Pines Learning
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CHC30121 Certificate III in Early Childhood Education & Care

2024 COURSE INFORMATION GUIDE

RTO 3774

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 VET Manager on 9842 6726, or send an email to info@pineslearning.com.au

Training Venue

This course is offered at our Doncaster East Campus, which is located at The Pines Activity Centre, 1/520 Blackburn Rd Doncaster East (next to The Pines Shopping Centre).

About the Course

The CHC30121 Certificate III in Early Childhood Education and Care is the latest nationally accredited qualification and is targeted towards students seeking employment in early childhood in a range of education and care settings, such as long day care, occasional care, family day care and vacation care.

Achievement of the Certificate III in Early Childhood Education and Care is the minimum qualification to work within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

Study part time in a modern facility with small class sizes and fully qualified Early Childhood Trainers.

Entry Requirements

There are no pre-requisite requirements for individual units of competency.

Pines Learning has set the following entry requirements for enrolment in this course:

- An interview is required prior to enrolment
- Suitable level of language, literacy and numeracy
- Suitable level of computer and digital literacy skills,
- Access to suitable technology (as detailed in Appendix A)
- Ability to obtain a Working with Children Check
- Ability to commit to minimum 160 hours of work placement, which is to be attended either one or two days per week (depending on course location) within the designated timeframes

*Proof of COVID vaccination- may be requested by some centres prior to placement
Please note that due to legislative requirements you need to be at least 18 years of age to gain employment in the early childhood education and care industry.

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 such as study support sessions, access to a laptop, instalment plans for paying fees, reasonable adjustment, where applicable and referral to external services.

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

Information Sessions

All candidates are required to attend an information session in order to be eligible to apply for a place in the course. At the information session candidates will be required to complete a Language, Literacy and Numeracy Activity. At the end of the Information Session interested candidates will need to attend a short one-on-one interview.

Dates of information sessions can be obtained from Reception staff, from the current flyer, or you can book online at our website www.pineslearning.com.au   Bookings are essential.

Candidates are required to bring the following items to the Information Session:

- Green Medicare card
- Document with photo ID (preferably drivers' licence or current passport)
- Concession card (if applicable)
- Any Certificates or statements for any relevant completed accredited courses or units of competency either completed in Australia or formally recognised in Australia
- Details of any past or present enrolment in accredited courses in Australia (even if the course was not completed)

Required Units

To be awarded the CHC30121 Certificate III in Early Childhood Education and Care students are required to complete a total of 17 units, of which 15 are core and 2 are elective units. For this course Pines Learning has selected the two elective units based on industry feedback.

CHC30121 Certificate III in Early Childhood Education and Care

Unit Code	Unit Name	Core/Elective
CHCECE030	Support inclusion and diversity	Core
CHCECE031	Support children's health, safety and wellbeing	Core
CHCECE032	Nurture babies and toddlers	Core
CHCECE033	Develop positive and respectful relationships with children	Core
CHCECE034	Use an approved learning framework to guide practice	Core
CHCECE035	Support the holistic learning and development of children	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE038	Observe children to inform practice	Core
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	Core
CHCECE055	Meet legal and ethical obligations in children's education and care	Core
CHCECE056	Work effectively in children's education and care	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
HLTAID012	Provide First Aid in an education and care setting	Core
HLTWHS001	Participate in workplace health and safety	Core
CHCDIV001	Work with diverse people	Elective
HLTFSE001	Follow basic food safety practices	Elective

Future Training Pathways

Students who complete the Certificate III in Early Childhood Education and Care may choose to go on to complete either of the following qualifications:

- Diploma of Early Childhood Education and Care (CHC50121)
- Bachelor of Early Childhood Education

Recognition of Prior Learning (RPL) and Credit Transfer

If you have been working 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.

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

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

Semester one intake – February 2024- November 2024

Classes will be held on **Monday and Thursday** from 9.15am-3.15pm. There will be no classes held over term breaks. Practical placement is also to be attended two days per week and will commence in June 2024.

Practical Placement

Practical Placement is a vital part of the course, which allows the student to practice their knowledge and skills in the workplace.

