



Workplace-based & Distance Diploma of Early Childhood Education and Care

Information Booklet

MSA Training and Professional Development
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MONASH STUDENT ASSOCIATION
Training and Professional
Development



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MONASH STUDENT ASSOCIATION
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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.monashtraining.com

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Covid-19 update – We have moved all our courses online to ensure the health and safety of our staff and students.

Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All public courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts

Course enquiries:

Student Service Officer

msa-monashtraining@monash.edu

03 990 53180



Group bookings:

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Professional Development Officer

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CHC50113 Diploma of Early Childhood Education and Care

Course description

This qualification addresses the skills and knowledge required to provide care for groups and individual children. This course reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the education and Care Services National regulations and the National Quality Standard.

Possible Careers

- Children's services Co-ordinator
- Family Day Care Co-ordinator
- Team Leader or Room Leader in a service
- Early Childhood Educator
- Playgroup Co-ordinator
- Out of School Hours Care



Where can I study this course?

This course is available at:

- At your workplace (employee or placement volunteer)

How does workplace-based & distance training work?

You will receive assessments to complete based on your current role (employee or placement volunteer) and daily tasks. Assessments will be marked by your trainer who will visit you once a month at your workplace and communicate with you throughout the month.

Entry requirements

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional

Development offers a beginners ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

Students undergoing this course must also have a Working with Children Check before enrolling into this course as it is required for placement.

Students must be 16 years or over and currently working in an early childhood education centre to enrol in this qualification.

Pathways

This qualification can be used as a stepping stone into tertiary study and supports career progression. After achieving this qualification candidates may apply to undertake:

- ✓ Bachelor of Early Years Education
- ✓ Bachelor of Early Years and Primary Education

Monash University offer entry and 48 credit points towards these degree programs, please contact us to find out more.



Completion of our Diploma of Early Childhood Education and Care will also provide consideration for entry into Monash University for:

- ✓ Bachelor of Education (Honours) in Early Years and Primary Education

Credit will be assessed on a case by case basis. Other entry conditions may apply. Applicants applying for a double degree course must also meet the course prerequisites for the partner degree. The overall average requirement for a double degree course will be higher.

Other study options at Monash University include:

- ✓ Diploma of Tertiary Studies
- ✓ Diploma of Higher Education



Course syllabus

Unit of competency	What you will learn
CHCECE016 Establish and maintain a safe and healthy environment for children	<ul style="list-style-type: none"> • Support each child's health needs • Provide for each child's comfort • Promote and implement effective hygiene practices • Ensure adequate supervision of children • Develop plans to effectively manage incidents and emergencies
HLTWHS003 Maintain work health and safety	<ul style="list-style-type: none"> • Contribute to workplace procedures for identifying hazards and controlling risks • Implement policies and procedures into work team processes • Support consultation, cooperation and communication
CHCECE017 Foster the holistic development and wellbeing of the child in early childhood	<ul style="list-style-type: none"> • Foster Physical and social development • Foster emotional and cognitive development • Foster communication development • Foster an environment for holistic learning and development
CHCECE018 Nurture creativity in children	<ul style="list-style-type: none"> • Foster creativity through the physical environment • Foster creativity through the human environment • Provide and evaluate experiences
CHCECE020 Establish and implement plans for developing cooperative behaviour	<ul style="list-style-type: none"> • Establish and apply limits and guidelines for behaviour • Identify and review behaviour as required • Implement and monitor behaviour plan
CHCECE021 Implement strategies for the inclusion of all children	<ul style="list-style-type: none"> • Promote inclusion • Respect diversity • Identify children with barriers to learning • Monitor and review strategies
CHCECE022 Promote children's agency	<ul style="list-style-type: none"> • Establish a learning environment that reflects children's interests • Provide opportunities that stimulate learning and development • Support children to participate • Design and implement and evaluate learning experiences for children
CHCECE023 Analyse information to inform learning	<ul style="list-style-type: none"> • Gather and document information about children • Monitor children's learning and development • Share information appropriately • Use evidence to inform practice
CHCECE024 Design and implement the curriculum to foster children's learning and development	<ul style="list-style-type: none"> • Develop and appropriate settings and environments • Design and implement curriculum in consultation with others • Assess and evaluate planned and unplanned teaching and learning • Implement learning experiences to foster children's learning and development
CHCECE026 Work in partnerships with	<ul style="list-style-type: none"> • Provide families with opportunities to be involved in the service • Provide information to families about their child



