

Become a leader in children's services ...

Diploma of Early Childhood Education and Care

CHC50113

Blended Delivery



livinglearningnillumbik.vic.gov.au

LIVING & LEARNING
NILLUMBIK



Nillumbik
The Green Wedge Shire

Welcome to Living & Learning Nillumbik!

Taking on a course of study can be an exciting but also daunting experience. This course information book is designed to give you the information necessary to make an informed and considered decision when choosing where to undertake your training.

At Living & Learning Nillumbik we are genuinely committed to supporting our participants through all stages of the learning journey - from deciding where to do your training, the training itself and finally moving on to further study or employment.

There is a lot of information in this book and we hope you will find it useful. If you have a query or need clarification, please contact one of the Vocational Education and Training (VET) team members.

Good luck and we look forward to you joining our learning community.

Cobie Vermeulen
Coordinator Living & Learning Nillumbik

The VET Team

Kellie Grocock – Training Coordinator
Magda Christodoulou – VET Program Facilitator
Michelle Pinchen – VET Program Facilitator

Trainers and Assessors – Diploma of Early Childhood Education and Care

Andrea Jenkins
Jason De Ron

What is the course about?

The Diploma is for people who have the passion and commitment to work as qualified early childhood educators in the early childhood profession. Demand for people with this qualification is extremely high.

Diploma-qualified educators are required to take full responsibility for planning and implementing all organisational policies and procedures. They are accountable for planning high quality, child-focused, holistic learning programs including all routine times, and for documenting children's learning and engagement. Learning environments are planned, implemented and evaluated in line with the Early Childhood National Quality Standards and the Early Years Learning Frameworks, in collaboration with children and their families.

Qualified educators have full responsibility for ensuring all staff, including themselves, supervise children effectively, ensuring a healthy and safe environment for all. They must make certain that all staff positively guide behaviour and positively facilitate children's play and learning, enhancing and extending learning opportunities for them.

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
- Family day care worker, Nanny



Entry requirements

There are no pre-requisite qualifications.

Language, literacy and numeracy skills

As a guide, language, literacy and numeracy skills equivalent to year 10 of secondary school, or a Certificate III level qualification, are required to undertake this course. You will be required to undertake an LLN test via our online platform, LLN Robot. Your training facilitator will provide you with a login to access the test.

Digital literacy (computer) skills

You will need access to a computer and the internet outside of class time, and the ability to confidently:

- Use a search engine to search the internet
- Navigate websites and download documents
- Download and upload documents to our Learner Portal
- Manage files and folders on your computer
- Type and format documents in Microsoft Word.

A pre-requisite for entry into this course is that you must have ongoing current employment in a regulated education and care service and therefore also hold a current Working with Children Check.

What will I study?

The Diploma of Early Childhood Education and Care (CHC50113) is made up of 28 units, comprising:

- 23 core (or 'compulsory') units
- 5 elective units (chosen by us from a range of electives specified in the training package)

Of the 23 core units, 11 are the core units from the Certificate III in Early Childhood Education and Care (CHC30113) referred to above. If you have the Certificate III (CHC30113), you may be granted National Recognition (credit transfer) for these 11 units.

'National Recognition' means the credit/recognition will be granted regardless of whether you completed your Certificate III with us or with another Registered Training Organisation.



***Note – for people who hold a Certificate III CHC30113 with the previous version of these units ('CHCCS400C Work within a relevant legal and ethical framework' and 'HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people'), an update to the current version of these units will be provided at a nominal fee. This fee will be confirmed prior to enrolment.**

Units to be completed to gain the Diploma of Early Childhood Education and Care CHC50113**Core units**

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care service
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS003	Maintain workplace health and safety

Elective units

CHCDIV001	Work with diverse people
CHCMGT003	Lead the work team
CHCECE006	Support behaviour of children and young people
CHCECE010	Support the holistic development of children in Early Childhood
CHCECE013	Use information about children to inform practice

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).

Playgroup (Children's program)

The aim of this program is to offer students the opportunity to apply theoretical knowledge in practice within a trainer-supervised environment. Attendance of at least 10 playgroup sessions is mandatory. Students are expected to manage all planning, programming, set-up, interactions and evaluations under trainer supervision.

