CHC30113 - CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE
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RTO CODE: 90010
TAFE NSW - NORTH COAST
TAFEDIGITAL.EDU.AU
ABOUT THE COURSE

Are you an engaging, vital and responsible person who loves interacting with and empowering children? Then a childcare educator could be a great job for you.

Learn to work in a range of early childhood education settings within the requirements of the National Quality Standard, as well as adhering to the Education and Care Services National Regulations.

Gain experience and knowledge in supporting children’s wellbeing, learning and development, so you can work under direct supervision or autonomously in a variety of workplaces, including preschools, family day care, long day care or out-of-school hours care centres.

You will also find this course useful if you want to become a nanny, family day educator or operate a child minding service in a recreation centre or gym. TAFE Digital also has pathways into Diploma level early childhood courses that can take you into early childhood education at a variety of universities.

During the Certificate III you are required to complete a minimum of 120 hours of work placement in a licenced and registered early childhood service. Please note, this course requires Working with Children Checks and Police clearances, per state requirements. Students must also complete a First Aid qualification (HLTAID004) in their own time as part of course requirements.

“I could work at night, or first thing in the morning whatever suited my day”

BUSINESS ADMINISTRATION STUDENT AND SHEEP STATION MANAGER
To enrol in this course you need to have either the following prerequisite units OR evidence of extensive work experience in the travel and tourism industry.

**MINIMUM AGE**
Minimum age of 16 years. If you are under 18 your application must be signed by a parent and guardian.

**ENGLISH LANGUAGE REQUIREMENTS**
If English is not your First language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course.

**EXAMPLE**
IELTS Overall score of 5.5

TOEFL 530 (paper), 197 (computer) or 71 (internet)

Evidence of 12 months in English-speaking employment Testimonial or statutory declaration

**FEES**
How much is the course?*
Fee for service - people not eligible for government subsidies: $1,800

NSW Government: subsidised prices (Smart and Skilled)
- First qualification: $1,600
- Second qualification: $1,930
- Traineeship (new entrants only): $1,000
- Concession: $240
- Exemption: $0

* Your government subsidised fee and your eligibility for concessions, exemptions and scholarships, are all calculated and confirmed during the enrolment process.

Call us on 1300 823 366 for further information and advice.
You will need access to a computer and the internet to complete this course. Minimum specifications for your computer are:

- Microsoft Windows 7 or later or Mac OS X or above
- Microsoft Office (free download for TAFE NSW enrolled students)
- Up-to-date internet browser

You may also need access to a printer and the following applications:

- Adobe Acrobat Reader (free download)
- Adobe Flash Player (free download)

Course timeframe and commitment

We suggest you aim to complete the CHC30113 - Certificate III in Early Childhood Education and Care over 12 months. This course will take approximately 614 hours of study to complete, including work placement and excluding the assessments.

However if you are completely new to the material it may take longer.

As you are studying flexibly, this is a guide only and if you feel you are unable to complete within this timeframe, please discuss with your teacher.

Delivery mode

The CHC30113 - Certificate III in Early Childhood Education and Care is offered through TAFE Digital and delivery is online which involves training and assessment using web-based materials where you are supported and guided in your learning by teachers with interaction by email, phone calls, forums and chat groups. You also have access to support services.
An Individual Learning Plan will be developed in consultation with you, your employer (if applicable) and TAFE Digital.

Your Individual Learning Plan will include the units/modules to be completed, the method of assessment and the learning and assessment timeframes. You will also be provided with a copy of your Individual Learning Plan.

Listed below are the units you will be required to successfully complete to achieve this qualification. This also provides information on how each unit will be assessed.

For more information on the units of competency below visit http://training.gov.au

### CORE UNITS

**Group 1**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCOR303C</td>
<td>Participate in the work environment</td>
<td>Theory</td>
</tr>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework</td>
<td>Theory</td>
</tr>
<tr>
<td>CHOCE009</td>
<td>Use an approved learning framework to guide practice</td>
<td>Theory and workplace assessment</td>
</tr>
<tr>
<td>CHCPR001</td>
<td>Identify and respond to children and young people at risk</td>
<td>Theory and workplace assessment</td>
</tr>
</tbody>
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### Group 2

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Short answer questions, Written task</td>
</tr>
<tr>
<td>CUADIG302</td>
<td>Author interactive sequences</td>
<td>Portfolio</td>
</tr>
<tr>
<td>CUADIG303</td>
<td>Produce and prepare photo images</td>
<td>Quiz, Portfolio</td>
</tr>
<tr>
<td>CUADIG304</td>
<td>Create visual design components</td>
<td>Short answer questions, Portfolio</td>
</tr>
<tr>
<td>ICTICT308</td>
<td>Use advanced features of computer applications</td>
<td>Short answer question, Portfolio</td>
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</tbody>
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### Group 3

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
<td>Theory, Workplace assessment</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
<td>Theory, Workplace assessment</td>
</tr>
<tr>
<td>CHCECE001 (co-assessed)</td>
<td>Develop cultural competence</td>
<td>Theory, Workplace assessment</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
<td>Theory, Workplace assessment</td>
</tr>
<tr>
<td>CHCECE026</td>
<td>Work in partnership with families to provide appropriate education and care for children</td>
<td>Theory, Workplace assessment</td>
</tr>
</tbody>
</table>
### Group 4

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
<td>Theory</td>
</tr>
<tr>
<td>(co-assessed)</td>
<td></td>
<td>Workplace assessment</td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
<td></td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
<td></td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
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### Group 5

This unit must be completed face-to-face and is not delivered through TAFE Digital. Your facilitator will provide information on how you can complete this unit through TAFE NSW or an external provider.

