or school-based - where some training is undertaken while the apprentice or trainee is in high school.

**Traineeship including School-based** = Certificate III in Early Childhood Education and Care (Educator/ Assistant Educator/ Inclusion Support Assistant)

**Apprenticeship including School-based** = Diploma of Early Childhood Education and Care (Lead Educator/ Group Leader).

## Australian Apprenticeship Support Network (AASN)

An Australian Apprenticeship Support Network (AASN) is a contact for all queries about Trainees and Apprenticeships. They give personalised advice and support services from pre-commencement to completion for Trainees/Apprentices, Directors, and C&K College.

The AASN will complete sign up between the Trainees/Apprentices and Directors and complete check-ins throughout the training contract.

## Application Process

Once C&K College receives notification from the Australian Apprenticeship Support Network Provider (AASN) of being nominated as the SRTTO, applicants and their employer are emailed an Obligation free quote to review including fact sheets and enrolment information to make an informed decision if studying with C&K College of Early Childhood is right for them. If they would like to enrol with C&K College of Early Childhood, applicants need to complete, provide, and return the following:

- Enrolment form
- Credit Transfer form
- Language, Literacy and Numeracy (LLN) Assessment
- Pre-Enrolment Questionnaire
- Paid Blue Card, or Exemption Card
- One form of identification from each category below –  
Photo Identification:

- Front of Drivers Licence
- Passport or
- Proof of Age Card

Proof of Citizenship/Permanent Resident:

- Birth Certificate,
- Australian Passport
- Medicare Card

Proof of Queensland Residency:

- Front & Back of Drivers Licence
- Current Utility Bill or Statement showing full name and address.

The Administration team will review all documents and email a link to our secure payment portal.

## Enrolment

Once you have paid in full or entered a payment schedule in our secure payment portal your enrolment will be activated, either the same day or next business day.

C&K College provides Trainee/Apprentice with the following:

- Confirmation of Enrolment
- Training plan outlining individual study plan (part time/full time)
- Apprentice/Trainee Permission Forms Booklet
- RTO Educator contact information
- Registration/login details for College Canvas
- Textbook (hard copy sent promptly via post)
- Orientation information
- Education, Training and Employment Schedule (School-based Trainee/apprentice only)

C&K College provides employers with the following:

- Training plan
- Employer Resource Assessment
- Education, Training and Employment Schedule (School-based Trainee/apprentice only)

A student is considered to have commenced their course once the confirmation of enrolment has been issued to the student.

Generally, within a week of enrolment an individual orientation is booked and conducted by our Student Services Officer via teams or phone. Once orientation is complete your RTO Educator will conduct your initial training.

### Unique Student Identifier (USI)

All Trainee/Apprentice in Australia require a Unique Trainee/Apprentice 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/Trainee/Apprentice/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>.

### Blue card

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 Trainee/Apprentice to undertake placement without these credentials. C&K College will only finalise enrolments where a Suitability Notice (Blue Card) is provided.

Registered teachers should 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>

### Student Services

Student Services can be contacted via phone (07) 3513 2524 or email [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au). Support can be arranged outside of hours by appointment.

Support Trainee/Apprentice services provides –

- Course information
- Enrolment activation processes
- Trainee/Apprentice fees, charges, and debt enquiries
- Trainee/Apprentice Orientation
- Check-in and support phone calls
- Trainee/Apprentice contact information updated (change of address, phone or email)
- Change of name

- Updated Training Plans
- Support with College Canvas
- Placement agreements
- Update placement information
- Credit Transfer Applications
- Administrative support to maintain course progress (At Risk,)
- Leave of Absence/ suspend a registered training contract
- Extension Application
- Booking of face-to-face and online tutoring hubs
- Release of units
- Withdrawals/Course cancellations
- Course Completions
- Training plan updates
- Employer Resource Assessment reviews
- Completion agreements

### RTO Educator (Trainer & Assessor)

Trainee/Apprentice are allocated a fully qualified RTO Educator. All our RTO Educators are experienced early childhood professionals who understand the complexities of working in the Early Childhood Education and Care profession. They draw on personal experience, professional knowledge, and C&K practices, to support Trainee/Apprentice to work effectively with children and families in all contexts.