What is "On-the-job training"?

"On-the-job" training" is an important part of the Diploma of Early Childhood Education and Care. It gives you the opportunity to apply, in a real-life setting, the theoretical knowledge gained in the classroom. It also allows you to develop these skills and practical knowledge under the supervision of experienced practitioners.

On-the-job training must be completed in the workplace or placement centre.

Trainers will visit you at least four times at your workplace during the duration of the course and you are encouraged to maintain regular email contact if in need of support.

What other qualifications will this lead to?

Successful completion of the Diploma of Early Childhood Education and Care is recognised by most Universities, and some units of the Bachelor of Early Childhood (including primary teaching) are awarded automatically. The Diploma usually accounts for around 18 months off a full time three- or four-year Early Childhood and or primary teaching Bachelor degree. Many of the units studied in the Diploma are recognised in other community services qualifications.

How big are the classes?

Living & Learning Nillumbik is committed to a holistic learning environment with an individual approach to learning. Our Diploma classes generally have between 12 to 16 people in them.



Course hours and homework

Learning is self-paced with monthly workshops, and fortnightly study support sessions delivered by our experienced trainers and assessors. Students have access to a variety of resources and Learner Guides which are available via our online Learner Portal.

You will also need to have at least two days per week available for practical placement..

This will be discussed in more detail at your pre-enrolment interview.

Details on regular workshops/study support session are described in the Fee Schedule which is published on our website at Details on regular class days / times are described in the Fee Schedule which is published on our website at www.livinglearningnillumbik.vic.gov.au.

You should expect to spend an average of approximately **10-12 hours per week outside of class time for homework and assessment tasks, plus an extra day per week for Practical Placement during block placement periods**. This will be discussed in more detail at your pre-enrolment interview.

How much does it cost?

Current fees are listed on the course Fee Schedule, available on our website or by contacting us on 9433 3744. There is a tuition, materials and amenities component. Depending on your circumstances, the tuition fee may be government-subsidised (see eligibility table at the end of this document), concession, full fee or full fee concession. The materials fee and amenities fee are the same for all students.

A deposit of 30% of your fees, plus textbook fee, is payable on enrolment. The balance of your fees is split into a number of instalments to be paid by set dates. The payment dates will be provided to you on your invoice at enrolment.

Fees can be reduced in cases of hardship – for more information, please contact the VET Admin Officer on 9433 3747.

Amenities fee (Where Applicable)

The amenities fee covers things like access to training resources, support services and the cost of providing training facilities.

Materials fees (Where Applicable)

These cover materials that you will keep as your personal property, such as Learner Guides, handouts, training resources, and craft supplies (where applicable). It also covers excursions or field trips where there is a cost involved.

Tuition fee

The tuition fee covers the cost of training and assessment, including classes and other support

provided by your trainers.

Eligibility for a government-subsidised place

Tuition subsidies are provided through Victorian and Commonwealth Government funding under the *Skills First* program for eligible learners.

You may be eligible for a government-subsidised training place in this course if you are:

- an Australian citizen
- an Australian Permanent Resident (holder of a permanent visa)
- a New Zealand citizen

and are **any** of the following:

- under 20 years of age on 1 January of the year in which the course will commence
- 20 years and older and ‘upskilling’ by seeking to enrol in a course at a higher level than any qualifications you currently hold.

To determine your eligibility, refer to the chart at the back of this booklet, or go to:

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

If you do not meet the above eligibility criteria, you may still be able to access a subsidised place through an ‘eligibility exemption’.

There is an application process for eligibility exemptions, and limited places are available. Applications will be considered using the following criteria:

- The course will improve the employability and qualify the learner for a job in an industry where there is a skills shortage.
- A government-subsidised place will support learners in one or more of the following circumstances:
 - Re-skilling after an extended period away from the workforce
 - Unable to gain employment with existing qualifications
 - Seeking a change of career/industry
 - Personal or health reasons for needing training or re-training

Priority will be given to learners experiencing financial hardship.

