

**first  
door**

Early Childhood  
Professional Learning

# Educators Guide

Ongoing Learning Workshops  
**Certificate III in Early Childhood Education and Care**  
**Diploma of Early Childhood Education and Care**



Nationally Recognised Training [www.firstdoor.com.au](http://www.firstdoor.com.au)

*Because each child deserves your best*



## Contents

<b>The First Door Difference</b>	3
Connecting People, Resources and Learning	4
First Door Workshops for Ongoing Professional Learning	5
<b>Nationally Recognised Training Course Overview</b>	7
Course Entry Requirements and Recognition of Prior Learning	8
Personalised Training Plan	9
Your Personal Mentor & Workplace Related Assessment	10
Practical and Active Learning	12
Certificate III in Early Childhood Education and Care	13
Diploma of Early Childhood Education and Care	14
Graduating and Future Doors	16
<b>Enrolling with First Door</b>	16
How to Enrol	16
Government Funding Options and Course Investment	17



# trust

There's no greater trust than to provide quality education and care for their little person.



# joy

Each child deserves a joyful childhood to discover, play and become confident learners.



# flourish

At First Door, everything we do  
is to see each child flourish.



# explore

Our students and partners share our passion  
to create active and richer places of learning.



*Andrea Isitt, Company Director*

## The First Door Difference

At First Door, we believe each child deserves your best. Congratulations on choosing to progress your career and improve your skills. First Door partners together with Early Childhood professionals to make a positive difference in the lives of each child and their families.

We want to give you the latest information and tools for best practice so you are confident and capable in your role. First Door partners with you so that you can be the best of your ability to achieve your goals and lead the way in Early Childhood.

## Our Team's Values

1. **EXCEED:** We place your success at the heart of all we do, and strive to exceed your expectations
2. **JOY:** Our team is passionate about what they do
3. **INSPIRE:** We are inspired to be the best we can be and to inspire others
4. **SUPPORT:** We provide support and demonstrate that all people have the right to live with respect, fairness and well-being
5. **PARTNER:** We partner with and develop educators, leaders and teams towards exceeding quality practice
6. **NATURAL:** We appreciate nature and natural, and are respectful to the environment

For an introduction about each of our team, see 'Our People' at [www.firstdoor.com.au](http://www.firstdoor.com.au)

# Connecting People, Resources and Learning

We are committed to ensuring your learning experience and resources are relevant and meaningful. We get you interacting with other educators and combine your learning with real examples and experiences.

## **Interactive workshops for ongoing professional learning and networking**

Our students are able to engage in a workshop for each unit of study, and Early Childhood educators are invited to make a booking to participate in our Ongoing Learning workshops.

## **Access to learning and workshop resources through digital technology**

First Door is invested in building professional knowledge within the Early Childhood industry, so we provide access to digital learning and workshop resources to share with your team.

Our website [www.firstdoor.com.au](http://www.firstdoor.com.au) provides videos and resources to guide your practice based on current Early Childhood trends, research and theory.

## **First Door social media communities to create inspiration and conversations**

Connect with First Door's social media community on [facebook.com/firstdoortraining](https://facebook.com/firstdoortraining) and Pinterest to receive updates on current information related to being an inspired educator, and for creating rich environments and play provocations for children's learning.





## First Door Workshops for Ongoing Professional Learning

No matter where you are in your Early Childhood career, from being a fresh face to the profession or qualified with years of experience, being an educator means being open to learning and improving your practice.

First Door workshops will open up new perspectives, so that you reflect on your practice and explore new ideas to keep building your professional practice. Our workshops showcase centres that have been rated excellent or exceeding the National Quality Standard to inspire you with a vision of providing higher quality education and care for children. We share our passion and engage you in active learning experiences, conversations and reflection so that you leave inspired to take your learning back to your team and to use it in your practice.

### Upcoming Workshops and Bookings

See our website for details on upcoming workshops and for website bookings. Places are limited so bookings are required. Bookings can be made by:

- email to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au) or
- you can book and pay online at [www.firstdoor.com.au](http://www.firstdoor.com.au)

If you book by email, you will be invoiced and payment is to be made prior to the workshop to confirm your place.



