

TRAINEESHIP INFORMATION

First Door is approved as a Pre-qualified supplier to provide Government funded training in **CHC30113 Certificate III in Early Childhood Education and Care**.

There are many benefits to a traineeship pathway, and to partnering with *First Door* to facilitate your training and assessment under a traineeship training contract.

The following information explains some of the obligations of the *Trainee*, *employer* and *First Door* during a traineeship training contract. More information can be found at www.apprenticeshipsinfo.qld.gov.au

At the beginning of the traineeship, the employer must:

- contact an Australian Traineeships Centre (AAC) to arrange the signing of a training contract
- ensure a training contract is signed by the parties by the end of the probationary period
- select a User Choice Pre-qualified Supplier Registered Training Organisation (RTO) in consultation with the Trainee
- negotiate a training plan with the Trainee and the RTO

For the duration of the traineeship the employer must:

- provide, or arrange to provide, the facilities and range of work as specified in the training plan, ensuring your Trainee is adequately supervised by a qualified person
- pay the wages and provide the entitlements specified in the relevant industrial relations instrument
- release the Trainee from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan
- discharge all lawful obligations of an employer, including those relating to workplace health and safety

Existing workers applying for traineeships

An existing worker is an employee who has worked continuously for an employer either full-time for more than three months, or part-time or casual for more than 12 months, immediately prior to entering certain traineeships with that same employer. Trainees cannot be casual workers at the commencement of the training contract.

'Off the job training' with First Door

Training provided by First Door as the Registered Training Organisation is referred to as 'off-the-job training' during the period of the traineeship. Under the requirements of the training contract, all employers must release their Trainee from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan.

Students enrolled with *First Door* are able to attend a **five hour interactive workshop** for each unit of study. The assessment workbook for each unit is based on practical work-based activities and assessment tasks which allow students to practice and understand theory.

First Door also connects each student with an industry experienced and qualified trainer as the student's personal mentor. The mentor is available for study support and to provide workplace mentoring relevant to the current unit of study.

Mentoring meeting and Practical skills assessment

Within suitable workplace locations, First Door provides a **workplace mentoring meeting** for each unit of study.

This meeting allows for:

- assessment of the student's practical skills
- assessment of the student's knowledge and understanding
- assistance with understanding of the current assessment workbook activities
- guidance, inspiration and support for each student

FOR MORE INFORMATION

Please contact us if you would like further information about how *First Door* can assist you in arranging or undertaking a traineeship for the **CHC30113 Certificate III in Early Childhood Education and Care**

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TRAINEESHIP CO-CONTRIBUTION FEES

First Door is an approved Pre-qualified Supplier (PQS) to provide Government funded Apprenticeship training in **CHC50113 Diploma of Early Childhood Education and Care** and traineeship training in **CHC30113 Certificate III in Early Childhood Education and Care**.

As a PQS, First Door receives funding from the Government when an Apprentice or Trainee student successfully completes each unit in the *Early Childhood Education and Care* course.

What are Co-contribution fees?

'The Pre-qualified Supplier Policy 2017-18 for Queensland VET Investment programs' is written by the Queensland Government, Department of Education and Training (DET). This policy states the PQS (First Door) must charge co-contribution fees to Apprentice students and Traineeship students.

Co-contribution fees must be charged to the Trainee at the specified rate of \$1.60 per nominal hour, that the training and assessment experience is expected to take for each unit.

First Door uses the current *Nationally agreed hours*, as stated on *National Centre for Vocational Education Research (NCVER)* website. Please see the next page for the list of nominal hours for each unit.

How much will it cost per unit?

As some units have much higher nominal hours than others, First Door has averaged the nominal hours and set the co-contribution fee at \$85 per unit across all 17 units that First Door facilitates training and assessment within the CHC30113 Certificate III qualification.

How are my student tuition fees charged?

First Door will invoice you \$85 for the tuition fee for each unit one week prior to you starting the next unit, based on your training plan workshop date.

Covers all training and assessment costs

The policy states that the co-contribution fee charged for a qualification must represent the **total cost** to the student, and includes: enrolment charges, tuition fees, material fees and all other costs associated with delivering the training and assessment services towards the qualification. (Pre-qualified Supplier Policy 2017-18, p. 8).

Who can pay my co-contribution fees?

The co-contribution fee can be paid on behalf of the student by an employer or third party unrelated to the PQS (First Door).

The *Pre-qualified Supplier Policy 2017-18* states the fee is not able to be paid or waived by First Door (whether directly or indirectly).

The Policy further states the PQS (First Door) must not refund, waive, return payment, or provide a cash payment, or bonus to any payer of the co-contribution fee (including third parties) or fail to collect the co-contribution fee.

Who is exempt from paying co-contribution fees?

- Year 12 graduate who starts an apprenticeship or traineeship within twelve months of completing Year 12.
- School based trainee or apprentice.
- Using the fee-waiver process at enrolment to disclose that payment of these fees would cause extreme financial hardship.
- Students that have previously completed the exact unit code and Credit Transfer applies.
- Students that are completing the qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.

Who qualifies for partial exemption?

The PQS (First Door) must charge 40% of the student co-contribution fee when:

- The participant was or will be under 17 years of age at the end of February in the year provided with training.
- The participant holds a *Health Care Card* or *Pensioner Concession Card*, or is the partner or a dependent of the person who holds a *Health Care Card* or *Pensioner Concession Card*, and is named on the card.
- The participant is an *Aboriginal or Torres Strait Islander person*. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

For full information please see the User Choice 2017-20 Policy, page 17 at <https://training.qld.gov.au/site/providers/Documents/pqs/bec/ome/user-choice-policy.pdf>

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Overview of CHC30113 units and nominal hours

PART 1: PROVIDE CHILD FOCUSED PRACTICE	Nominal hours
CHCECE007 Develop positive and respectful relationships with children	70
CHCECE009 Use an approved learning framework to guide practice	70
CHCECE002 Ensure the health and safety of children	63
CHCECE004 Promote and provide healthy food and drinks	35
CHCECE005 Provide care for babies and toddlers	60
CHCECE003 Provide care for children	70
PART 2: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT	
CHCECE010 Support the holistic development of children in early childhood	70
CHCECE013 Use information about children to inform practice	40
CHCECE011 Provide experiences to support children's play and learning	40
CHCECE012 Support children to connect with their world	40
CHCECE018 Nurture creativity in children	80
PART 3: INCLUSION AND DIVERSITY	
CHCECE020 Establish and implement plans for developing cooperative behaviour	50
CHCECE001 Develop cultural competence	70
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCPRT001 Identify and respond to children and young people at risk	40
PART 4: PROFESSIONAL PRACTICE	
HLTWHS001 Participate in work health and safety	20
CHCLEG001 Work legally and ethically	55
TOTAL NOMINAL HOURS CHC30113 Certificate III in ECEC for 17 units facilitated by First Door	898
Average nominal hours per unit	53
Co-contribution fee charged at \$1.60 per nominal hour per unit	\$85

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

Students require a statement of attainment in this unit through an accredited first aid training provider

Nominal hours are the listed Nationally agreed hours, revised on 27/06/2017, as listed in NCVER website

https://www.ncver.edu.au/_data/assets/file/0025/56446/Nationally-agreed-hours-revised-27-June-2017.txt

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