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<tbody>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
</tbody>
</table>
ASSESSMENT OVERVIEW

- This qualification is ungraded. When you finish this course you will receive a qualification which shows your level of achievement as Competent.

- Every assessment event must be successfully completed in order to demonstrate competence in each unit.

- If you do not successfully complete an assessment event you will be given the opportunity to undertake another assessment at another time. Only two (2) attempts may be made on each individual assessment event within your current enrolment. If you experience difficulties please negotiate with your teacher.

- You will receive feedback on each assessment within 5 working days.

- If you want to view your unit results at any time, your teacher can provide you with instructions on how to access your student record via student e-Services.

- All TAFE students are eligible to apply for Recognition of Prior Learning (RPL).

- If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately talk with your teacher about ‘reasonable adjustment’. This is the adjustment of the way you are assessed to take into account your condition however the assessment criteria cannot be altered.

- If you do not agree with the result given for your assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your teacher.

- For more information on assessment, refer to ‘Every Student’s Guide to Assessment in TAFE NSW.’

PLAGIARISM

Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people’s work.

Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.
ABOUT WORK PLACEMENT

Practice in the field is a vital and integral part of the course as it enables you to relate the knowledge, skills and values learned to the ‘real world’.

Due to increasing demands on early childhood settings, work placements are often difficult to arrange. Therefore, I ask you to be flexible in your requirements and to maximise your learning experiences wherever you are placed. I advise you to embark on your placement with an open attitude, to avoid disappointments and gain many benefits.

Details regarding the goals and expectations of your work placement will be given to you beforehand.

The work placement component needs to be looked upon, both as a learning experience for you, and a useful and helpful experience for the supervisor and their workplace.

Work placements will always be organised by TAFE Digital. Under no circumstances are you to organise your own placement. If you already have some involvement with a centre or service or if you have ideas about placement opportunities then you are very welcome to discuss this with your course facilitator, but you must NOT approach the workplace yourself.

Work placement policy and procedures

There are a number of compulsory procedures that you need to follow. This is because your behaviour and interactions while on work placement can impact on many people including vulnerable children.

Due to the private and sensitive nature of working in an early childhood setting, there are a number of essential forms that must be completed. These are available on the course home page and must be completed and submitted prior to going on work placement.

These policies and procedures are important to protect yourself and others by keeping everyone safe and by acting in an ethical manner.

You will need to read through all the work placement sections on the online course home page, and follow the links to confirm your understanding and acceptance (online) of the following:

1. Student Code of Conduct and its requirements
2. Declaration of Intention in Regards to Adhering to the Privacy Amendment (Private Sector) Act 2000.
3. Working with Children Check
4. Once all of these are complete, you will then have access to the Work placement Record Book. More about this in topic 4 of this guide.
BEFORE WORK PLACEMENT

Before you can attend work placement you need to:

- Successfully complete all off-the-job online assessment events for all units.
- Acknowledge understanding and acceptance of all work placement policies and procedures and upload all required documentation and forms (online in the work placement section of the course home page).
- Attend a preparation for work placement session. When you have completed all of the previous essential items, your course facilitator will arrange a time to ring you. You will need to be sitting in front of a computer for this session.

DURING WORK PLACEMENT

If you have any concerns or worries while on work placement you should contact your course facilitator as soon as possible so that they can provide support and guidance.

What if I am going to be late or will be unable to attend work placement?

You will need to telephone your workplace supervisor and make suitable arrangements to complete the missed time. The workplace supervisor has been advised to inform TAFE Digital if you fail to attend without providing notification.

What if I find the job is too hard and I don’t feel confident in what I need to do?

Talk to your workplace supervisor and let them know what you are feeling. Everyone finds learning new things initially difficult, but with time and practice, our skillset and confidence increases. In a workplace, you will generally be part of a team. If appropriate, talk to your team mates about these concerns. They may have had similar concerns when they began in the workplace.

For any ongoing or sensitive concerns, always feel free to contact your TAFE Digital facilitator.
What if I am injured?

If you are injured while undertaking work placement, please notify your workplace supervisor and TAFE Digital facilitator as soon as possible. Your supervisor will advise if you need to complete specific service documentation, such as an accident/incident form.


WORK PLACEMENT LEARNING

One of the main outcomes of your work placement is the opportunity to ‘learn on the job’. This can be a very rewarding experience for both you and the staff at the service that you attend.