families to provide appropriate education and care	<ul style="list-style-type: none"> • Provide information to families about service • Provide information about community services and resources
BSBLDR403 Lead team effectiveness	<ul style="list-style-type: none"> • Plan to achieve team outcomes • Lead team to develop cohesion • Participate in and facilitate work team • Liaise with management
BSBINN502 Build and sustain an innovative work environment	<ul style="list-style-type: none"> • Lead innovation by example • Establish work practices that support innovation • Promote innovation • Provide learning opportunities
CHCPOL002 Develop and implement policy	<ul style="list-style-type: none"> • Research new policy initiatives • Draft policies • Test draft policies • Develop policy proposals • Implement and review policies
CHCECE025 Embed sustainable practices in service operations	<ul style="list-style-type: none"> • Develop a sustainability management plan • Support children to develop an understanding and respect for the natural environment • Support others in implementing sustainable practice • Embed sustainability into service policies and procedures
CHCECE019 Facilitate compliance in an education and care setting	<ul style="list-style-type: none"> • Interpret the National Quality Framework • Facilitate an organisation self – assessment • Facilitate the development of a quality improvement plan • Coordinate the service for a site visit
BSBSUS501 Develop workplace policy and procedures for sustainability	<ul style="list-style-type: none"> • Develop workplace sustainability policy • Communicate workplace sustainability policy • Implement workplace sustainability policy • Review workplace sustainability policy implementation
CHCDIV001 Work with diverse people	<ul style="list-style-type: none"> • Promote understanding across diverse groups • Appreciate diversity and inclusiveness, and their benefits
HLTAID004 Provide an emergency first aid response in an education and care setting	<ul style="list-style-type: none"> • First aid – injuries, procedures, care • CPR • Anaphylaxis
CHCECE002 Ensure the health and safety of children	<ul style="list-style-type: none"> • Support each child’s health needs • Provide opportunities to meet each child’s need for sleep, rest and relaxation • Implement effective hygiene and health practises • Supervise children to ensure safety • Contribute to the ongoing management of Allergies and Asthma
CHCLEG001 Work legally and ethically	<ul style="list-style-type: none"> • Identify and respond to legal requirements • Identify and meet ethical responsibilities • Contribute to workplace improvements



CHCECE004 Promote and provide healthy food and drinks	<ul style="list-style-type: none">• Promote healthy eating• Plan food and drinks that are nutritious and appropriate for each child• Maintain food safety while carrying out food-handling activities.
CHCECE009 Use an approved learning framework to guide practice	<ul style="list-style-type: none">• Identify learning framework• Apply the learning framework
CHCPRT001 Identify and respond to children and young people at risk	<ul style="list-style-type: none">• Implement work practices which support the protection of children and young people• Report indications of possible risk of harm• Apply ethical and nurturing practices in work with children and young people
CHCECE003 Provide care for children	<ul style="list-style-type: none">• Provide and promote physical care• Help children change• Adapt facilities to ensure access and participation• Settle new arrivals
CHCECE007 Develop positive and respectful relationships with children	<ul style="list-style-type: none">• Communicate and interact positively with children• Support and respect children• Maintain the dignity and rights of children
CHCECE005 Provide care for babies and toddlers	<ul style="list-style-type: none">• Promote safe sleep• Provide positive nappy-changing and toileting experience• Promote quality mealtime environments• Develop relationships with babies, toddlers and their families
CHCECE001 Develop cultural competence	<ul style="list-style-type: none">• Reflect on own cultural identity and biases• Identify and develop cultural competency• Create environment to support children's cross-cultural understanding and relationships
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	<ul style="list-style-type: none">• Identify cultural safety issues in the workplace• Model cultural safety in own work• Develop strategies for improved cultural safety• Evaluate cultural safety strategies

Note that units are subject to change

Timetable

You will need to complete 320 hours of work placement as part of this course. If you have already completed the Certificate III in Early Childhood Education and Care then the hours you completed will count towards the 320 hours of Practical Placement to complete the Diploma.

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.



Total nominal hours: 1938

Total class hours: 0

Study hours per week: 15

Work Placement hours: 320 (or 260 hours if completed Cert III)

Completion of post-course assessment hours: 180

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only.

Materials

Students will need access to a computer, internet and printer for the purposes of research and completing assessments. We can arrange access to our computer lab if needed, please contact us to discuss.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Ruler

Course Materials will be provided on commencement of each unit.

