

## CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE



### QUALIFICATION OVERVIEW

#### 1. QUALIFICATION SUMMARY

- National code/title:
- CHC50121 Diploma of Early Childhood Education and Care
- Industry relevance:
- This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.
- Entry requirements:
- Entry to this qualification is open to individuals who:
    - Hold a CHC30121 Certificate III in Early Childhood Education and Care or
    - CHC30113 Certificate III in Early Childhood Education and Care.
  - It is to be noted that persons under the age of 18 are unable to work unsupervised with young children in a care setting. Applicants must also successfully complete a federal government police check and *Working with Children Check*.
- Recommended skills:
- Learners will be expected to have sound language and literacy skills, have basic computer skills, are sufficiently proficient in English to be able to work successfully in a highly regulated environment, be sympathetic to the welfare of children and be of suitable maturity, health and personality to care for children.
- Required materials and Equipment
- Access to computer, laptop or device. Access to the internet.
  - For best performance, you should access eSkilled LMS (our eLearning platform) with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 4GB of RAM. eSkilled should be used on the current releases of Chrome, Firefox, Edge, or Safari. Because eSkilled products are built using web standards, eSkilled will operate on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
  - A fee of \$25 for the purchase of an ACE-branded t-shirt applies for this course. This is mandatory for all students undertaking any practical work placement.

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### 2. QUALIFICATION COMPONENTS

To successfully complete the qualification, fifteen units of competency must be completed including 12 core and 3 electives.

Core units (12):

- The core units of this qualification are compulsory for all learners:

1. BSBTWK502	Manage team effectiveness
2. CHCECE041	Maintain a safe and healthy environment for children
3. CHCECE042	Foster holistic early childhood learning, development and wellbeing
4. CHCECE043	Nurture creativity in children
5. CHCECE044	Facilitate compliance in a children's education and care service
6. CHCECE045	Foster positive and respectful interactions and behaviour in children
7. CHCECE046	Implement strategies for the inclusion of all children
8. CHCECE047	Analyse information to inform children's learning
9. CHCECE048	Plan and implement children's education and care curriculum
10. CHCECE049	Embed environmental responsibility in service operations
11. CHCECE050	Work in partnership with children's families
12. CHCPRP003	Reflect on and improve own professional practice

Elective units (3):

1. BSBSTR501	Establish innovative work environments
2. CHCECE053	Respond to grievances and complaints about the service
3. BSBTWK503	Manage Meetings

## ASSESSMENT

### 3. ASSESSMENT REQUIREMENTS

Assessment tasks:

- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of direct performance observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.

Task submission:

- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.

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### 4. RECOGNITION AND CREDIT

RPL application:

- If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers:

- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study.

## INDUCTION AND SUPPORT

### 5. INDUCTION AND SUPPORT

Pre-enrolment:

- By completing pre-enrolment assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review your pre-enrolment information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.

Course induction:

- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general orientation to college facilities, rules and safety procedures is also provided.
- Orientation to our online learning management system will also be provided by the trainer.

Individual support:

- Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

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### CERTIFICATION ARRANGEMENTS

#### 6. AWARDS ISSUANCE

- Course completion:
- A qualification testamur and transcript will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.
- Partial completion:
- Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by ACE Community Colleges within 30 days of course completion as long as all outstanding fees have been paid.

### ENROLMENT INFORMATION

#### 7. ENROLMENT APPLICATION


- Application:
- Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.
- Unique student identifier (USI):
- It is a condition of enrolment in any nationally recognised training (accredited) programme that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online at [www.usi.gov.au](http://www.usi.gov.au). Further information on the national USI system is available from college administration.
- Confirmation:
- Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than \$1500 of the total fee on initial enrolment.

