



# Pines Learning

*think ▶ grow ▶ evolve ▶ relax*

CHC50121

Diploma of Early Childhood Education Care

Traineeships

2023 COURSE INFORMATION GUIDE



Version 2 2023

## About Pines Learning

Pines Learning was established in 1978, and was previously known as Donvale Living and Learning. Pines Learning Incorporated (RTO no. 3774) is a not-for-profit Registered Training Organisation, delivering nationally accredited qualifications.

As well as accredited qualifications Pines Learning offers the following:

- ▶ Computer courses
- ▶ Pathways to employment courses
- ▶ Victorian Certificate of Applied Learning (VCAL)
- ▶ English classes
- ▶ Health, fitness and wellbeing classes

Pines Learning strives to meet the needs of its community. It believes learning is a lifelong process and welcomes diversity in its students, trainers, and staff.

This guide is designed to provide you with basic information about the course to enable you to make an informed decision about your choice of course and training provider. If you require any clarification or further information, please contact the Course Coordinator on 9842 6726, or send an email to: [aarthy.prakash@pineslearning.com.au](mailto:aarthy.prakash@pineslearning.com.au)

**Course Coordinator:** Aarthy Prakash

## About the Course

The CHC50121 Diploma of Early Childhood Education and Care is the latest nationally accredited qualification and is targeted towards students seeking employment with either children in early childhood in a range of education and care settings, or with school aged children in outside school hours care and vacation programs.

Occupational titles may include:

- Diploma-qualified room leader
- Three-year-old kindergarten diploma-qualified program leader
- Outside School Hours Care Coordinator
- Playgroup Coordinator
- Recreation Assistant

## On the Job Training (Traineeship)

On the job training (Traineeship) is completed in the workplace. It is an important part of the Diploma of Early Childhood Education and Care. You will apply the knowledge gained from the units of competency included in the course at your workplace, in your role as an Early Childhood Educator. You will further develop your skills and knowledge under the supervision of experienced practitioners at your workplace. Our Trainers will visit you at least four times, at your workplace, and you are encouraged to maintain regular monthly contacts with your Trainer.

## Entry Requirements

The following entry requirements apply for enrolment in this course:

- evidence of completion of either CHC30113 or CHC30121 - Certificate III in Early Childhood Education and Care
- Employed as permanent part time or full time in a regulated education and care service for a minimum 16 hours per week.
- attendance at a pre training interview prior to enrolment,
- suitable level of Language, Literacy and Numeracy (LL&N) skills,
- suitable level of computer and digital literacy skills,
- access to suitable technology (as detailed in Appendix A)

## Student Support

Pines Learning embraces flexibility and equal opportunity and encourages people to apply for enrolment without discrimination.

A range of Student Support services are provided. Refer to the Student Handbook on our web site for details.

When you attend the course interview, please advise your interviewer if you feel you may need extra assistance to complete the course.

## Pre-Training review

Pre-Training review can be either arranged through your employer or by contacting Pines Learning, directly. At the review, candidates will be required to complete a Language, Literacy and Numeracy activity followed by a short one-on-one interview.

Alternatively, you can contact the VET manager, Aarthi Prakash on [aarthi.prakash@pineslearning.com.au](mailto:aarthi.prakash@pineslearning.com.au) to make a time.

### **Candidates are required to bring the following items to the Information Session/meeting**

- Green Medicare card
- Document with photo ID (preferably drivers' licence or current passport)
- CHC30113 or CHC30121 completion certificate
- Any other Certificates or statements for any completed accredited courses or units of competency such as First aid either completed in Australia or formally recognised in Australia

## Required Units

To be awarded the CHC50121 Diploma of Early Childhood Education and Care, students are required to complete a total of 15 units, of which three are elective units.