RTO Educators provide support with –

- initial training introduction
- Support, Information, and early childhood resource emails
- questions about submitting assessment.
- assistance with assessment instructions
- queries or concerns related to unit assessments.
- personalised tutoring/coaching on units via phone, teams, and email
- scheduled placement visits in person or via teams to complete direct observations.
- Facilitate skill development workshops/tutorials.
- Consultation and assessment of Recognition of Prior Learning (RPL)
- Making of assessment submission within 10 business days of upload to College Canvas
- Conduct study reviews to ensure progression is met at a reasonable rate to complete your qualification within the enrolment period.
- Access to educational and support services necessary to meet the requirements of the course, this may include LLN support or additional tutorials.

### Study Option

C&K College has adopted a flexible, student-centred approach to delivery in recognition of differences in Trainee/Apprentice' 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:

- Reading and on-line presentations
- completing learning activities,
- participating in workshops and/or webinars,
- completing written and verbal assessments



- completing practical assessments within an approved early childhood education and care environment.

### Study Mode

Study mode options in the CHC30121 Certificate III or the CHC50121 Diploma of Early Childhood Education and Care with C&K College -

- Full time is over 12 months.
- Part Time is 24 months.

Enrolment into the CHC50121 Diploma of Early Childhood Education and Care are open to individuals who hold either:

- CHC30121 Certificate III in Early Childhood Education and Care or a
- CHC30113 Certificate III in Early Childhood Education and Care.

### Completion Time

Trainee/Apprentice 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 Trainee/Apprentice have reasonable minimum and maximum times to complete all requirements.

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.

**School-based trainee** - are generally part time over 24 months, School-based trainees must not complete in less than 12 months unless they have completed the minimum paid work requirement. The minimum of 375 hours (50 days) per 12-month period from the commencement of the school-based training contract.

**School-based apprentices** - should not be completing and if the department receives a completion agreement for a school-based apprentice, an investigation will be undertaken, and training providers may be required to justify how they continued with training and assessment above and beyond the allowed limits.

### Placement hours

The Certificate III and Diploma of Early Childhood Education and Care have a placement component which must be completed in a regulated children's education and care service in Queensland to obtain the qualification.

- Minimum of 160 hours of practical placement for the CHC30121 Certificate III in Early Childhood Education and Care.
- Minimum of 280 hours of practical placement for the CHC50121 Diploma of Early Childhood Education and Care.

At C&K College all Trainee/Apprentice enrolled in CHC30121 Certificate III in Early Childhood Education and Care must complete the following hours to meet the minimum requirement:

- 40 hours babies (0 – 23 months)
- 40 hours toddlers (2 – 3 years)
- 80 hours 3 – 5 years.

### Placement for infants and toddlers

Trainees with C&K College of Early Childhood need to complete 40 hours of training with infants and 40 hours with toddlers. If your service does not provide education or care for infants and toddlers, then your trainee will need to attend another service where they can gain this experience. C&K College can support the placement of students at an appropriate service, and where possible will try to select a C&K service.

If a trainee needs to complete placement for infants and toddlers, they will be provided with the Placement Guide once a placement has been organised.

The Guide include the following:

- Placement Log
- Parent/Guardian Permission to observe form.
- Third Party Reports

### Communicable Diseases

Undertaking placement or working in Early Childhood Education and Care services can expose us to infectious diseases through contact with infectious children and their blood and body substances.

Recommended vaccinations for working 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, or as recommended by the appropriate Government Agency).

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

Please visit this link for more information on Immunisation in early childhood education and care services

[Immunisation in early childhood education and care services \(worksafe.qld.gov.au\)](https://www.worksafe.qld.gov.au/immunisation)

### Credit Transfer

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 Trainee/Apprentice 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 student the First Aid competency standard.

Trainee/Apprentice 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, student 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. Enrolled Trainee/Apprentice can discuss the RPL process with their RTO Educator if they feel they are able 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).

Their RTO Educator will consider the evidence of knowledge and skills the candidate has provided, matching this evidence against the relevant qualification.

## Competency Based Training and Assessment

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. Competency based assessment 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 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

## Assessment Submissions

Trainee/Apprentice must submit assessments by the dates identified on their Training Plan. Failure to submit by the assessment date due is regarded as an assessment attempt, and the submission opportunity is forfeited.

Trainee/Apprentice are required to:

- submit all elements of an assessments in the College Canvas by the assessments 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

Trainee/Apprentice have two attempts to successfully complete assessment tasks for a unit.

