

# COURSE GUIDE

Certificate III in Early Childhood Education and Care  
CHC30113



*“A teacher affects eternity;  
he can never tell  
where his influence stops.”  
Henry Adams*



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# Empower your career in Early Childhood

Congratulations on choosing a career that is able to enrich and touch children's lives. Your career in Early Childhood has the ability to positively influence individuals, families and our society. The Certificate III in Early Childhood Education and Care is the first step into the Early Childhood industry.

## Career Opportunities

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The Certificate III in Early Childhood Education and Care equips students with the practical skills and knowledge to work as an educator in early childhood centres and Outside School Hours Care services.

Thirteen of the eighteen units from the Certificate III in Early Childhood Education and Care contribute to First Door's course of 28 units for the CHC50113 Diploma of Early Childhood Education and Care course. Completion of the Diploma course prepares you for leadership roles within early childhood centres and Outside School Hours Care services.

## What will you learn?

The Early Childhood National Quality Framework (NQF) is at the heart of our course content, and therefore student's learning encompasses the NQF.

### **Students studying the Certificate III in Early Childhood Education and Care with First Door will:**

- establish knowledge and practical skills required for best practice in Early Childhood, using the National Quality Framework.
- learn how to support children's holistic development.
- 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 meet the National Quality Standards.
- establish an understanding of inclusive practices including diversity and cultural competence.
- be inspired towards delivering quality and professional practice.



# Entry requirements

## To enrol in this Certificate III course with First Door, you will need to:

- be currently employed in a registered Early Childhood centre.
- 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 (PC or Mac) with Internet access
- a scanner and printer
- Adobe Flash Player 7 and Adobe Acrobat Reader
- Microsoft Word 97 or later (for PC)

# Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit towards a qualification in recognition of skills and knowledge gained through formal or informal training, work and/or life experience. RPL is offered to any student who can provide the required evidence of competency for the units offered within the Certificate III in Early Childhood Education and Care qualification.

During the enrolment process, a student may choose to complete a RPL checklist to determine if they are eligible for RPL. Following this, a RPL meeting is held between the student and First Door to discuss the prior learning evidence and the RPL process before the student commences a training plan. To receive RPL for a unit requires thorough assessment processes to ensure the student is competent in all elements of the course unit. To display RPL competency, students may need to: collect and provide evidence, complete a workbook and/or be observed in the workplace. For additional information relating to RPL for this course, please contact: First Door RPL Coordinator, phone: 3103 2336 or email: [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)



# Course curriculum

The Certificate III in Early Childhood Education and Care, CHC30113 was released in July 2013 and has superseded the Certificate III of Children's Services. The Certificate III in Early Childhood Education and Care is Australia's updated, nationally recognised and accredited qualification for educators and leaders working in Early Childhood and Outside School Hours Education and Care services.

The CHC30113 Certificate III in Early Childhood Education and Care is comprised of 18 units. This course is to be completed within two years from enrolment date. 13 of these units are able to be credit transferred towards 13 of the 28 units in the Diploma of Early Childhood Education and Care course.

## Four part course structure

**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
- Part 2: Foster and support holistic development
- Part 3: Inclusion and diversity
- Part 4: Professional practice

**Please note:** Unit HLTAID004 *Provide an emergency first aid response in an education and care setting* is to be completed through an accredited first aid training provider. You will need to provide your First Door assessor with your certificate of attainment for this unit to complete the Certificate III course. First Door therefore provides training and assessment for 17 of the 18 units required for the Certificate III in Early Childhood Education and Care course.

## Practical experience: four days in four centres

During the close of each part of the course, First Door arranges for each student 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, each student will have experienced four days in four different Early Childhood centres.