You will have the opportunity to consolidate and extend your off-the-job learning. You will have many opportunities to practise and develop your skills. As you participate in these experiences you need to reflect on your level of skill, areas that you can further develop and what you have learned.

Some strategies that other students have found useful are listed below:

- Take every opportunity to participate as a member of staff
- Watch carefully what the staff members do and how the routines of the service work so that you can demonstrate initiative by helping out without being asked
- If you are unsure about how to complete a task ask your workplace supervisor
- Let your workplace supervisor know that you are keen to get feedback to improve your skills
- When feedback is given, including constructive criticism, take responsibility and act upon it, thank the person for taking the time to provide you with the feedback
- Look for opportunities to practice what you have learned so far and reflect on your own skills and ways to improve
- Work at building relationships with the staff, children and families at the service
- A positive attitude, good organisation and initiating conversations with others at appropriate times will provide a good impression
The list below details examples of how you should contribute to the service in order to maximise your work placement learning.

- Reading and implementing the service’s policies and procedures
- Identifying the location of the First Aid Kit, fire hydrants and evacuation assembly points
- Viewing the service’s accident/enrolment/medical and other forms
- Participating in keeping the service hygienic and safe
- Practising WHS procedures
- Collecting a copy of the service’s newsletter and note any other types of communication that the service has with parents
- Observing how the service programs for the children
- Interacting effectively with the children
- Interacting effectively with staff
- Attending staff meetings
- Initiating appropriate conversations with parents
- Participating with children’s care during routines
- Carrying out spontaneous experiences with the children
- Scanning and supervising small and large groups of children
- Observing children and documenting information correctly
- Identifying and following up on children’s interests
- Setting up environments
- Assisting with maintaining the cleanliness of the service
- Providing emotional support and comfort to children
- Observing any food handling/storage procedures, food preparation and serving and collecting a copy of menus where applicable
RECOGNITION OF PRIOR LEARNING

All students in TAFE NSW are entitled to apply for recognition in the course or qualification in which they are currently enrolled. It is recommended that the application for recognition be made as soon as possible after enrolment.

The aim of granting recognition is to reduce the amount of learning required to achieve a qualification or accredited course by acknowledging an individual’s skills and knowledge acquired through formal and informal learning.

Students enrolled in a government subsidised qualification or accredited course can apply for recognition in that qualification at no additional charge and, under NSW Smart and Skilled may be eligible for a reduced student fee based on recognition granted.

For more information click here or discuss with your Course Coordinator.

GETTING THE MOST OUT OF YOUR COURSE

Online learning is best suited to people who are self-starters and really want to learn to improve their career prospects. Just because you don’t have to leave your home or workplace, the online learning isn’t necessarily easier than classroom learning, it’s just different.

To help overcome these barriers, we would strongly encourage you to:

- **Seek support** from course facilitators, friends, family or workmates in supporting you in your study goals.

- **Set aside regular times** for online learning and study each week. Try not to deviate from these set times.

- **Set clear goals** on what you want to achieve, by when, to ensure you achieve your course outcomes.

- **Engage in the Course Forum**. The Course Forum in your course enables you to engage with your facilitator and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

- **FAQs**. Frequently asked questions are available within each course and unit.
The CHC30113 - Certificate III in Early Childhood Education and Care course can be both academically and personally challenging. Learner support is available to assist you with academic writing and referencing, time management, study plans, general study tips and goal setting.

Counselling and Support services

At TAFE Digital you are more than just a number to us. We provide a Counselling and Career Services website developed by professional counselling and careers staff with comprehensive information and resources to help you with your study, career development or personal issues. Access to online services means there is a wealth of personal, health and study information at your fingertips.

Tutoring Assistance

Stuck writing an assignment or general course work? Get unstuck with Studyosity.

When you have a writing, grammar, research, referencing or other study question, sign in at https://studyosity.com/connect/users – use your DEC username, the same user name as you use to sign into TAFE Digital.

Real-life, on-demand experts will help you with your question. You can even get help with essential bridging knowledge for maths, science and business studies.

You can also share a file in real-time for feedback on your writing or to discuss tables, diagrams and charts.

Smart Study Guide

This resource is for students at TAFE NSW. It is a referencing guide adapted from the Harvard referencing style. The Smart Study Guide aims to help you succeed in your course and achieve your goals. This guide includes useful tips to develop your skills in time management, researching, note taking and referencing.

Download your free guide

Library Services

TAFE Digital’s full library services are just a click away, whether you are studying near a campus or far away.
All students participating in Nationally Recognised Training in Australia need to have a Unique Student Identifier, or USI.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE Digital.

For more information on the USI click here

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**HOW TO ENROL**

Enrolling with TAFE Digital is easy!

- Enrol online today by visiting our website at TAFEDIGITAL.EDU.AU and select your enrolment method from the options available.
- Enrol by phone. Just call one of our TAFE Digital Customer Service Staff on **1300 823 366**
- Email study@TAFE_Digital.com.au and our friendly customer help team will contact you to finalise your enrolment.