If you are enrolled at a school, you will not be able to receive a government-subsidised training place for this course. The Government supports schools in other ways to offer vocational training to their students, so you should discuss all your options with your school.

How many subsidised courses am I eligible for?

You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction applies whether or not you complete the courses. For example, this means if you have already commenced two courses on a government-subsidised place at the Certificate III level, you may only commence courses at the Certificate IV level (or above).

Under exceptional circumstances students may apply for an exemption to the rule allowing only two commencements at the same level, enabling them to enrol in a further qualification at the same level. For further information on applying for an exemption to the 'two commencements' rule, go to the Department of Education and Training website: www.education.vic.gov.au

In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.

Eligibility for concessions

Government-subsidised concessions are not available for courses at the Diploma level and above. Living & Learning Nillumbik offers a reduction on the Full Fee for:

- Commonwealth Health Care Card holders, and their dependant children and dependant spouses
- Pensioner Concession Card holders, and their dependant children and dependant spouses
- Veteran's Gold Card holders (but not their dependants)

Indigenous students

Under the Indigenous Completions Initiative, Indigenous students who meet the eligibility criteria for a government-subsidised place pay only the concession tuition fee for training at any level, including at Diploma level and above. The concession tuition fee is 20% of the standard government-subsidised tuition fee.

Need more information?

See the Department of Education and Training website for more information on eligibility for government-subsidised training places and concessions: www.education.vic.gov.au

Are there any other costs?

Our *Schedule of fees and charges* lists other types of costs that can be incurred in connection with your course, where applicable, including:

- Recognition of prior learning
- Late assessment or re-assessment
- Replacement certificate / statement of attainment
- Transfer of enrolment / deferment
- Withdrawals

The *Schedule of fees and charges* is published on the Fee Policy page of our website:



<http://www.livinglearningnillumbik.vic.gov.au/Training-and-qualifications/Fee-policy>

When returning to study, you should also allow for everyday costs such as stationery, printing, photocopying, computer and internet access, and transport to and from your classes as well as the service/s where you will be doing your practical placement. You may also need to purchase certain types of footwear/clothing if you don't already have items suitable for your placement workplace.

Fees, charges and refunds policy

Our *Fees, Charges and Refunds Policy* describes how tuition fees and other fees and charges are calculated, and sets out our terms and conditions on payment of fees, withdrawals and refunds. The policy is available on the Fee Policy page of our website and will be discussed prior to enrolment.

Financial assistance

You may be eligible for financial assistance to support your return to study. To determine your eligibility, visit the website/s below or contact each service directly.

Centrelink Youth Allowance	13 2490	www.humanservices.gov.au
ABSTUDY	1800 132 317	
Family Assistance Office	13 6150	

Recognition of Prior Learning (RPL)

You may be eligible for RPL if you have sufficient life or work experience to meet the requirements of one or more whole units of competency within this qualification.

Applications for RPL **must be made prior to the commencement of the course** – please speak to the course coordinator if you wish to apply. There is a fee for consideration of RPL applications.

Credit Transfer

Applications for Credit Transfer **must be made prior to the commencement of the course** to ensure you only attend the relevant classes, and tuition fees are not charged for the unit/s you have previously attained. Please speak to the course coordinator if you wish to apply.

National Recognition

Living & Learning Nillumbik recognises AQF (Australian Qualification Framework) Certificates and Statements of Attainment issued by other Registered Training Organisations in Australia.

If you have previously completed unit/s that are the same as the core units or electives currently specified as part of this qualification, you may be eligible for credit for those units through National Recognition.

To be granted National Recognition you need to show us the original Certificate or Statement of Attainment (or a certified copy - which means it has been certified by a Justice of the Peace as being a true copy of the original document).

There is no fee for applications for credit via National Recognition.

Other forms of Credit Transfer

You may also be eligible for credit towards your qualification if you have completed prior studies that covered the same content (skills and knowledge) as one or more whole units in this qualification. This may include:

- An older version of one of the units in this qualification
- A component of a different qualification or course of study, including courses outside the VET sector, such as higher education / tertiary courses.

There is a fee for consideration of applications for credit other than National Recognition.