Students are required to undertake 160-180 hours of practical placement (child contact) in a regulated education and care service as part of this course.

Pines Learning coordinates placements for students, however students are also encouraged to organise their own placement if they choose.

To successfully complete the course, students must provide evidence of regular and consistent work practice. This means attending the workplace regularly and on-time (as arranged with the service Co-ordinator or Manager). Regular and consistent work patterns also allow for a fair and valid assessment. Students will be assessed twice in the workplace by a qualified Pines Learning assessor.

Work Placement Structure

Students are required to attend placement at least two days a week and are required to attend at least one opening shift and one closing shift throughout the placement.

Students are to undertake two blocks of placement as follows:

- Block 1   0 - 3 years   Approx. 80 hours
- Block 2   3-5 years   Approx. 80 hours

Working with Children Check:

A Working with Children Check (WWCC) through the Department of Justice is a mandatory requirement to undertake placement and to work in the industry. Students need to apply for WWCC online (www.workingwithchildren.vic.gov.au). Students can apply for a **Volunteer** WWCC check which is free of charge, however in order to commence paid work as an **Employee** WWCC is required.

Students without a valid WWCC will not be allowed to commence placement. A receipt issued for lodging an application is not sufficient.

Practical Placement Guidelines

Students are covered by insurance while placement and the welfare of the student remains the responsibility of Pines Learning. An agreement and schedule must be signed by representatives from Pines Learning and the placement centre before placement can commence.

Pines Learning has guidelines for placement which include working a minimum six hour shift and no more than eight hours, and an exemption which allows students to commence placement at 7am, as this is an industry expectation.

A copy of the guidelines is included as Appendix B - Student Welfare and Practical Placement Guidelines.

Training Delivery Method

The training delivery method for this qualification is face-to-face classroom based learning, and practical experience in the workplace.

Students will need to access the online platform, Moodle, to submit assessment tasks.   Students will be provided with training and technical support to access and use Moodle.

A copy of the Pines Learning Online Service Standards is available on our web site.

If you have any questions or concerns, please contact the Course Coordinator. Exceptions and reasonable adjustment may be possible for students unable to access or use the required technology.

Assessment Methods

Assessment will be via a combination of:

- Written tasks
- Observation in the workplace
- Supervisor reports
- Oral questions if required.

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 "Competent" or "Not Yet Competent".

If a student is deemed Not Yet Competent 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. In addition, some units cannot have the assessment result finalised until the student has completed a specified number of placement hours.

Funding

Funding for accredited training is provided by the Higher Education and Skills Group (HESG) with money from State and Commonwealth governments. 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.

A limited number of Non-Funded places will be offered.

Course Fees

Course fees are made up of Tuition and Student Amenities and Services. When you attend an information session or an interview you will be provided with details of the breakdown of the fees.

Course fees for 2024 are listed below.

Category	Tuition Fee	Amenities and Materials
Funded	$0	$100
Funded with Concession	$0	$100
Non-Funded	$1750	$100

Note:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Instalment payment plans can be organised for students who need support in paying course fees and for students who are not eligible for funding.

The concession rate is available to people in the following groups:

- Commonwealth Health Care Card holders, and their dependent children and dependant partners
- Pensioner Concession Card holders, and their dependent children and dependant partners
- Veterans Gold Card holders (but not their dependants)

To be eligible for the concession rate the person enrolling must either have the card or be able to show that they are a dependant of a card-holder.

Concession rate is also available under the Indigenous Completions Initiative for individuals who self-identify as being of Aboriginal or Torres Strait Islander descent. Concession may also be available to Job Seekers if they have been issued a standard Job Seeker Referral form.

Pines Learning will offer Tuition Fee Waivers/Exemptions for particular groups, upon presentation of the required written confirmation.

Enrolment

Successful applicants will be offered a place on the course following a one on one interview. To secure a place on the course the applicant will be required to enrol by the specified date otherwise the place may be allocated to another applicant.