## Certificate III in Early Childhood Education and Care CHC30113 course structure and units

| <b>Part 1: PROVIDE CHILD FOCUSED CARE AND EDUCATION</b> |  |
|---|--|
| CHCECE007   | <b>Develop positive and respectful relationships with children</b>   |
| CHCECE002   | <b>Ensure the health and safety of children</b>  |
| CHCECE004   | <b>Promote and provide healthy food and drinks</b>   |
| CHCECE005   | <b>Provide care for babies and toddlers</b>  |
| CHCECE003   | <b>Provide care for children</b>   |
| <b>Part 2: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT</b>  |  |
| CHCECE010   | <b>Support the holistic development of children in early childhood</b>   |
| CHCECE011   | <b>Provide experiences to support children's play and learning</b>   |
| CHCECE013   | <b>Use information about children to inform practice</b>   |
| CHCECE012   | <b>Support children to connect with their world</b>  |
| CHCECE018   | <b>Nurture creativity in children</b>  |
| <b>Part 3: INCLUSION AND DIVERSITY</b>                  |  |
| CHCECE020   | <b>Establish and implement plans for developing cooperative behaviour</b>  |
| CHCPRT001   | <b>Identify and respond to children and young people at risk</b>   |
| CHCDIV002   | <b>Promote Aboriginal and/or Torres Strait Islander cultural safety</b>  |
| CHCECE001   | <b>Develop cultural competence</b>   |
| <b>Part 4: PROFESSIONAL PRACTICE</b>                    |  |
| CHCECE009   | <b>Use an approved learning framework to guide practice</b>  |
| HLTWHS001   | <b>Participate in work health and safety</b>   |
| CHCLEG001   | <b>Work legally and ethically</b>  |
| HLTAID004   | Note: this unit is completed through achieving a certificate of attainment through an accredited first aid training provider.<br><b>Provide an emergency first aid response in an education and care setting</b> |

For full information on the unit information relating to the Certificate III in Early Childhood and Care qualification see website <http://training.gov.au/Training/Details/CHC30113>, then click the unit hyperlink and download the document (Word or PDF).

# Training Plans

You will have two years to complete your Certificate III in Early Childhood Education and Care course from your enrolment date. We have a continual intake of students on this basis throughout the year.

First Door consults with students to establish the best training plan to suit their individual needs and enable successful completion of the course. Following the enrolment process, First Door offers students either a Flexi or Structured training plan.

First Door provides full training and assessment for all units in the Certificate III CHC30113 course, except for the unit *HLTAID004: Provide an emergency first aid response in an education and care setting*. A credit is processed for this unit of competency when the student achieves a certificate of attainment through an accredited first aid training provider in this unit.

## Flexi training plan

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The Flexi plan suits students that are eligible to RPL several course unit/s, are highly self-motivated and need 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 follows the four part course structure, excluding any RPL units.

The student's monthly meeting with the student's 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. Flexi students are encouraged to attend at least 10 of the 17 workshops provided for this course.

## Structured training plan

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### **Monthly timetable**

The structured plan provides students with a monthly timetable to work through a course unit each month from February to November. Our structured plan allows for the 18 units to be completed within two years combining part time study and work experience. Studying using this plan also allows for RPL, and assists students to stay focused and motivated.

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

# Assessment

## Workplace assessment

Throughout the course units of study you will need to organise and complete various meaningful workplace activities and assessments as outlined in your unit workbook. **Workplace activities and assessments must be completed in a registered Early Childhood centre.** These experiences enable you to practice the theory learnt 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. Assessment is accepted no later than 4pm on due date** unless an extension request is received and accepted.

## Student assessment processes

First Door undertakes to make assessment questions and activities relevant to the student's workplace experiences to provide the student with authentic learning and meaningful assessment. For this purpose, First Door has designed a **Workplace activities and assessment workbook** for each unit of study.

### Digital assessment workbook

The First Door assessment workbook is emailed to each student at the beginning of each unit. The workbook contains the required unit assessment tasks in both workplace activities and written work. Wherever possible the workbook assessment tasks are completed by students as a computer document and emailed to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au). If a student is unable to submit the workbooks in this format then printed and handwritten workbooks are acceptable, provided they are received by post at First Door by due date.