BSBTWK502	Manage team effectiveness	CORE
CHCECE041	Maintain a safe and healthy environment for children	CORE
CHCECE042	Foster holistic early childhood learning, development and wellbeing	CORE
CHCECE043	Nurture creativity in children	CORE
CHCECE044	Facilitate compliance in a children's education and care service	CORE
CHCECE045	Foster positive and respectful interactions and behaviour in children	CORE
CHCECE046	Implement strategies for the inclusion of all children	CORE
CHCECE047	Analyse information to inform children's learning	CORE
CHCECE048	Plan and implement children's education and care curriculum	CORE
CHCECE049	Embed environmental responsibility in service operations	CORE
CHCECE050	Work in partnership with children's families	CORE
CHCPRP003	Reflect on and improve own professional practice	CORE
	HLTAID012 Provide First Aid in an education and care setting <b>OR</b> CHCPRT001 Identify and respond to children and young people at risk	ELECTIVE Credit transfer is provided
CHCDIV003	Manage and promote diversity	ELECTIVE
CHCMGT003	Lead the work Team	ELECTIVE

## Future Training Pathways

Students who complete the Diploma may choose to go on to enrol in the following qualification:

- Bachelor of Early Childhood Education

## Recognition of Prior Learning (RPL) and Credit Transfer

If you have been working in a supervisory role in the Early Childhood industry for more than a year and have gained sufficient experience, you may be eligible for Recognition of Prior Learning (RPL) for one or more units. This is the acknowledgement of skills and knowledge obtained through formal training/education, relevant work experience and/or life experience. RPL applicants need to provide sufficient documented evidence of current competence and be assessed in the workplace.

In addition, if you have completed a superseded version of any units you may need to update to the current version via RPL.

The RPL course fee will be calculated according to the number of units that you seek RPL for and be based on either the funded course fee or the Fee for Service (FFS) tuition fee (depending on eligibility criteria).

If you have successfully completed one or more units at another learning institution you may be eligible for credit transfer. In this case you must provide your original academic transcript as proof of completion.

If either of these applies, please mention it at your interview or when you enquire about the course.

Applications for RPL **must be made prior to the commencement of the course.**

## Course Structure

Student can choose to complete the course via traineeships either in 12 months (when working full time) or in 18 months (when working part time).

Student will have regular contact visits from the trainer in between assessment visits. These visits will be an opportunity for students to discuss assessment tasks or any clarification about unit requirements.

In addition to doing practical tasks at the workplace, students are required to complete knowledge task for every unit listed in the course. All learning and assessment resources are accessed via our learning portal.

## How will I be assessed?

The course focuses on practical skills and knowledge. Assessment is about showing you have the knowledge and can apply it, and that you can competently do the tasks required by the workplace. Assessment is done off-the-job (online assessment and activities) and on-the-job (in your workplace). It covers both theory (e.g. written assignments) and practice (e.g. programming, leadership of team, facilitating play and learning, active safety and supervision, interacting with and scaffolding children's knowledge and skills).

Accredited training is assessed against a specified benchmark and is Competency based. This means that no marks are given and students are assessed as either "Satisfactory" or "Not Yet Satisfactory"

If a student is Not Yet Satisfactory, there is at least one chance to resubmit the work.

This course is designed with an integrated approach to assessment. One unit may be assessed over a number of tasks. All tasks must be satisfactorily completed in order to gain Competency in the unit.

Pines learning organises **four assessment visits** over 12-month period. In addition to this, we also provide support visits between assessment visits. You can contact your trainer via email if you require support at any time.

## Funding

Funding for accredited courses is provided by Skills First. In order to access the funding, you must meet certain criteria set out below and will be required to sign a declaration.

To qualify for funding, you must be either an Australian citizen, a Permanent Resident, or a New Zealand citizen.

For further details of eligibility criteria, you can go to:

<https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

Non-Funded places will also be available and must be discussed with your employer and course coordinator.

## Course Fees

The traineeship is offered **free** to eligible students. "Eligible students" are ones who are eligible to receive government funding as detailed above.

## Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking nationally recognised training delivered by a registered training organisation to have a USI. A USI will give you access to your online USI account, which will contain all your nationally recognised training records and results from 1 January 2015.