Why study at Living & Learning Nillumbik?

Community focus

We have a long history of delivering quality training to the Nillumbik community and beyond, and are proud of the services we offer and the part we play in our community. The training we deliver is underpinned by a philosophy that supports the needs and circumstances of individuals.

Living & Learning Nillumbik is a unique combination of a neighbourhood house and an adult community education centre, operating in partnership with Nillumbik Shire Council. We are a community-based organisation with centres at Eltham, Panton Hill and Diamond Creek.

We work creatively with individuals, community groups and governments to provide programs responding to the personal, professional, social and learning needs of our diverse community.

Living & Learning Nillumbik manages the Registered Training Organisation status of the Nillumbik Shire Council, which enables us to offer nationally recognised training within a strong community context.

Our trainers

Our trainers at Living & Learning Nillumbik continue to work in their industry and have substantial training experience. They choose to work with us because they are committed to the principles of adult community education and value the environment that this represents.

Learning support

Living & Learning Nillumbik is committed to providing a positive, inclusive and supportive learning environment for everybody. People will not be discriminated against on the basis of age, gender, location, culture, or disability in access to our programs and services, and we encourage participation by individuals with a disability.

Our course delivery has enough flexibility built in so that your learning needs, as well as changes in personal circumstances, can be considered. The pre-enrolment interview is important in assisting us to determine if you have any learning needs or require additional learning support. We will, within our capabilities, make every reasonable effort to support learners with special needs.

Family friendly

By offering our course as a blended delivery, this allows you to study at your own pace and at a time that's suits you. Monthly workshops and study support sessions are scheduled in advance to allow learners the opportunity to work with your schedule into the planned sessions.

Commitment to quality and continuous improvement

Living & Learning Nillumbik is committed to continuously improving its delivery of training and assessment and all aspects of the services we provide. We regularly ask learners for their feedback, both formal and informal, and are always interested in ideas that can help us do our job better.

A thorough orientation to the course is held on the first day which will cover all aspects of the course content and being a learner with Living & Learning Nillumbik. We then conduct a mid-course evaluation survey to see if there are ways we can improve our services to you while you are still studying with us.

At the end of the course you have the opportunity to complete a final evaluation survey which we send to the state and federal government as part of the National Quality Indicator data collection. The Quality Indicators are designed to give an overall picture of the training we deliver, how many students study with us, and what our students and employers think about our services. It's an anonymous survey, and the data helps us to identify areas for improvement.

Frequently Asked Questions

Do I have to pay all my fees at once?

No. Fees are paid in instalments at set times throughout the course. Payments in smaller instalments (e.g. fortnightly payments) can also be accommodated. A minimum 30% deposit is required at enrolment.

I'd rather get my fees out of the way - can I pay in full up front?

We are not permitted to accept payment of more than \$1000 from you prior to the course commencing. An exception is where an employer or agency is paying your course fee.

Once the course has commenced we can accept additional payments, but there is still a limit on how much we can accept from you 'in advance'. Our set instalment dates are designed to ensure we meet our obligations in this regard.

What do Course Fees cover?

Course fees cover tuition, materials, excursions (where applicable) and amenities. You will need to purchase your own incidental stationery items such as a folder, notepaper, pens, etc.

Is my Seniors Card a valid concession card?

No.

Can I get a refund if I cancel my place?

Please refer to the *Fees, Charges and Refunds Policy*, which is available on the Fee Policy page of our website or from any of our three offices.



What some of our students have said about us

"I was so confident in this course and trainers that I did not look anywhere else and now it has become my second home", 2016

"The Children's Services team has made me feel good about myself and has given me the confidence to achieve my goals", 2013

"The Children's Services team are amazing, inspirational and passionate people. They are such amazing mentors and educators. Thank you so much for everything you have taught me", 2013

"Thank you for taking me in and making me feel part of something again, and reminding me how important it is to nurture young minds positively. The trainers are a great team", 2013

How Do I Enrol?

