



COURSE OUTLINE

CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

ABOUT US

Welcome to Angel Institute of Education (RTO: 22115), a trusted name in education since 2008. As a nationally accredited training provider, we take pride in offering a diverse range of qualifications in fields such as Hairdressing, Early Childhood Education and Care, Education Support, Individual Support, Disability Support, EAL, Ageing Support, and Community Services. Our qualifications are not only nationally recognized but also esteemed by leading industry associations worldwide.

Our mission is clear: we exist to provide high-quality educational services that empower our students to embark on a path to success. We prioritize aligning our training programs with the objectives of the Skills First program, which means equipping our students with the essential skills to make them job-ready. Additionally, we facilitate further education opportunities and ensure access to training for learners facing disadvantages.

At Angel Institute of Education, our commitment lies in delivering training services in the best interests of our students. Join us on your journey to knowledge and skill acquisition, and let us help you reach your full potential.

PURPOSE

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. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for work-place hours.

COURSE PROVIDER

CJAE Pty. Ltd. T/as Angel Institute of Education

RTO ID 22115
Phone 03 97925259
Email info@angelinstitute.com.au

DELIVERY MODE

Blended (Real time Virtual Classroom + face to face component)

DELIVERY SITE/LOCATION

Real Time Virtual Classroom Delivery - Training is conducted online through our learning management system

COURSE DURATION

52 weeks

CAREER OUTCOMES

Once you have successfully completed the CHC30121 Certificate III in Early Childhood Education and Care you can apply for jobs within the childcare industry which may include:

- Early Childhood Educator
- Family Day Care
- Coordinator
- Nanny
- Child Care Worker

CAREER OUTCOMES

The further study pathways available to students who undertake this qualification include:

- CHC50121 Diploma of Early Childhood Education and Care.



UNITS OF COMPETENCY

The CHC30121 Certificate III in Early Childhood Education and Care requires the completion of the following 17 units (including 15 core and 2 electives).

Code	Unit Title	Type
CHCECE031	Support children's health, safety and wellbeing	C
CHCECE032	Nurture babies and toddlers	C
CHCECE055	Meet legal and ethical obligations in children's education and care	C
CHCECE056	Work effectively in children's education and care	C
CHCECE034	Use an approved learning framework to guide practice	C
CHCECE035	Support the holistic learning and development of children	C
CHCECE036	Provide experiences to support children's play and learning	C
CHCECE038	Observe children to inform practice	C
CHCECE030	Support inclusion and diversity	C
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	C
HLTAID012	Provide First Aid in an education and care setting	C
HLTWHS001	Participate in workplace health and safety	C
CHCECE033	Develop positive and respectful relationships with children	C
CHCECE037	Support children to connect with the natural environment	C
CHCPRT001	Identify and respond to children and young people at risk	C
HLTFSE001	Follow basic food safety practices	E
CHCDIV003	Manage and promote diversity	E

RESPONSIBILITIES:

- Supervising and ensuring child safety.
- Planning and conducting age-appropriate activities.
- Promoting child well-being and health.
- Effective communication with children, families, and colleagues.
- Record-keeping and documentation.
- Nurturing positive relationships and teamwork.
- Adhering to legal and ethical standards.

SKILLS AND INTERESTS:

- Understanding growth and development in children.
- Interacting effectively with children, parents, and coworkers.
- Designing age-appropriate educational activities.
- Ensuring child safety and basic first aid.
- Connecting with children and understanding their emotions.
- Respecting diverse backgrounds and perspectives.

WHAT YOU'LL LEARN:

- Child development stages and milestones.
- Health and safety practices, including first aid.
- Effective communication with children, parents, and colleagues.
- Observing and documenting child behavior.
- Curriculum planning for educational activities.
- Child guidance and behavior management.
- Legal and ethical considerations in childcare.



PRE-REQUISITES

There are no pre-requisites for this qualification.

Entry Requirements

- Prospective students must be at least 18 years of age.
- To assist prospective students to determine whether a course is suitable and appropriate for the individual needs, Angel Institute will conduct a Pre-Training Review.
- Required to complete the Language Literacy and Numeracy (LLN) assessment, administered by and to the satisfaction of Angel Institute.