Work Placement

You will need to undertake 320 (or 260 hours if completed Cert III) hours of work placement in a childcare facility.

To be able to complete work placement in a childcare facility you **MUST** have a current Working with Children check and a current Police check. If you do not have these at the commencement of the course you will be unable to participate in any placement. As Placement is a requirement of the course this means you will be unable to successfully complete the Diploma of Early Childhood Education and Care.

Austudy / Abstudy approved

This course is Austudy/Abstudy approved, please speak with Centrelink for application details and to check if you are eligible

First Aid – Level 2 Provide Emergency First Aid Response, In an Education Care Setting (HLTAID004)

You will have completed this unit as part of your Certificate III in Early Childhood Education and Care, but it must be kept up to date by completing a CPR refresher every year.

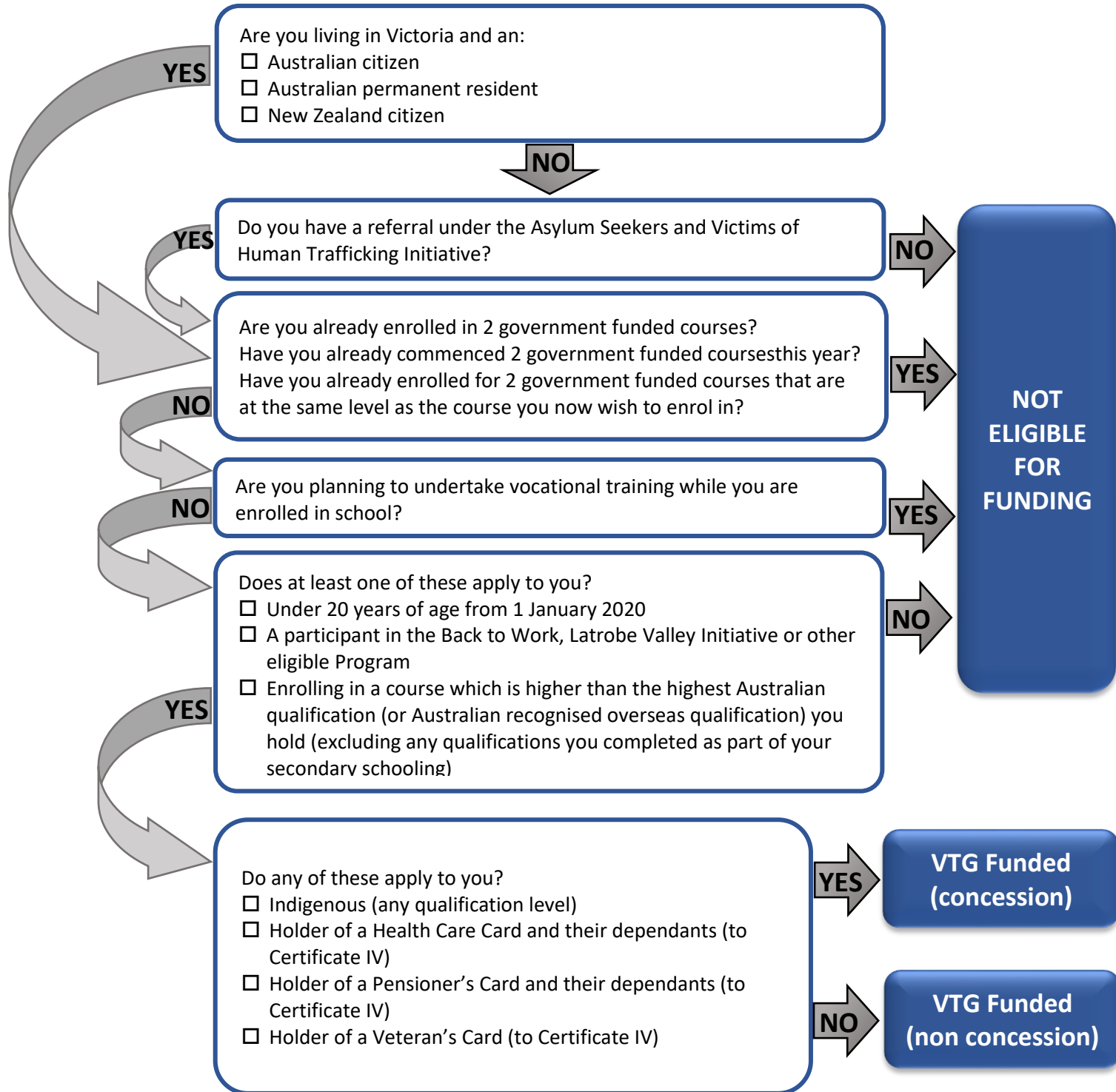
Pricing and dates for this can be found on the MSA Training and Professional Development website monashtraining.com or for a brochure to be posted call (03) 9905 3180.



