

APPRENTICESHIP INFORMATION

First Door is approved as a Skills Assure supplier to provide Government subsidised training in **CHC50121 Diploma of Early Childhood Education and Care**.

There are many benefits to an apprenticeship pathway, and to partnering with *First Door* to facilitate your training and assessment under an apprenticeship 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://desbt.qld.gov.au/training/apprentices>

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.

Apprenticeship employer responsibilities

At the beginning of the apprenticeship, the employer must:

- have an employment contract in place for a minimum of 15 hours per week
- 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 apprentice and the RTO

For the duration of the apprenticeship 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 apprenticeships

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 an apprenticeship with that same employer. Apprentices cannot be casual workers at the commencement of the training contract.

Apprenticeship incentive payments:

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

'Off the job training' with First Door

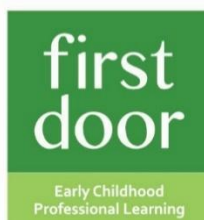
Training provided by *First Door* as the RTO is referred to as 'off-the-job training' during the period of the apprenticeship. Under the requirements of the training contract, all employers must release their apprentices from work and pay the appropriate wages to participate in off-the-job training.

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



APPRENTICESHIP student contribution fees

First Door is an approved Skills Assure Supplier (SAS) to provide Government funded Apprenticeship training in the current **CHC50121 Diploma of Early Childhood Education and Care**, and traineeship training in *CHC30121 Certificate III in 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 or apprentice**
- **Free apprenticeships for under 25s**

Co-contribution fee charging

How much are the fees and course cost?

Co-contribution fees must be charged to the Apprentice 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 CHC50121 Diploma of ECEC course.

The total CHC50121 course cost for all 15 units with First Door is \$2,044.80

How are the Co-contribution fees charged?

Unless the student is exempt, First Door will arrange an agreed payment plan, e.g., by monthly direct payment, with either the apprentice or the employer.

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

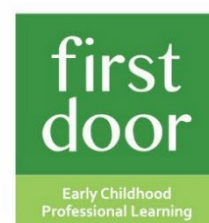
Who is exempt from paying co-contribution fees?

- 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.



List of CHC50121 Diploma of ECEC course units and nominal hours for fee calculation

The listed **nominal hours** represent the anticipated hours of supervised learning and/or training considered necessary to complete each of the 15 units in this Diploma course.

PART 1: EMOTIONAL INTELLIGENCE, BEHAVIOUR & REFLECTIVE PRACTICE	Nominal hours	Fee payable
BSBPEF502 Develop and use emotional intelligence	60	\$96
CHCECE045 Foster positive and respectful interactions and behaviour in children	60	\$96
CHCPRP003 Reflect on and improve own professional practice	120	\$192
Part 2: FOSTER CHILDREN'S HOLISTIC LEARNING & DEVELOPMENT		
CHCECE042 Foster holistic early childhood learning, development and wellbeing	200	\$320
CHCECE043 Nurture creativity in children	80	\$128
CHCECE048 Plan and implement children's education and care curriculum	180	\$288
CHCECE047 Analyse information to inform learning	75	\$120
Part 3: PARTNERSHIPS, INCLUSION & SAFETY		
CHCECE050 Work in partnership with children's families	70	\$112
CHCECE046 Implement strategies for the inclusion of all children	65	\$104
CHCECE041 Maintain a safe and healthy environment for children	55	\$88
PART 4: LEADERSHIP DEVELOPMENT		
CHCECE049 Embed environmental responsibility in service operations	73	\$116.80
CHCECE044 Facilitate compliance in an education and care service	110	\$176
BSBTWK502 Manage team effectiveness	60	\$96
BSBHRM413 Support the learning and development of teams and individuals	40	\$64
TAEDEL414 Mentor in the workplace	30	\$48
TOTAL NOMINAL HOURS CHC50121 Diploma of ECEC for 15 units facilitated by First Door: 1278 hours		
Total CHC50121 course co-contribution fee - charged at \$1.60 per nominal hour		\$2,044.80
Total CHC50121 course co-contribution fee partial exemption – charged at 40%		\$817.92

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>