Placement Arrangements

This course requires students to complete a minimum of 160 hours of work placement. Students are required to find their own practical placement, however, Angel Institute will provide assistance and support where needed. Placement will be completed under the supervision of the center's supervisor. Work placement assessment tasks need to be completed for each unit which has a placement component



Training Arrangements

Class sessions are planned once a week to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills based assessments in accordance with unit requirements.

Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks.

Students are provided with the learning resources at the commencement of each unit.

IT Specifications:

- You need a computer or device with at least 8GB of RAM and a processor running at 1.5GHz or faster.
- Ensure a stable connection with a minimum download speed of 2MBPS and an upload speed of 0.5MBPS.
- You should have Microsoft Word, Power-Point, Excel, and . PDF reader like Adobe Acrobat installed.
- Your operating system should be Microsoft Windows 8 or newer, or Mac OS version 10 or newer.

Holiday Periods

There is no training and assessment scheduled during the following holiday periods:

- Public Holidays
- School Holidays

ASSESSMENT ARRANGEMENTS

Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes:

- A Full description of all assessment tasks for the unit of competency
- Assessment instructions for each unit of competency
- Assessment resources for each unit of competency
- Details about when assessment will occur
- Details about assessment submission

There are a variety of assessment methods used for this qualification including:

- Written questions
- Projects
- Case studies
- Role Plays
- Research
- Reports

You will be required to complete assessments outside of class hours and there may be a need for some work to be done as homework, however this is not expected to exceed 5 hours per week.

You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor

ADDITIONAL SUPPORT

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency.

Where additional support needs have been identified an Individual Support Plan will be developed which may include:

- Mentoring from trainers
- Additional classes, tutorials and workshops
- Online support and exercises for some courses
- Computer and technology support
- Referral to external support services
- Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. Angel Institute of Education has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.

During the entry process and interview stage Angel Institute of Education will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

A trainer/assessor will be available to assist you throughout this process.

*Please refer to your Student Handbook for more information on RPL.



COURSE CREDIT

Angel Institute of Education can grant you credit towards your course for units of competency that you have already completed with another RTO or authorized issuing organization.

We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.

There is no charge to apply for credit.

To apply, fill in the Credit Application Form and submit it as part of your enrolment.

*Please refer to your Student Handbook for more information on Course Credit.

COSTS

Tuition Fees for Full Fee paying Students	\$7,000
Tuition Fees for Government Funded Students (Eligibility Criteria Applies for skills first funding)	\$0

PAYMENT PLAN

- **12 monthly installments of \$583.33 each**

RPL COSTS:

- Application Fee \$0
- Charge per unit of competency \$100

Nationally Recognised Training does not occur GST.

Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.

*Please refer to your Student Handbook for our Fees and Charges Policy.

INCLUSIONS

Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.

Additional charges apply if students require:

- Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$50 per document applies
- Additional copies of text books or any other learning and assessment. A fee of \$50 per text book

Other costs (not included) to be aware of:

Please refer to the student handbook for guidance in relation to budgeting and planning

- USB drives that students are required to use to submit their assessments. Students may bring their own or purchase nearby.
- Notebooks/pens/laptops* or other general stationary required for students to complete their work.

Selection Process

You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Angel Institute of Education is able to meet your individual needs. The assessment includes a test and an interview to complete the verbal component of the test.

If you do not achieve the required level in your LLN assessment Angel Institute will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance, and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.

HOW TO APPLY

If you would like to enroll into the CHC30121 Certificate III in Early Childhood Education and Care, please contact our office to organise an interview with the enrolment coordinator.

Phone: 03 97925259

Email: info@angelinstitute.com.au

3/62 Robinson St, Dandenong, VIC, 3175



WHAT DO YOU HAVE TO DO **NEXT?**



**Our enrollment officer
will call you for Pre
Training Review (P.T.R.)
- Interview**



**Complete Enrollment
Application includes Literacy,
Language & Numeracy
(L.L.N.) Test**



**Attend
Orientation Session**



**Attend you first day
of class and begin your
journey to study.**





If you would like to discuss this course in more detail, please call us for a confidential discussion on 0397925259

This course outline should be read in conjunction with Angel Institute of Education's Student Handbook.

Training is delivered with Victorian and Commonwealth Government Funding for eligible individuals.

Students with disabilities are encouraged to apply.

Angel Institute of Education works with marketing agents for student referrals. For more information visit www.angelinstitute.com.au