The first submission will align on the assessment due dates outlined on their training plan and if required they will be granted a second attempt.

If you receive feedback from your RTO Educator, they will advise a date to resubmit (generally two weeks is given).

## Reasonable Adjustments

To assist students with additional need to participate on the same basis as their peers, the RTO Educator may apply reasonable adjustments. This is so students with an identified disability, learning difficulty or impairment is not disadvantaged. Reasonable adjustments cannot change the standard, or minimum level of competency required to demonstrate a unit of competency.

RTO Educator's will discuss the student's circumstances with them and document ways they may be able to incorporate adjustments or alternative learning and assessment strategies. All reasonable adjustments must be approved by the Manager, C&K College of Early Childhood.

## Third Party Reports & Direct Observations

Supervision records are a compulsory assessment component. The forms for recording supervision are called:

- Third Party Reports (completed by the placement supervisor)
- Direct Observation by trainer or professional demonstration (completed by the RTO Educator)

These forms can be downloaded from each unit in College Canvas.

RTO Educator will negotiate with the Trainee/Apprentice when to complete Direct Observation by trainer or professional demonstration.

## Marking and Competency Achieved Outcome

Assessment submissions are generally marked within 10 business days, results are made available to Trainee/Apprentice once their RTO Educator is satisfied that they have provided the appropriate evidence required to meet all criteria.

Results are advised on their Training Plan and provided by email to the trainee/apprentice and workplace. The purpose of the Training Plan is to provide Trainee/Apprentice with a record of their progress and achievement.

Result Code and Description:

- 20 = Competency Achieved/pass
- 30 = Not Yet Competent/fail
- 40 = Withdrawn/discontinued
- @@ = Withdrawn
- 51 = Recognition of Prior Learning granted
- 60= Credit Transfer
- 65= Gap Assessment competency
- 70 = Continuing enrolment (all your currently enrolled subjects will show this code)
- 85 = Not yet started – Units are automatically changed to enrolled (70) when the planned unit start date approaches.

## Course progression

Progression is the active involvement of the trainee/apprentice in their course and is measured through the completion of units. Unit completion dates are outlined on their Training Plan.

The expectation of all Trainee/Apprentice is that they:

- submit all assessments as per the assessment due date outlined in their Trainee/Apprentice 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.

## Maintaining progress

C&K College expects all Trainee/Apprentice to maintain progress. Progress timelines are outlined on the Trainee/Apprentice 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 Trainee/Apprentice 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 Trainee/Apprentice's individual trainer. The College may from time to time offer additional group training sessions to support Trainee/Apprentice progress.

The expectations for Trainee/Apprentice to maintain progress, or actively work towards a qualification are:

- regularly accessing the College Canvas, and
- engaging with units and completing activities on a regular basis, and
- staying in contact with their RTO Educator;
- completing all units assigned in each cluster of their qualification, within the assigned study period, as identified in the Trainee/Apprentice Progress Report or Training Plan.

## 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 Trainee/Apprentice Application for Extension Form
- Approval/non-approval will be given in writing (or via email)

## At Risk

Where a Trainee/Apprentice is unable to complete units, the Director and Trainee/Apprentice they will receive an At-Risk notice.

The At-Risk notice is to support the Trainee/Apprentice to get their studies back on track.

Trainee/Apprentice will:

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

C&K College is obligated under the Further Education and Training Act 2014 to notify the Department of Youth Justice Small Business and Training (DYJESBT), if we recognise that a Trainee or Apprentice is not progressing under their Training Plan.

## Training Plan (ATF-045)

A training plan is a formal, working document which describes what training and assessment will be carried out during the apprentice's or trainee's training contract.

It is a requirement for the C&K College to develop and negotiate a training plan for all trainees and apprentices.

**Employer's responsibilities** You are responsible for:

- negotiating and signing the training plan
- having your own copy
- providing any workplace tasks listed in the training plan
- working together with your apprentice or trainee and the SRTTO to support your apprentice's or trainee's progress
- giving written and signed notice to the department if you don't think your apprentice or trainee will complete their training in time.

**Apprentice's or trainee's responsibilities** apprentice/trainee are responsible for:

- having their own copy of the training plan
- carry out all learning and assessment as listed in the training plan
- working jointly with you and the SRTTO to achieve competency in all units.