# exceed

First Door is developing qualified educators and leaders, for teams to exceed in quality practice.



# career

Unlock your potential and  
Early Childhood career through First Door.

***Because each child deserves your best***

# Nationally Recognised Training



## Unlock Your Career Opportunities

**Where can the Nationally Recognised Early Childhood Education and Care qualifications take you?**

- Educator in any licensed Early Childhood Service - *Certificate III in Early Childhood Education and Care*
- Lead or Senior Educator in a licensed Early Childhood Service - *Diploma of Early Childhood Education and Care (ECEC)*
- Educational Leader in an Early Childhood Centre or OSHC Service - *Diploma of ECEC*
- Assistant Director - *Diploma of ECEC*
- Family Day Care or Outside School Hours Care Coordinator - *Diploma of ECEC*
- Early Childhood Centre Director/Manager - *Diploma of ECEC*

## Our Partnership and Support

**We connect our students to:**

- best workplace practise and experiences to practice what you are learning
- meaningful information to gain knowledge, and to conversations to explore knowledge
- a personal industry experienced mentor

**Your success and active engagement is achieved through:**

- mentoring and study support to inspire and support you throughout the course
- engaging learning resource and experiences
- flexible options to suit your needs in flexi or structured training plans
- industry relevant and interactive learning through a workshop for each unit in the course

See [www.firstdoor.com.au](http://www.firstdoor.com.au) for First Door testimonials



# Course Entry Requirements

**To enrol in an Early Childhood Education and Care course with First Door, you will need to:**

- be currently employed or have work placement in a licensed Early Childhood service
- have a sound understanding of the written and spoken English language
- have the required foundation skills for each unit of study

**Students need to have access to:**

- a computer and Internet access
- Microsoft Word 97 or later, or Word for Mac users
- a scanner and printer
- Adobe Flash Player 7 and Adobe Acrobat Reader

## Recognition of Prior Learning

We recognise your skills and knowledge gained through formal or informal training, work and/or life experience. To be granted Recognised Prior Learning (RPL) for a unit of study you will need to:

- complete a RPL application form
- participate in a meeting with First Door to discuss the prior learning evidence and the RPL process
- provide the required evidence of competency for the listed performance criteria for the unit/s. For example by: collecting and providing evidence, completing an RPL workbook and/or your practical skills being observed in the workplace.

For additional information relating to the RPL process, please contact us.





# Personalised Training Plans

You are able to choose either a Flexi or Structured training plan, depending on your preferred way of working and lifestyle. First Door consults with students to establish the best training plan to suit their individual needs and to enable successful completion of the course in the time frame you are working towards.

## Flexi Training Plan

The Flexi plan suits students that are eligible to credit transfer or RPL course units, are highly self-motivated and prefer flexibility to set their own assessment due dates. Flexi students set their own timetable providing they are able to complete the course within three years. The Flexi plan generally follows the four part course structure.

The regular meeting with your personal mentor enables goal setting and assessment due dates to be established. Where possible, Flexi students choose units that are in sync with the structured plan so that they can attend relevant workshops.

## Structured Training Plan

The structured plan provides students with a monthly timetable to work through a course unit each month from February to November. The structured training plan assists students to stay focused and motivated, working together with a group of students.

One unit is completed on a monthly cycle, excluding the months of December and January each year. At the beginning of each month, students receive their new unit resources and attend an interactive workshop. A workplace mentoring meeting occurs mid-month and the assessment workbook is due at the end of each monthly cycle.



# support

## Your Personal Mentor

### Workplace Mentoring

You will have a mentoring meeting with your mentor to discuss each current unit, within specific workplace locations. Meetings are arranged by skype or phone if you are out of these locations. Your First Door mentor is industry experienced and a qualified trainer and assessor.

### Study Support

First Door provides study support to assist your understanding of the assessment requirements. Study support is available by phoning or emailing your personal mentor. Emails will be returned within 24 hours excluding on weekends and public holidays. Phone calls can be made between 9am and 6pm on weekdays.

## Workplace Related Assessment

First Door has designed an assessment workbook for each unit of study to make assessment questions and activities relevant to the student's workplace experiences, and to provide the student with authentic learning.