#### 8. FEES AND SUBSIDIES

- Full fee:
- \$4500
- Additional charges:
- A fee of \$25 for the purchase of an ACE-branded t-shirt applies for this course. This is mandatory for all students undertaking any practical work placement.
- Subsidies available:
- Yes – see box below for details

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<p><u>Programme:</u></p>	 <p><b>Skills Assure</b> Proud to be a Queensland Government subsidised training provider</p> <ul style="list-style-type: none"> <li>We are a Skills Assure Supplier.</li> <li><a href="#">Higher Level Skills</a> (QLD). Applicants eligible for enrolment under <i>Higher Level Skills</i> to note that this training is funded by the Queensland Government.</li> </ul>
<p><u>Eligibility criteria:</u></p>	<ul style="list-style-type: none"> <li>You must be at least 15 years old and no longer at school (excepting VET in Schools students)</li> <li>Resident in Queensland</li> <li>Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency</li> <li>Must not have or be enrolled in a Certificate IV or higher level qualification (excluding qualifications completed at school and foundations skills training)</li> </ul>
<p><u>Restrictions:</u></p>	<ul style="list-style-type: none"> <li>By doing this qualification you will no longer be eligible for further subsidised training under the <a href="#">Higher Level Skills</a> programme</li> </ul>
<p><u>Fees payable:</u></p>	<ul style="list-style-type: none"> <li>\$300 student co-contribution fee (\$20 per unit)</li> <li>\$225 concession card holder co-contribution fee (\$15 per unit)</li> <li>No fee applies to credit transfer applications for approved units of competency</li> </ul>
<p><u>Refunds:</u></p>	<ul style="list-style-type: none"> <li>Where subsidised training is not completed, a proportion of the co-contribution fee – corresponding to the number of unfinished units – will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.</li> </ul>

About fees:

- The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course. Excluded is the mandatory fee for ACE-branded t-shirt applicable for work placement, which students are required to contribute to at a cost of \$25.

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### CANCELLATIONS AND REFUNDS

#### 9. CANCELLATIONS AND REFUNDS

Course cancellation:

- Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.
- If ACE Community Colleges, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

Student withdrawal:

- Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that \$50 will be deducted from the refund amount to cover administration costs.
- Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

Changes:

- If there are any changes to your enrolment or to the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the College, or to any training delivery arrangement such as a third-party or other services.

### FURTHER INFORMATION

#### 10. ACE STUDENT HANDBOOK

Student handbook:

- Our *Student Handbook* is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The *Student Handbook* reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations and a range of general information.
- While our Student Handbook also contains the specific details of the complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>

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**DELIVERY**

**11. DELIVERY ARRANGEMENTS**

Hervey Bay  
Connected Learning Program

**Course Duration**  
Nominal duration: 18 months  
Connected Learning Program course structure:

Component	Frequency	Total Course
One-on-one training and assistance	3 face-to-face contact visits from your trainer per year	3 sessions
Trainer-directed home study	12 hours per unit	180 hours
Research	4 hours per unit	60 hours

**Mode of delivery**  
Stage 1: Course work (delivery online) + mentoring.  
Learning and assessment components are accessed via our eLearning platform Canvas. Negotiated mentoring sessions with your trainer are organised via Canvas or phone. Three (3) face-to-face contact visits from your trainer per year for one-to-one training and assistance. Simulation requirements will be met in the online learning environment by using live video.

Stage 2: Practical  
If employed need evidence of 280 hours employment and job tasks, OR work placement component of the programme can be done throughout the course or at the end of the course.

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DELIVERY SCHEDULE

Textbook to use

1.	Business of CC	CHCECE041	Maintain a safe and healthy environment for children
2.	Frameworks	CHCECE045	Foster positive and respectful interactions and behaviour in children
3.	<i>Canvas resources</i>	CHCPRP003	Reflect on and improve own professional practice
4.	Frameworks	CHCECE043	Nurture creativity in children
5.	Business of CC	CHCECE049	Embed environmental responsibility in service operations
6.	Frameworks	CHCECE047	Analyse information to inform children’s learning
7.	Frameworks	CHCECE042	Foster holistic early childhood learning, development and wellbeing
8.	Frameworks	CHCECE048	Plan and implement children’s education and care curriculum
9.	Frameworks	CHCECE046	Implement strategies for the inclusion of all children
10.	Frameworks Business of CC	CHCECE050	Work in partnership with children’s families
11.	Business of CC	CHCECE044	Facilitate compliance in a children’s education and care service
12.	Business of CC	BSBTWK502	Manage team effectiveness
13.	Business of CC	BSBTWK503	Manage Meetings
14.	Business of CC	BSBSTR501	Establish innovative work environments
15.	Business of CC	CHCECE053	Respond to grievances and complaints about the service