Fees

Government funding Eligibility Checklist

Instructions: Tick/circle the appropriate boxes to determine government funding eligibility. This checklist is to be completed by RTO representative.



Note that this flowchart is for indicative, self-assessment purposes only. Student eligibility for Skills First funding will be assessed by an authorised RTO Delegate during the enrolment process and will require sufficient evidence and documentation.

Statement of Fees

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
1938	\$0	\$0	\$0	\$0	\$4.70	\$9,100.00	\$4.59	\$8,900.00

Course fees must be made prior to course commencement. Up to \$1000 will be taken as a deposit for upfront payments, with the balance to be automatically deducted on the first day of the course.

Payment plans

Payment plans are available to assist student in paying for their tuition. Please discuss your options with the reception staff on 9905 3180 or msa-monashtraining@monash.edu

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment	\$0	\$0	\$650	\$850
Week 2			\$250	\$250
Week 3			\$250	\$250
Week 4			\$250	\$250
Week 5			\$250	\$250
Week 6			\$250	\$250
Week 7			\$250	\$250
Week 8			\$250	\$250
Week 9			\$250	\$250
Week 10			\$250	\$250
Week 11			\$250	\$250
Week 12			\$250	\$250
Week 13			\$250	\$250
Week 14			\$250	\$250
Week 15			\$250	\$250
Week 16			\$250	\$250
Week 17			\$250	\$250
Week 18			\$250	\$250
Week 19			\$250	\$250
Week 20			\$250	\$250
Week 21			\$250	\$250
Week 22			\$250	\$250
Week 23			\$250	\$250
Week 24			\$250	\$250
Week 25			\$250	\$250
Week 26			\$250	\$250
Week 27			\$250	\$250
Week 28			\$250	\$250
Week 29			\$250	\$250



Week 30			\$250	\$250
Week 31			\$250	\$250
Week 32			\$250	\$250
Week 33			\$250	\$250
Week 34			\$250	\$250
Total	\$0	\$0	\$8,900	\$9,100

Additional fees

Transfer fee	\$35
Refund fee	\$300
Re-Print of Certificate	\$22
Assessment extension per unit	\$30
Grading of course work if applying to University course	Contact office

Unique Student Identifier

You will need a USI before you train with us commencing from 1st January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au



Covid-19 update: Please note during the Covid-19 pandemic, enrolment forms must be completed online as the office is closed for social distancing. Please email forms to msa-monashtraining@monash.edu

How to enrol

- Before you come in, make sure you have read and understood all the information in the student handbook and in the course information booklet and ensure you meet the pre-requisites or other conditions of enrolment
- Complete enrolment form, pre-training review and eligibility form at home.
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- To submit your enrolment, YOU need to bring it into MSA Training and Professional Development, Room 159, level 1 Campus Centre, Chancellors Walk, Monash University Clayton. NO enrolments will be accepted via email or post (This process will take up to 30 minutes, please allow time for this).

When you come into MSA Training and Professional Development, please bring ORIGINALS* of the following with you:

- Your completed enrolment form
- Pre Training Review
- A current Driver License; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Medicare Card or,
- A current passport (Australian or New Zealand) or
- Birth Certificate or
- Naturalization certificate or
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence or
- A signed declaration by a relevant referee.
- Credit card details if you wish to make part payments
- Any relevant concession cards, healthcare card, pension cards etc.
- If applying for Credit Transfers, Original copy of your statement of results will need to be sighted.

***if you are unable to bring originals, only certified copies will be accepted.**

While your enrolment is being processed you will be required to complete language, literacy and numeracy assessment. This must be done in person and completed by you, any such assessments not completed in the presence of a staff member will not be accepted.

Discuss government funding, concessions or payment plans with staff and make appropriate arrangements for the payment of fees. Please note we do not take cash payments.

Please allow enough time for your enrolment to be processed. This process generally takes half an hour.