Throughout the course, you will organise and complete workplace activities as outlined in your assessment workbook. Workplace activities and the required workplace hours must be completed in a registered Early Childhood centre. These experiences enable you to put your learning into your practice, and to demonstrate your competency in the workplace.

## Due Date Accountability

At First Door, we encourage students to be motivated, accountable and focused by setting assessment due dates. Whether your assessment due dates are self-directed on the flexi plan or set by First Door on the structured plan, all assessments are required to be received by First Door on or before due date. If necessary, you are able to request an extension request prior to due date.

## Student Assessment Processes

### Digital Assessment Workbook

The First Door assessment workbook is emailed to each student at the beginning of each unit. The workbook has the required assessment tasks in workplace activities, practical skills and written work.

Wherever possible, the workbook assessment tasks are completed by students as a computer Word document. These are emailed to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au) on or before due date. If a student is unable to submit the workbooks in this format then printed and handwritten workbooks are acceptable, provided they are received at First Door by due date.

### Workplace Assessment

Workplace assessment by your First Door mentor or qualified workplace supervisor establishes that you are demonstrating the required competency in your workplace practice.

## Timely and Constructive Assessment of Student Work

First Door undertakes to return student workbooks and assessment to the student within fourteen days of their receipt. Constructive assessment feedback on your work is provided to guide your progress, and to address any areas that may need to be reviewed then resubmitted.





## Practical and Active Learning

### Start The Course When It Suits You

First Door has rolling enrolment for when it suits you to get started in your course, at any point of the year from February to November. Students start the relevant unit that commences following their enrolment, and their training plan is built from their start date.

### Interactive Workshops With a Practical and Active Learning Focus

Our scheduled workshops relate to each unit within the course and provide active learning experiences. These workshops break down the unit information with interactive and practical activities. We encourage discussions with other educators and shared learning together to discover ways to reflect on and improve your practice.

### Practical Experience: Four Days in Four Centres

During the close of each part of the Early Childhood Education and Care courses, First Door arranges for you to experience a day at another Early Childhood centre that is able to showcase operation relevant to the part of the course. By course completion, you will have experienced four days in four different Early Childhood centres.

### What Will You Learn?

Because First Door seeks quality outcomes for children in Early Childhood, our Nationally Recognised Training is based on the National Quality Framework (NQF) to guide best practice. First Door showcases excellence in Early Childhood, so you will be inspired towards providing quality and professional practice in your role as an educator.

# CHC30113 Certificate III in ECEC Course



## Why Choose the Certificate III in Early Childhood Education and Care?

The Certificate III in Early Childhood Education and Care is Australia's nationally recognised qualification for educators working in Early Childhood and Outside School Hours Care services.

- feel good about themselves and to treat others with care and respect
- feel like they belong - to be connected with others and contribute to their world
- have wellbeing - to manage their feelings, to have friends and to be healthy
- become confident and involved learners
- be able to communicate effectively with others

You will also be empowered to work effectively and positively with children, families and colleagues in an Early Childhood Education and Care setting, using the Early Years Learning Framework to guide practice.

## CHC30113 Certificate III in ECEC Course Structure

The CHC30113 Certificate III in Early Childhood Education and Care course has 18 units. This course is to be completed within two years from enrolment date. Thirteen of these units are able to be credit transferred towards the Diploma of Early Childhood Education and Care course.

**At First Door the 18 units that form the Certificate III in Early Childhood Education and Care course are grouped into four related parts.**

- Part 1: Provide child focused care and education – six units
- Part 2: Support holistic development – five units
- Part 3: Inclusion and diversity – four units
- Part 4: Professional practice – three units

Note: The CHC30113 Certificate III course structure may be subject to change over time. Current details are on [www.firstdoor.com.au](http://www.firstdoor.com.au)





# leadership

## **CHC50113 Diploma of ECEC Course**

### **Why enrol in the Diploma of Early Childhood Education and Care?**

The Diploma of Early Childhood Education and Care is Australia's current, nationally recognised qualification for educators and leaders working in Early Childhood and Outside School Hours Care services.

Completion of this Diploma course prepares you for leadership roles within licensed Early Childhood services and Outside School Hours Care services.