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

Policies and Legislation

Pines Learning policies and government legislation relating to students is on our website:
https://pineslearning.com.au/about/pines-learning-policies

What Next?

If you are interested in enrolling in this course, please go to our website or call **9842 6726** to book into an upcoming Information Session.

Appendix A

Online Service Standards for Certificate III Students

Pines Learning utilises Moodle as a tool for sharing course resources and for submission of assessments tasks. In addition, students who miss all classes for a unit may be provided with an Aspire eBook to cover the unit content.

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

STUDENT SUPPORT

Pines Learning will provide the following support to students in the use of Moodle.
Trainers:
- Will be able to answer questions during the scheduled face-to-face classes for each unit,
- Will be available to assist students will Moodle access at the scheduled Study Support sessions,
- Will have a maximum of 18 students 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:
- Face to Face Study Support sessions are available outside class hours, as scheduled (refer to the timetable for details)

- 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

All students are required to use the Moodle platform to access course resources and for submission of assessments tasks. 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

Pines Learning students may be provided with Aspire eBooks when they miss classes for a unit. If an eBook has been allocated it can be downloaded to your PC, laptop or tablet (maximum of 2 devices). Once you have downloaded your eBook, you do not need to be connected to the internet to keep reading.

The minimum system requirements are as follows:

iPad Device
Minimum recommended device is an iPad3/iPad mini retina running on iOS 8
iPhones are not recommended with this app
Android Device
Minimum recommended device is a Galaxy Tablet 10" running on Android OS 5 (Lollipop)
PC / Laptop/ Tablet (Running Microsoft Windows)
Minimum recommended device is an i3 processor with 4GB of memory, 250GB of free disk, and a screen resolution of 1280 x 1024 running on Windows7 or above
MAC device (Running MAC OS)
Minimum recommended device is an i5 processor with 4GB of memory, and 200GB of free disk, running on Apple Mac 10.11 (Maverick)
Browser Reader version
Minimum browsers include Internet Explorer-10, Internet Explorer -11 (Edge format), Google Chrome-37 and above, Firefox-32 and above, and Safari-5.1 and above.

More information can be found at: https://aspirelr.com.au/pages/faq

LEARNING MATERIALS

Pines Learning ensures that any learning materials used in online training are interactive and are presented in a variety of formats, including:

- Guided content
- Graphics
- Video

- Audio
- Quizzes
- Interaction through discussion forums

MODE AND METHOD OF ASSESSMENT

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

- Demonstration/observation
- Written assessment task
- Work placement/practical tasks (where specified)
- Third Party reports

Written theory assessments are to be submitted via the Student Portal. All other assessments will take place in either the classroom or the workplace.

TRAINERS

All trainers delivering this course at Pines Learning are experienced in facilitating active learning and using the flipped classroom approach, whereby students complete the theory as self-paced learning and class time is spent in discussion, consolidating learning, practical work, and enhancing learning. In addition, the trainers have undertaken professional development to support students through the use of discussion forums, and in using the technology.

Trainers also undertake ongoing development, including participation in trainer meetings to discuss and share ideas for improvement of delivery.

Appendix B

Student Welfare and Practical Placement Guidelines

All students undertaking the CHC30121 Certificate III in Early Childhood Development and Care are required to complete practical placement as part of the course.

Benefits of practical placement are:

- Opportunity to practice the skills and knowledge learnt in class
- Possibility for students to gain employment via work placement

Pines Learning will endeavour to accommodate specific requests for practical placement but this cannot be guaranteed.

Student Welfare

Whilst on practical placement students are to be supervised by appropriately qualified staff. Students are covered by insurance whilst on placement. To activate the cover students are required to complete a practical placement schedule and agreement with their placement centre and Pines Learning **prior to** commencing.

Regulations require that for student safety classes will not be scheduled for more than eight hours in any one day and not outside the hours of 8.00am to 10.00pm. Pines Learning has obtained an exemption to allow students to start practical placement from 7am as this is an industry requirement. Students will not be required to work longer than an eight-hour shift.

Should these conditions for work placement cause undue hardship please see the VET Manager prior to enrolling in the course.