Pines Learning can apply for a USI on your behalf. On our enrolment form there is a section you will need to complete which provides Pines Learning with permission to apply for your USI. You will also need to provide us with your current Medicare Card and Drivers Licence. If you already have a USI you will need to provide us with your USI on enrolment. For further information regarding the USI please speak to the Training Support Officer or visit [www.usi.gov.au](http://www.usi.gov.au)

## Policies and Legislation

Pines Learning policies and government legislation relating to students is found on our web site.

They include the following:

- Fees and Refunds Policy
- Privacy policy
- Complaints and Appeals Policy and Procedures

## What Next?

If you are interested in enrolling in this course, please call **9842 6726** or email [aarthy.prakash@pineslearning.com.au](mailto:aarthy.prakash@pineslearning.com.au) to book a meeting time. Alternatively, your employer can contact us.

**Course Coordinator:** Aarthy Prakash

## Appendix A

### Online Service Standards for Diploma Students

Pines Learning uses Moodle as a tool for sharing course resources and for submission of assessments tasks. In addition, students who miss all classes for a unit can access all resources and may also be provided with additional Trainer support. Pines Learning offers the CHC50121 Diploma of Early Childhood Education and Care with the training delivery method as a blended learning approach. It is a combination of self-paced learning, face-to-face classroom-based learning, via zoom and practical experience in the workplace.

Pines Learning is committed to providing a quality learning experience for students studying online and independently, and these online service standards explain our commitment to students in key areas.

#### STUDENT SUPPORT

Pines Learning will provide the following support to students studying any aspect of their course online.

Trainers:

- Will be able to answer questions during the scheduled face-to-face classes for each unit
- There will be a maximum of 10 learners to each trainer

Administrative/Technical Support:

- Will be available by phone or email between 10am and 2pm Monday to Friday
- Will reply to queries and requests for technical support within 48 hours

Support Services:

- Study Support sessions via zoom are available outside class hours.
- Course coordinators are available by appointment to discuss any concerns or requests for additional support

#### STUDENT ENTRY REQUIREMENTS AND TECHNICAL REQUIREMENTS

Pines Learning conducts a comprehensive Pre-Training Review for all prospective students to determine whether the course is suitable and appropriate for their individual needs. As part of the Pre-Training Review, we will include assessment of your digital literacy, by:

- Asking you to undertake a self-assessment quiz
- Discussing the quiz outcomes and making recommendations about whether the course is suitable for you, and identifying additional support where required

Pines Learning uses Moodle as the learning platform for online course delivery. The following are the minimum information technology requirements to enable optimal access to the Student Portal:

- A device with a minimum of 5GB memory and 1Ghz processor
- Microsoft Windows 8 and above or Mac OS version 10 and above

Web-based content is available on hand held devices including mobile phones and tablets

An introductory module and FAQs on Moodle can be found at [https://docs.moodle.org/33/en/Installation\\_FAQ](https://docs.moodle.org/33/en/Installation_FAQ)

#### TECHNICAL REQUIREMENTS – Zoom

Zoom can be accessed via tablet, laptop, or desktop computer. It is recommended that the device meets the minimum specifications outlined in the section above. The device will need to have an inbuilt camera and microphone, or a headset with microphone can be used. The Zoom app needs to be downloaded, and access to the scheduled sessions is via the link provided by the course coordinator. The course coordinator and the trainer can provide additional support to access and use Zoom as required.

#### LEARNING MATERIALS

Pines Learning uses Compliant resources and will have learner guide, learner activity booklet, power point slides and additional resources if applicable for every unit listed in the course.



**STUDENT ENGAGEMENT**

Collaborative learning opportunities will be provided so that you can interact with your trainers and peers through:

- On site contact visits
- discussion forums, online
- requesting additional study support sessions when required

Ongoing feedback will be provided by your trainer at scheduled visits.

**MODE AND METHOD OF ASSESSMENT**

The method of assessment for each unit will be a combination of at least two of the following:

- Written assessment task
- Practical tasks
- Third Party reports

Written theory assessments are to be submitted via the Student Portal.