

TRAINEESHIP INFORMATION

First Door is approved as a Skills Assure supplier to provide Government subsidised training in **CHC30121 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 *apprentice*, *employer* and *First Door* during an apprenticeship training contract.

More information can be found at

<https://www.qld.gov.au/education/apprenticeships/school-based>

Free Apprenticeships for Under 25s

Free apprenticeships for under 25s funding covers the cost of training for apprentices and trainees who commence or are undertaking this priority Early Childhood Education and Care qualification between 1 January 2021 and 30 June 2025.

Traineeship employer responsibilities

At the beginning of the traineeship, the employer must:

- have an employment contract in place for a minimum of 15 hours per week, OR
- school based trainees are required to be employed for a minimum of 750 hours to complete this qualification
- arrange the signing of a training contract with an Australian Apprenticeships Centre
- select a Skills Assure Supplier, Registered Training Organisation (RTO) in consultation with the apprentice, e.g. First Door
- 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 apprentice is adequately supervised by a qualified person
- pay the wages and provide the entitlements specified in the relevant award
- release the apprentice 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 can apply 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 a traineeship with that same employer. Trainees cannot be casual workers at the commencement of the training contract.

Traineeship incentive payments:

As from 1 July 2024, incentive payments are paid to both employers and trainees, being \$5,000 for full time trainees and \$2,500 for part time trainees. These payments are paid over 2 years to trainees and over one year to employers. [See our website](#) for full information.

'Off the job training' with First Door

Training provided by *First Door* as the RTO is referred to as 'off-the-job training' during the period of the apprenticeship. Under the requirements of the training contract, all employers must release their apprentices from work and pay the appropriate wages to participate in off-the-job training.

Students enrolled with *First Door* are provided with an online course for each unit, with access to unit resources.

The assessment workbook for each unit is based on practical work-based activities and assessment tasks which allow students to put their learning into practice.

Each First Door student has an Early Childhood qualified and experienced trainer as a **personal mentor**. The mentor is available to the apprentice for study support, and to provide a mentoring meeting to guide the apprentice and for knowledge and practical skills assessment for each unit.

PLEASE CONTACT US FOR MORE INFORMATION



CHC30121 TRAINEESHIP Co-contribution fees

First Door is an approved Skills Assure Supplier (SAS) to provide Government funded Traineeship training in the current **CHC30121 Certificate III in Early Childhood Education and Care, and** Apprenticeship training in **CHC50121 Diploma of Early Childhood Education and Care.**

As a SAS, 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 'User Choice Policy' for funded training to apprentices and trainees is written by the Queensland Government, Department of Employment, Small Business and Training. This policy states the SAS (First Door) must charge co-contribution fees to Apprentice students and Traineeship students, unless they are exempt, e.g. they qualify for:

- **School based trainee**
- **Free apprenticeships for under 25s**

Co-contribution fee charging

How much are the fees and course cost?

Co-contribution fees must be charged at the specified rate of \$1.60 per nominal hour, that the training and assessment experience is expected to take for each unit. Please see the next page for the list of nominal hours for each unit, in the CHC30121 Certificate III in ECEC course.

The total CHC30121 course cost with First Door for all 17 units is \$1,980.80

How are the Co-contribution fees charged?

Unless the student is exempt, First Door will arrange a fee payment arrangement with either the trainee or the employer, e.g., by monthly direct payment plan.

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.

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 SAS (First Door).

The *User Choice Policy* states the fee is not able to be paid or waived by First Door (whether directly or indirectly).

The Policy further states the SAS (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.

Fee exemptions

Who is exempt from paying co-contribution fees?

- Apprentices or trainees *under 25 years*.
- *School based trainees or apprentices.*
- 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.

Who qualifies for partial exemption?

The SAS (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 enrolment form.



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Early Childhood
Professional Learning

CHC30121 Certificate 3 in ECEC units & nominal hours

Part 1: NURTURE WELLBEING & PROTECT SAFETY	Nominal hours	Fee payable
HLTWHS001 Participate in workplace health and safety	20	\$32
CHCPRT001 Identify and respond to children and young people at risk	40	\$64
CHCECE031 Support children's health, safety and wellbeing	160	\$256
HLTAID012 (certificate from registered first aid training provider for credit transfer*) Provide First Aid in an education and care setting	22	\$35.20
Part 2: CHILD FOCUSED PRACTICE		
CHCECE033 Develop positive and respectful relationships with children	100	\$160
CHCECE034 Use an approved learning framework to guide practice	80	\$128
CHCECE032 Nurture babies and toddlers	108	\$172.80
CHCECE038 Observe children to inform practice	40	\$64
Part 3: SUPPORT CHILDREN'S LEARNING, DEVELOPMENT & CONNECTION		
CHCECE035 Support the holistic learning and development of children	100	\$160
CHCECE036 Provide experiences to support children's play and learning	75	\$120
CHCECE043 Nurture creativity in children	80	\$128
CHCECE037 Support children to connect with the natural environment	50	\$80
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander Peoples cultures	55	\$88
CHCECE030 Support inclusion and diversity	63	\$100.80
Part 4: DEVELOP PROFESSIONAL PRACTICE		
CHCECE055 Meet legal and ethical obligations in children's education and care	60	\$96
CHCECE056 Work effectively in children's education and care	65	\$104
CHCPRP003 Reflect on and improve own professional practice	120	\$192
TOTAL NOMINAL HOURS CHC30121 Certificate III in ECEC for 17 units: 1238 hours		
Total CHC30121 course co-contribution fee - charged at \$1.60 per nominal hour		\$1,980.80
Total CHC30121 course co-contribution fee - charge for partial exemption at 40%		\$792.32

***HLTAID012 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.

Note: First Door reimburses the cost of the first aid unit fee once the credit transfer has been completed. Please retain your invoice and receipt to forward to First Door.

Nominal hours are the listed Nationally agreed hours, updated May 2022, as listed in NCVER website <https://www.ncver.edu.au/rto-hub/statistical-standard-software/nationally-agreed-nominal-hours>