#### **When you partner in this course with First Door you will:**

- learn how to foster and support children's holistic development in the five learning outcomes
- be empowered to work effectively and positively with children, families and colleagues in an Early Childhood Education and Care setting
- be equipped to follow legislation, service policies and use the National Quality Framework to guide your practice
- establish an understanding of inclusive practices including diversity and cultural competence
- be inspired towards continuous improvement
- learn skills to become a leader to inspire quality and professional practice within your team



# CHC50113 Diploma of ECEC Course Structure

Our students are able to complete the Diploma course in one to two years, if they have already completed the Certificate III in ECEC qualification. If you are committed to achieving the course within one year please discuss options for a personal flexi training plan. The full list of units in the Diploma in Early Childhood Education and Care course is to be completed within three years from enrolment date.

We support you throughout the 28 units that form the Diploma of Early Childhood Education and Care course, and group these units into four related parts:

- Part 1: Provide child focused care and education – eight units
- Part 2: Foster and support holistic development – five units
- Part 3: Inclusion and diversity – five units
- Part 4: Leadership and professional practice – ten units

The full course of units for the Diploma of Early Childhood Education and Care is to be completed within three years from enrolment date.

**Please note: Certificate III in Early Childhood Education and Care is not a prerequisite for the Diploma of Early Childhood Education and Care course.**

Note: The CHC50113 Diploma of ECEC course structure may be subject to change over time. Current details are on [www.firstdoor.com.au](http://www.firstdoor.com.au)



# **Graduating & Future Doors**

## **Graduation**

Graduating with First Door is a celebration event not to be missed. The graduation ceremony is held at the end of November each year for graduating students. Each student is able to have up to three guests attend to share this event.

## **University Pathway Options**

Credit towards the following degree programs is available to graduates of the Diploma course. Students must apply for University entry through QTAC.

- Bachelor of Education (Early Childhood)
- Bachelor of Education (Primary)
- Bachelor of Early Childhood Studies
- Bachelor of Social Science

## **How to Enrol with First Door**

We are here to help you throughout the enrolment and study process.

### **Electronic Enrolment Form**

Please download an enrolment form at [www.firstdoor.com.au](http://www.firstdoor.com.au) and email the completed form to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)

### **Paper Enrolment Form**

Alternatively, please complete a printed enrolment form by handwriting and post to: First Door enrolments, 10 Brindabella Court, North Lakes Q 4509.

Please note: All enrolments are subject to a non-refundable \$65 enrolment fee, plus a text book fee of \$110, and the first unit fee on enrolment. Please contact us for additional information.



# Course investment

## Government Funding Options

For current Government funding options, through please see full details on our website [www.firstdoor.com.au](http://www.firstdoor.com.au) or request this information by an email to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)

### **Early Childhood course investment | \$195 per unit**

First Door has a pay as you learn fee payment system where each unit fee must be made prior to starting the unit. An invoice will be emailed one week prior to starting your next unit.

You can arrange a monthly fee payment throughout your course, however unit fees must be current and paid before commencing a new unit within the course.

The investment for each unit of the course includes the cost of: First Door resources, a workshop, personal mentoring, study support and assessment. Upon successful completion of the course students receive a certificate for their nationally accredited qualification and are invited to attend a graduation ceremony.

### **Enrolment Fee | \$65 non-refundable fee**

First Door invests in a thorough enrolment process to understand each student's individual learning needs and to establish the appropriate training program for each student. This fee is non-refundable and also requires the text book fee and first unit fee.

### **Text Book Fee | \$110**

At enrolment, you are required to pay a text book fee. This is your contribution towards the cost of your course text books and theory books provided to you by First Door.

### **Recognition of Prior Learning (RPL) | \$145 per unit**

Please be advised that a RPL unit requires thorough assessment processes, and may require a combination of: completion of a workbook, evidence collection and workplace observation.

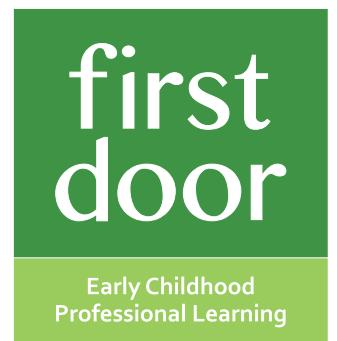
### **Issuing Replacement Certificates | \$10 per certificate**

First Door will issue replacement certificates subject to receipt of a Statutory Declaration, stating previous enrolled name and address and current name and address and the reason for the replacement. The replacement certificate fee covers the cost of postage and handling.