### Printable workbook pages to record workplace experiences and activities

A couple of pages in each workbook will be marked as print pages and are required to be printed for workplace assessment. Workplace assessment by your First Door mentor or workplace supervisor establishes that you are demonstrating the required competency in your workplace practice.

## Timely and constructive assessment of student work

Assessment is the process of gathering evidence to determine the competency of each student based on the National accredited training requirements. First Door undertakes to return student workbooks and assessment to the student **within fourteen days of their receipt**. Constructive assessment feedback is provided to guide a student on their progress and address any areas of difficulty.



# Our approach at First Door

We connect students to:

- best workplace practice and experiences to practice theory.
- meaningful information to gain knowledge, and to conversations to explore knowledge.
- a personal industry experienced mentor.

The student's success and active engagement is achieved through:

- mentoring and study support to inspire and support students.
- engaging learning resources and environments.
- providing options and support to suit each student's needs in flexi or structured courses.
- industry relevant and interactive learning through workshops.

## Engaging resources and environments

We are committed to ensuring our learning resources are relevant and meaningful, combining your learning with real work experiences. First Door prepares unique student assessment workbooks for each unit to ensure students are undertaking practical work-based activities and assessment tasks. Our website [www.firstdoor.com.au](http://www.firstdoor.com.au) contains a link to various resources that will extend your learning and understanding of theory.

## Connecting people, resources and learning

### **Interactive workshops with a practical and active learning focus**

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

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

Connect with First Door's social media community on Facebook, Twitter and Pinterest to receive inspirational updates on play ideas and all things related to being an educator.



# Your personal mentor

## Study Support

You have access to student study support to assist in understanding the information in the theory book, workbook or assessments. 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. If your personal mentor is unavailable by phone they will return your call that same day.



## Workplace mentoring

First Door undertakes to provide an arranged monthly workplace mentoring meeting to each student within First Door's operational locations. The First Door mentor is both industry experienced and a qualified trainer.

### Your monthly mentoring meeting provides:

- review of your previous assessment and feedback.
- up to thirty minutes of related workplace practice observation and assessment.
- constructive work practice feedback.
- assistance with understanding of the current workbook and assessment activities.
- guidance, inspiration and student support.

Where workplace mentoring is not possible, due to the location of the centre, then a monthly Skype or Facetime meeting is arranged between student and mentor. In addition the mentor will liaise with the student's workplace supervisor/manager/director to establish workplace mentoring and assessment systems for the student.

# Course investment

## Fee payment

Students studying with the flexi plan are more likely to pay by nominated regular instalments and students studying with the structured plan usually pay per unit on the 28<sup>th</sup> of the month. Fee payments to First Door Training and Development Pty. Ltd. can be made in two ways.

1. Regular Instalments of a nominated amount in advance across the scheduled course time. **OR**
2. Payment per unit prior to the commencement of each unit and within the agreed course timeframe, over a maximum of three years.

## Unit and course investment

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.

**Unit cost: \$195 per unit.** Full course cost: \$3,315 for 17 units in total

## 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 includes a First Door water bottle.

## 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. We guarantee the company's sound financial position and safeguard all payments made in advance until the student's successful conclusion of units to the value of the advanced payment. If First Door has to cancel the course a full refund will be given, including all administration fees.

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

# Graduating and future doors

## Graduation

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

## Future study options

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Thirteen of the eighteen units from the Certificate III in Early Childhood Education and Care contribute to First Door's course of 28 units for the CHC50113 Diploma of Early Childhood Education and Care course. Completion of the Diploma course prepares you for leadership roles within early childhood centres and Outside School Hours Care services.

## How to enrol

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 complete this using MS word. Email the saved document 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, 14 Page Street, North Lakes Q 4509.

**Please note:** All enrolments are subject to a non-refundable \$65 enrolment fee, plus payment of \$195 for the first course unit. The total of \$260 is payable on enrolment.

**Please contact us for additional information by phone 3103 2336 or email [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)**

