



**Australian Professional  
Training Academy**



NATIONALLY RECOGNISED  
TRAINING

## **CHC30113 Certificate III in Early Childhood Education and Care**

Duration: 58 weeks (nominally 14 months)

Delivery location: Suite 11, 61-67 Haldon Street, Lakemba, NSW 2195

Mode: Blended – Classroom / Self-paced Study / Workplace

RTO: Australian Professional Training Academy

RTO code: 41495

Email: [info@aptacademy.edu.au](mailto:info@aptacademy.edu.au)

Website: [www.aptacademy.edu.au](http://www.aptacademy.edu.au)



## **Introduction**

Australian Professional Training Academy is a Registered Training Organisation (RTO number 41495) registered with the Australian Skills Quality Authority. Australian Professional Training Academy is proud to offer the CHC30113 Certificate III in Early Education and Care (Release 4, 6<sup>th</sup> Aug 2015). The program involves both scheduled classroom learning activities, self-paced learning and workplace based training and assessment. This program provides learners with skills and knowledge required to provide care for individual and groups of children. This includes planning activities facilitating their leisure and play, enabling them to achieve their developmental outcomes. If you work in or wish to pursue a career in Early Childhood Education and Care, this is the course for you.

## **Who is responsible for your training?**

Australian Professional Training Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. We do not outsource our training services to others and take great pride in our relationship with you.

## **Units of Competency**

The CHC30113 Certificate III in Early Education and Care comprises of 18 units of competency. Australian Professional Training Academy have organised these units of competency into relevant clusters relating to shared skills and knowledge or shared work tasks. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification CHC30113 Certificate III in Early Childhood Education and Care a learner must be assessed as competent in all 18 units of competency. These units of competency are comprised of 15 core units and 3 elective units. Australian Professional Training Academy have selected the elective units of competency within this course and have chosen these based on providing a learner a broad set of skills with a focus on effective and collaborative work and supporting the behaviour of children and young people.

The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Australian Professional Training Academy.



The CHC30113 Certificate III in Early Childhood Education and Care is delivered using the course structure outlined below:

Cluster	Units of Competency	Core / Elective
Cluster 1 Legislation and Policy in Childcare	CHCLEG001 Work legally and ethically	Core
	CHCECE009 Use an approved learning framework to guide practice	Core
	BSBWOR301 Organise personal work priorities and development	Elective
Cluster 2 Work effectively with children from other cultures	CHCECE001 Develop cultural competence	Core
	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
Cluster 3 First aid	HLTAID004 Provide an emergency first aid response in an education and care setting	Core
Cluster 4 Keeping Children Safe and Healthy	HLTWHS001 Participate in work health and safety	Core
	CHCECE002 Ensure the health and safety of children	Core
	CHCPRT001 Identify and respond to children and young people at risk	Core
	CHCPRT003 Work collaboratively to maintain an environment safe for children and young people	Elective
Cluster 5 Caring and Nurturing for Children	CHCECE005 Provide care for babies and toddlers	Core
	CHCECE003 Provide care for children	Core
	CHCECE004 Promote and provide healthy food and drinks	Core
Cluster 6 Child Learning and Development	CHCECE013 Use information about children to inform practice	Core
	CHCECE011 Provide experiences to support children's play and learning	Core
	CHCECE010 Support the holistic development of children in early childhood	Core



Cluster	Units of Competency	Core / Elective
Cluster 7 Child Engagement and Behaviour Support	CHCECE007 Develop positive and respectful relationships with children	Core
	CHCECE006 Support behaviour of children and young people	Elective

### **National recognition**

These competencies have been drawn from the nationally endorsed industry training package the Community Services Training Package (CHC). Upon successful completion of the training and assessment, the qualification CHC30113 Certificate III in Early Childhood Education and Care will be issued. A Record of Results (or sometimes referred to as a transcript) listing all units of competency will also be issued along with the qualification certificate. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider community services industry. Australian Professional Training Academy will issue a qualification within 30 days of the final assessment being completed.

### **Program outline**

Training is delivered in a blended mode including classroom based delivery (one day per fortnight) which is trainer led combined with self-paced learning (plan on 6 hours per week) and work placement (6 hours per week). Students will also need to prepare work in their own time in response to assessment tasks. These include research tasks, projects and case study response activities (4 hour per week). Written learning activities will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. Visits by Australian Professional Training Academy trainers to the student's workplace will be undertaken once per fortnight (4 hours). The primary purpose of workplace visits is to undertake assessment and collect workplace evidence. The course modules (clusters) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

### **Locations**

Classroom training and practical skills training will be delivered at the following locations:  
-Suite 11, 61-67 Haldon Street, Lakemba, NSW 2195



### Expected duration

The program is designed to be delivered over 14 months. Australian Professional Training Academy can support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration. Australian Professional Training Academy offers recognition of prior learning and recognises the outcomes issued by other RTOs. If you have prior learning or hold current competency, let us know during your enrolment.

### Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

- **Demonstration / Role-Play.** The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.
- **Written Report / Case Study / Journal.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.
- **Project.** The student is required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (reports, memos, etc). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project.
- **Knowledge Test.** The student is required to undertake several written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.
- **Workplace Supervisor Report.** Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.



### **Practical (work) placement**

Students' enrolled in the CHC30113 Certificate III in Early Childhood Education and Care are required to participate in a minimum of 120-hour practical placement within an accredited early childhood education and care service. Noting this, the Australian Professional Training Academy work placement program is delivered over <sup>1</sup>46 weeks course and expects the student will be engaged in a minimal of 6 hours work placement each week which will generally exceed the minimum hours. Learner's will commence their work placement on approximately week 13 of the course. The initial 12 weeks of the course are spent allowing the learners to acquire some initial knowledge and skills before they enter the workplace.

In all cases, Australian Professional Training Academy will engage with the nominated workplace to ensure that it can provide a suitable environment to gather practical experience across all tasks outlined in the units of competency. Australian Professional Training Academy will need to establish a formal Work Placement Agreement with the nominated workplace and coordinate with the service to ensure the student is orientation and inducted properly into the workplace. Australian Professional Training Academy also require a minimum level of supervision for students, a safe working environment and will need to undertake regular visits to the workplace to undertake practical assessment of the student. Student should note that unless they have established other arrangements with their employer, practical placement is unpaid work.

The time spent by the student in work placement in this course is critical to ensure that the student participates in regular work over the course duration. This is necessary to allow for a workplace context in the assessment and workplace observation which is a requirement for every unit. All students are required to maintain a work placement log book to record their worked hours and the age groups care was provided for.

Student who are already working in the early childhood sector as an educator in centre based or family day care are encouraged to use their existing workplace to complete these practical placement hours providing it meets the requirement's necessary to conduct assessment. Students who are not already working in early childhood may nominate an accredited early childhood education and care service for their practical placement Australian Professional Training Academy can assist students who need to find a work placement using its network in the early childhood sector.

### **Entry requirements**

There are no specified entry requirements for this qualification. Noting this, Australian Professional Training Academy requires persons who undertake this course to:

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<sup>1</sup> Please note that 59-weeks are allocated to the course allow for course orientation and time at the end of the course to finalise assessment.



- Be aged 18 years or over.
- Hold a current Working with Children Clearance
- Have suitable language, literacy and numeracy skills to read and comprehend learning materials and perform tasks related to recording care routines, maintaining education and care notes, providing written feedback to parents, recording medication and nutritional information, interpreting workplace policy and procedure, reporting hazards, preparing child development sessions.

**Please note.** Australian Professional Training Academy will engage with persons expressing interest in enrolment to discuss their language, literacy and numeracy skills. Australian Professional Training Academy can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, Australian Professional Training Academy can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.

### **Working with Children Check**

If you are doing or intending to do **child-related work** and do not qualify for an exemption, you need a Working with Children Check (WWCC). All persons working in an early childhood service in New South Wales must have a current WWCC. Go to the following website for more information: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

### **Recognition of Prior Learning**

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program.

Students are encouraged to notify Australian Professional Training Academy of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### **Student Information**

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.



## **Dress and Equipment Requirements**

Students are required to present to class in neat, casual attire suitable for participation in practical activities. Specific clothing requirements for practical placement will be discussed during Day 1 Induction; however, at minimum students will require plain black pants (knee length shorts are acceptable – track pants or leggings are prohibited) and suitable closed toe shoes. Students are also required to demonstrate a high standard of personal hygiene.

Students will require basic stationary and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

Students may bring portable electronic devices to classroom sessions such as small laptops or tablets if they wish. Students are advised that no provision will be made to charge these devices in the classroom and charging or power extension leads are not to be used in the classroom. Students are issued with a prescribed text book to assist with their study. This text book is: *The Early Childhood Educator for Certificate III*, Authors: Lorraine Walker, Shelagh Miller, 2013, McGraw Hill Education. Students will also be issued a range of documents and files electronically which they will need during their study. To fully participate in the course and to enable students to prepare assessment submissions, students will need access to a personal computer which has access to the internet and word processing software. Australian Professional Training Academy will issue files to students in Microsoft Word and Adobe PDF.

No other equipment is required by the student to participate in the course.

## **Cost**

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

## **Contact us and get the ball rolling!**

Please contact us to schedule your training.

Phone: 02 9011 7000 / 0478 897 000

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Website: [www.aptacademy.edu.au](http://www.aptacademy.edu.au)