### **Fee Protection and Refunds**

All fees paid in advance are protected. If First Door has to cancel the workshop or the course then a full refund will be given..

If a student provides one week notice to cancel prior to the course starting date, they will receive a full refund less the non-refundable enrolment fee. Cancellations after the course has begun will be dealt with on a case by case basis to ensure that First Door has done everything within its ability to assist the student in completing the course.



# contact us

[www.firstdoor.com.au](http://www.firstdoor.com.au)

E [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)

P 07 3204 4336

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**Nationally Recognised Training**

**RTO Code 40782**

**ACN No 161 108 596**

*Because each child deserves your best*

# Certificate III in Early Childhood Education and Care

## CHC30113 Course Structure and Units

### Part 1: PROVIDE CHILD FOCUSED CARE AND EDUCATION

**CHCECE007 Develop positive and respectful relationships with children**

**CHCECE009 Use an approved learning framework to guide practice**

**CHCECE002 Ensure the health and safety of children**

**CHCECE004 Promote and provide healthy food and drinks**

**CHCECE005 Provide care for babies and toddlers**

**CHCECE003 Provide care for children**

### Part 2: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT

**CHCECE010 Support the holistic development of children in early childhood**

**CHCECE011 Provide experiences to support children's play and learning**

**CHCECE013 Use information about children to inform practice**

**CHCECE012 Support children to connect with their world**

**CHCECE018 Nurture creativity in children**

### Part 3: INCLUSION AND DIVERSITY

**CHCECE020 Establish and implement plans for developing cooperative behaviour**

**CHCPRT001 Identify and respond to children and young people at risk**

**CHCECE001 Develop cultural competence**

**CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety**

### Part 4: PROFESSIONAL PRACTICE

**HLTWHS001 Participate in work health and safety**

**CHCLEG001 Work legally and ethically**

**HLTAID004 Provide an emergency first aid response in an education and care setting**

Note: this unit is completed through achieving a certificate of attainment through an accredited first aid training provider.

## CHC50113 Course Structure and Units

### Part 1: PROVIDE CHILD FOCUSED CARE AND EDUCATION

**CHCECE007 Develop positive and respectful relationships with children**

**CHCECE009 Use an approved learning framework to guide practice**

**CHCECE016 Establish and maintain a safe and healthy environment for children**

**CHCECE002 Ensure the health and safety of children**

**CHCECE026 Work in partnership with families to provide appropriate education and care for children**

**CHCECE004 Promote and provide healthy food and drinks**

**CHCECE005 Provide care for babies and toddlers**

**CHCECE003 Provide care for children**

### Part 2: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT

**CHCECE017 Foster the holistic development and wellbeing of the child in early childhood**

**CHCECE024 Design and implement the curriculum to foster children's learning and development**

**CHCECE023 Analyse information to inform learning**

**CHCECE022 Promote children's agency**

**CHCECE018 Nurture creativity in children**

### Part 3: INCLUSION AND DIVERSITY

**CHCECE021 Implement strategies for the inclusion of all children**

**CHCECE020 Establish and implement plans for developing cooperative behaviour**

**CHCPRT001 Identify and respond to children and young people at risk**

**CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety**

**CHCECE001 Develop cultural competence**

### Part 4: LEADERSHIP AND PROFESSIONAL PRACTICE

**HLTWHS003 Maintain work health and safety**

**CHCECE019 Facilitate compliance in an education and care services**

**CHCLEG001 Work legally and ethically**

**CHCECE025 Embed sustainable practices in service operations**

**HLTAID004 Provide an emergency first aid response in an education and care setting**

Note: this unit is completed through achieving a certificate of attainment through an accredited first aid training provider.

**CHCRPR003 Reflect on and improve own professional practice**

**BSBMGT516 Facilitate continuous improvement**

**BSBLED401A Develop teams and individuals**

**BSBLDR501 Develop and use emotional intelligence**

**TAEDEL404A Mentor in the workplace**