### Education, Training and Employment Schedule (ETES) (ATF-023)

It is a requirement for each school-based apprenticeship and traineeship that the employer, apprentice/trainee, school and supervising registered training organisation (SRTTO) discuss and negotiate the responsibilities and obligations of each party in respect of how the school-based arrangement will operate.

All the parties need to agree on how the apprenticeship/traineeship will impact on the Trainee/Apprentice's school timetable and ensure the quantities of work and SRTTO training meet requirements.

The ATF-023 Education Training and Employment Schedule (ETES) for school-based apprenticeship and traineeships (SATs), is provided to assist the stakeholders to record the agreed arrangements for integrated school studies, workplace training and training delivered by C&K College of Early Childhood.

### Employer resource assessment (ATF-013)

This form is made available to assist a supervising registered training organisation (SRTTO) to comply with their obligations under the Further Education and Training Act 2014 (FET Act).

Apprenticeships and traineeships are pathways to obtain a qualification or statement of attainment by completing employment-based training with an employer. It is essential the employment arrangements, including facilities, range of work and supervision, support an apprenticeship or traineeship outcome. The SRTTO plays an integral role in assessing an employer's capacity to provide the facilities, range of work and supervision when the SRTTO prepares the training plan required for the apprenticeship or traineeship.

The ERA must be reviewed at intervals of no greater than three months. This aligns with the legislative requirement to review a training record. Changes to the training plan and/or the commencement of additional apprentices or trainees in the workplace will require the SRTTO to review the ERA and retain evidence of the review.

If the employer is unable to provide or arrange to provide the training resources necessary to achieve the outcomes of the training plan and is unwilling/unable to negotiate alternative arrangements the SRTTO must not commit to the training plan and must immediately advise the employer, the Australian Apprenticeship Support Network (AASN) provider and DYJESBT.

Directors need to be able to provide appropriate range of work, facilities, and level of supervision for their trainee or apprentice. Included but not limited to training, assessment, supervision, training facilities as well as typical workplace obligations of workplace health and safety, award wages and entitlements.

### What is a qualified workplace supervisor?

An appropriately qualified workplace supervisor is a staff member who has successfully completed the same level of qualification that the Trainee/Apprentice is enrolled in or higher.

Trainees and Apprentices must be supervised in the workplace by an appropriately qualified person who works in the same workplace during the same working hours and be willing to mentor and training the trainee or apprentice to successfully obtain the competencies set out in the course.

A capable supervisor:

- sets clear expectations.
- makes their apprentice or trainee feel supported.
- delivers high quality training and mentoring.
- demonstrates rapport and understanding.

In turn, effective supervision of apprentices and trainees leads to:

- more productive workplaces
- higher quality output and services
- more employees who can work independently.
- employees who can do a broader range of tasks.

- greater likelihood of apprentice or trainee completing their apprenticeship or traineeship.

### Leave of Absence and Suspension of a registered training contract (ATF-037)

At times Trainee/Apprentices may require leave from their study, Trainee/Apprentices can apply for a Leave of Absence using the application form once they have read and understand the Leave of Absence Policy. If you are under 18 years of age, your parent or guardian must agree by signing the Leave of Absence application form.

An employer and apprentice or trainee may make application to temporarily suspend their responsibilities associated with the training contract for a period of up to 12 months per application. This may occur for a range of reasons including but not limited to an interval between periods of seasonal employment, long term illness/injury, gap/study year or a period when the apprentice/trainee will undertake tasks not related to the apprenticeship/traineeship.

Trainee/Apprentice at C&K College who are under an Australian Apprenticeship must complete the C&K College Leave of Absence form and the ATF-037 Suspension of a registered training contract.

### Training package transitions.

Training packages go under review to ensure that it continues to meet the needs of students, employers, education providers and the wider community, these changes are necessary to keep pace with current industry practices, regulations, and technologies. Training package transition period are an essential aspect of this process, with strict deadlines set by the Australian Skills Quality Authority (ASQA). C&K College will keep Trainees/Apprentices and Employers informed about transition periods and teach-out end dates.

Trainees/Apprentices and their employer will be given information regarding transitioning to the new qualification or completing their qualification within the teach-out time frame.

### Transition Period

Transition period means, where a training product has been superseded, removed, or deleted from the National Register, the allowable timeframe within which the student's training, assessment, and Australian Qualifications Framework (AQF) certification documentation issuance needs to be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.

