

SHORT COURSE INTRODUCTION TO EARLY CHILDHOOD EDUCATION AND CARE

TRAINING PROGRAM



VOCATIONAL
RELEVANCE

Working in the rapidly growing sector of early childhood education is interactive, creative, and rewarding. Learn in demand skills and knowledge as you are introduced to the exciting opportunities a career working in early education will open. You will learn how to facilitate children's play and learn effective communication and knowledge of job roles, responsibilities and service procedures to complete daily work activities in an Early Learning Centre (ELC).

Nationally recognised units of competency as listed below:



1	HLTWHS001	Participate in workplace health and safety	Core
2	CHCECE056	Work effectively in children's education and care	Elective

Non-accredited units of competency as listed below:

3	XVB20905	Play and learning	Core
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PROGRAMME DELIVERY

CAMPUS

Available at Lismore and Murwillumbah campus.

PROGRAMME DURATION

Expected duration: 3 weeks
Nominal duration: 3 weeks

COMMITMENT (HOURS)

Component	Weekly	Total Course
Face to face workshops	2 days per week x 3 weeks	36 hours
One-on-one training and assistance	30 min session scheduled with the trainer if required	30 minutes (if required)
Trainer-directed home study	2 hours per accredited unit	4 hours
Research	4 hours total	4 hours

DELIVERY

Connected Learning.
Face to face classroom delivery for each unit and eLearning assessment.

THIRD PARTY ARRANGEMENTS

ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments. ACE Community Colleges is responsible for the issue of all qualifications and statement of attainments.

WORKPLACE AGREEMENTS

ACE Community Colleges will endeavour to arrange at least one ½ days visit at a local childcare centre to provide students with exposure to a centre environment. This will be subject to suitable arrangements being available with a centre.

TRAINER ACCESS AND LEARNING 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.

GENERAL SUPPORT SERVICES

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

ENROLMENT AND PARTICIPATION



APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



ENTRY REQUIREMENTS

Computer operation skills to a basic level.



REQUIRED MATERIALS AND EQUIPMENT

Access to computer, laptop or device. Access to the internet.



COMPLETION AND CERTIFICATION

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.

FEES AND SUBSIDIES



FULL COURSE FEE

\$600



CARDHOLDER DISCOUNT

Not applicable.



SUBSIDIES AVAILABLE

Yes – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



ADDITIONAL CHARGES

Not applicable.

Adult and Community Education (ACE) Program (NSW). Applicants eligible for enrolment under the *ACE Program* to note that this training is subsidised by the New South Wales Government.

FURTHER INFORMATION



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, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



CAMPUS CONTACT DETAILS FOR ENQUIRIES

MURWILLUMBAH: 02 6672 6005 | mbah@acecolleges.edu

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