Step 1: Interview

Contact us to arrange a time for a pre-enrolment interview. The interview involves an informal discussion with the course coordinator and one of the Early Childhood trainers, and a language, literacy and numeracy online test. It will take around 45 minutes, and we have a range of days and times available. There is no obligation to enrol if you are offered a place, so the interview is a great chance to ask lots of questions and find out if this is the course for you.

Step 2: Enrol and pay your deposit

If you are offered a place, complete all the required documentation and pay your deposit. (Enrolments can only be confirmed once the deposit is paid).

For more information - Contact the Living & Learning Nillumbik office on 9433 3744.

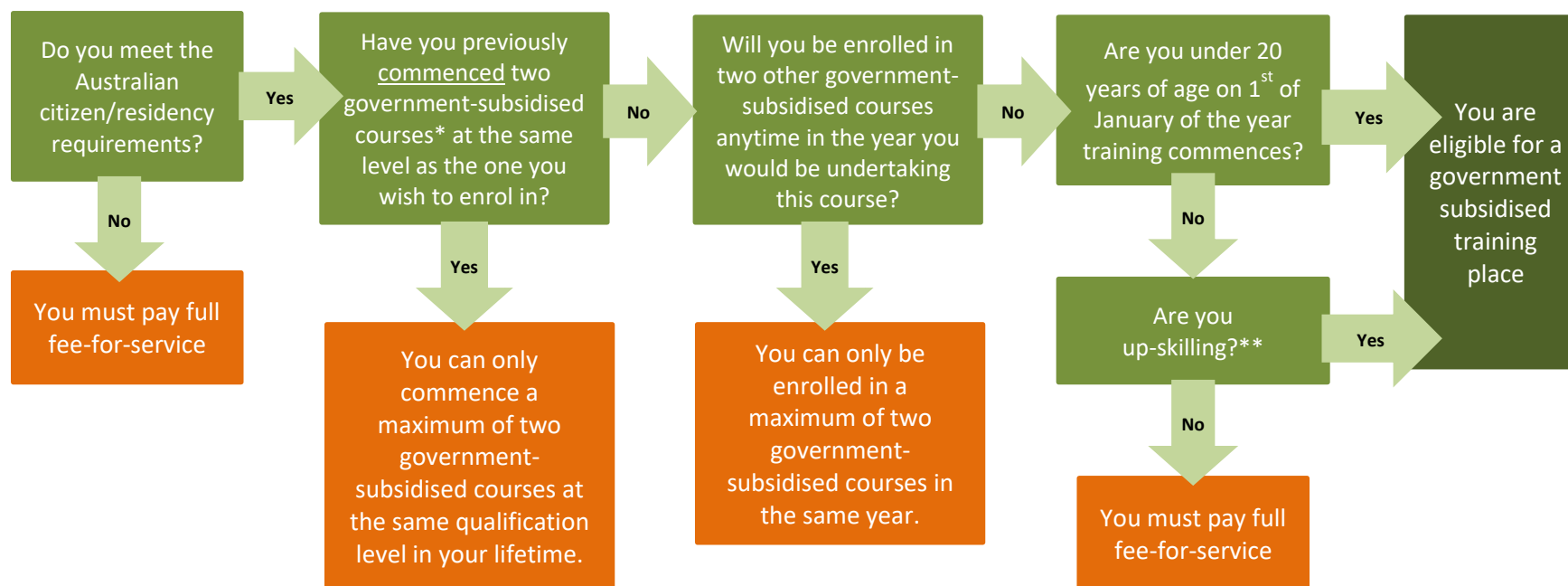
Or call in at - Living & Learning Nillumbik, 739 Main Road, Eltham



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Government-subsidised training – are you eligible?

How to determine if you are eligible for a government-subsidised training place



* 'Government-subsidised' means courses subsidised under the *Victorian Training Guarantee* or *Skills First* program

** "Up-skilling" means enrolling in a course at a higher level than your existing highest qualification. The following qualifications are not taken into account when determining eligibility: VCE, VCAL, International Baccalaureate Diploma and senior secondary certificates from elsewhere in Australia; completed Foundation Skills courses; any VET certificates completed as part of a senior secondary qualification; courses with the title '*Course in ...*'; and overseas qualifications not formally deemed equivalent.

For more information go to :

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