### Why learner transitions are important

Accredited training products are superseded when new content and training methods are required to equip learners with skills relevant to current industry practice. As such, VET stakeholders benefit when students are trained, assessed, and awarded AQF certification documentation in the currently endorsed or accredited training product.

When training products are superseded, you have one year from the date that the new training product is released on the National Register to teach-out students enrolled in the superseded training product. This guidance applies for providers that teach to domestic students and/or overseas students.

### Teach-out

Teach-out is a term used to describe the timeframe after a training product has been superseded, removed, or deleted from the National Register, and any transition period has expired, in which a student's training, assessment and AQF certification documentation issuance needs to be completed.

### Course Completion (ATF-011)

This form must be completed by the employer, apprentice or trainee and supervising registered training organisation (C&K College of Early Childhood) to notify the department when an apprentice or trainee has achieved all competencies required in their training plan and a qualification has been issued by the SRT0.



## Full Completion - Qualification and Record of Results

C&K College of Early Childhood issues Final Qualification and a Record of Results to Trainee/Apprentice who meet the required standards of a Qualification in accordance with the AQF and acknowledges that Certificates and are nationally recognised.

The Final Qualification and a Record of Results are issued within 30 calendar days of the learner being assessed as meeting all the requirements for the course.

## Cancellation/Withdrawal Policy

Trainee/Apprentice enrolled in an Australian Apprenticeship who would like to withdraw must complete the C&K College Withdrawal form and either the -

**ATF-034 Cancel a registered training contract** - This form is used to apply to the department to cancel the training contract of an apprenticeship or traineeship where both parties mutually agree.

**ATF-050 Cancel a registered training contract (by one Party Apprentice/ Trainee or Employer)** - This form is used by one party of the training contract to **apply** to the department to cancel the contract where the party believes either themselves or the other party cannot successfully complete the obligations of the training contract.

**ATF-010 Change of supervising registered training organisation (ATF-010)** - This form is used to notify the department of a change of supervising registered training organisation for one or multiple apprentices and/or trainees.

## Statements of Attainment - Partial Completion of course

C&K College of Early Childhood issues Statements of Attainment to Trainee/Apprentice who meet the required standards of a Unit of Competency in accordance with the AQF and acknowledges that Statements of Attainment are nationally recognised.

Statements of Attainment are issued for any units successfully completed within 14 calendar days of Withdrawal the course.

## Reissuance of Qualification or Statements of Attainment

C&K College will reissue a Qualification or Statement of Attainment on application, and payment of a reissuance fee. For a Qualification or Statement of Attainment to be reissued, Trainee/Apprentice must make a request in writing to the C&K College. This request must contain the following information:

- Trainee/Apprentice name
- Contact number
- Email address
- Form of Identification – Front of Drivers licence or Passport
- Course name and course code
- Date started and completion date of the course.
- Mailing address

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

## Plagiarism and Collusion definitions

The College requires Trainee/Apprentice 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.



## 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](mailto:ckcollege@candk.asn.au)
- Phoning for assistance on 07 3513 2524
- Writing to us detailing your concerns: C&K College of Early Childhood, 257 Gympie Road Kedron QLD 4031

C&K will use a formal process to resolve your grievance or complaint to ensure that all complaints and grievances are dealt with quickly, including acknowledging your grievance or complaint within 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](mailto:skilling@education.gov.au)

The complaints process is considered a valuable tool for management to improve our training and assessment service delivery, our Trainee/Apprentice journey from enquiry to graduation, and our RTO business operations. Trainee/Apprentice 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.

### Australian Apprenticeship Price list (User Choice)

C&K College of Early Childhood is recognised by the Department of Youth Justice, Employment, Small Business and Training as a Skills Assured Supplier (SAS). As a supplier C&K College can deliver training and assessment services subsidised by the department.

Subsidised funding is a contribution by the Queensland Government to assist eligible Trainee/Apprentice under User Choice Funding with payment of course fees. subsidised funding does not pay the full cost of study. Eligible Trainee/Apprentice are required to pay a co-contribution fee.

Fee concessions may apply to government funded courses for eligible Trainee/Apprentice. To be eligible for concession fees, Trainee/Apprentice must 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.

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. Trainee/Apprentice will be notified before any fee increases are introduced.

Calculation of the Trainee/Apprentice co-contribution fee is standard as per the nominal hours per unit of competency.

## User Choice acceptable fee schedules (Traineeship)

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

<b>CHC30121 Certificate III in Early Childhood Education and Care</b>		
<b>Funding Type</b>	<b>Per nominal hour</b>	<b>Course Price</b>
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

For fees under \$1500 a Trainee/Apprentice will be invoiced the full course cost. Final payment may be less than stated in the examples as figures have been rounded up. The payment schedule will automatically stop once payment has been made in full.

<b>Full time over 10 months</b>	<b>Couse Cost</b>	<b>43 weekly payments</b>	<b>21 Fortnightly payments</b>	<b>10 Monthly Payments</b>
User Choice	\$1,737.60	\$41.00	\$83.00	\$173.76
User Choice - Concession	\$695.04	\$17.00	\$34.00	\$70.00

<b>Part time over 22 months</b>	<b>Couse Cost</b>	<b>95 weekly payments</b>	<b>47 Fortnightly payments</b>	<b>22 Monthly Payments</b>
User Choice	\$1,737.60	\$19.00	\$37.00	\$79.00
User Choice - Concession	\$695.04	\$8.00	\$15.00	\$32.00

Trainees, employer, or a third party are required to pay the below co-contribution fee per unit.

### Traineeship Cost per unit

<b>Unit Code</b>	<b>Unit Name</b>	<b>Nominal Hours</b>	<b>Non Concession</b>	<b>Concession</b>
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
<b>Totals</b>		<b>1086</b>	<b>\$1737.60</b>	<b>\$695.04</b>

## User Choice acceptable fee schedules (Apprenticeship)

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

<b>CHC50121 Diploma of Early Childhood Education and Care</b>		
<b>Funding Type</b>	<b>Per nominal hour</b>	<b>Course Price</b>
User Choice – Non-Concession	\$1.60	\$2,244.80
User Choice - Concession	\$0.64	\$898.85
School Base Apprentice	\$0.00	\$0.00
User Choice - Fee Free Under 25's	\$0.00	\$0.00

For fees under \$1500 a Trainee/Apprentice will be invoiced the full course cost. Final payment may be less than stated in the examples as figures have been rounded up. The payment schedule will automatically stop once payment has been made in full.

<b>Full time over 10 months</b>	<b>Couse Cost</b>	<b>43 weekly payments</b>	<b>21 Fortnightly payments</b>	<b>10 Monthly Payments</b>
User Choice	\$2,124.80	\$50.00	\$102.00	\$213.00
User Choice - Concession	\$849.92	\$20.00	\$41.00	\$85.00

<b>Part time over 22 months</b>	<b>Couse Cost</b>	<b>95 weekly payments</b>	<b>47 Fortnightly payments</b>	<b>22 Monthly Payments</b>
User Choice	\$2,124.80	\$23.00	\$46.00	\$97.00
User Choice - Concession	\$849.92	\$9.00	\$19.00	\$39.00

Apprentices, employer, or a third party are required to pay the below co-contribution fee per unit.

### Apprenticeship Cost per unit

<b>Unit Code</b>	<b>Unit Name</b>	<b>Nominal Hours</b>	<b>Non Concession</b>	<b>Concession</b>
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
CHCPOL002	Develop and implement policy	90	\$144.00	\$58.50
CHCMGT003	Lead the work team	100	\$160.00	\$64.00
CHCPOL003	Research and apply evidence to practice	40	\$104.00	\$41.60

**Totals****1378****\$2,244.80****\$898.85**

### 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 schedule (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.

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

### Resource and Administration Fee

When a Trainee/Apprentice 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 Trainee/Apprentice. There is no refund offered for textbooks.

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

Trainee/Apprentice 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 Trainee/Apprentice
  - where several units have been purchased and the Trainee/Apprentice 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 Trainee/Apprentice 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 Trainee/Apprentice
  - Trainee/Apprentice will receive a refund for units they have not commenced, less the \$250 Resource and Administration Fee.
  - Trainee/Apprentice 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.

### Additional Fees and Charges

Other expenses to be covered by Trainee/Apprentice 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 unit fee
Gap training to upgrade units to new qualification ( <i>if not eligible for Government subsidies</i> )	\$150.00 per unit