

first  
door

Early Childhood  
Professional Learning

# Educators Course Guide

Ongoing Learning Courses  
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*



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# 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

We believe each child deserves your best, because Early Childhood educators contribute to children's most important years of learning. Our team partners with you, to make a positive difference in the lives of each child and their family. Congratulations on choosing First Door and a career full of rewarding opportunities.

### 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 creating joyful childhoods for children, and bringing joy into your role.
3. **INSPIRE:** We are inspired to be our best to inspire others to flourish.
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 advocate for children to have a 'natural childhood', with play-based and authentic learning experiences.



## First Door Online Courses 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 has created online courses to open up new perspectives, reflect on your practice and explore new ideas and strategies to keep building your professional knowledge and practice. Our online courses showcase centres that have been rated Excellent by ACECQA or exceeding the National Quality Standard, to inspire you with a vision of providing higher quality education and care for children.

Join with hundreds of other inspired educators to learn where best suits you, and revisit the course content at your own pace. Online courses with First Door are also available as Team eLearning packages, to engage your whole team in shared professional learning and conversations.

### Online course options

- Behaviour Rethink for educators
- Children at risk: knowing the signs and what to do
- Transforming Pedagogy: for authentic learning
- Flourish as an Educational Leader

See [www.firstdoor.com.au](http://www.firstdoor.com.au) for full details of all online course options and to register



## Nationally Recognised Training

### Open Up 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 practice 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 resources and experiences through eLearning
- 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

We are committed to providing you with a learning experience and resources that inspire you to become your professional best, so that you can make a positive impact in the lives of the next generation. With First Door we bring your learning to life with practical examples and experiences, and interactions with other educators.

### **Interactive Zoom workshops to support your professional learning**

Join with other students for inspiration, shared learning and conversations. These workshops break down the unit content and we discuss the assessment case study/tasks together.

### **Flexible access to online resources**

You are provided access to a wealth of helpful and inspiring resources, e.g. videos, tutorials, assessment guides and online courses. You have flexible access to these resources to use when and where suits you, so you can work at your own pace and revisit as often as you like.

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

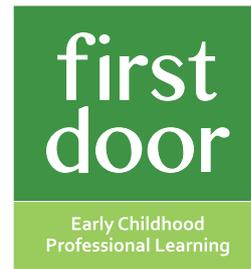
Connect with First Door's social media community on Facebook, Instagram, Pinterest and YouTube to receive updates on current information related to being an inspired educator, and for creating rich environments and play provocations for children's learning.



# Skills Assure subsidised training



Proud to be a Queensland Government subsidised training provider



By choosing First Door, as a Skills Assure provider, you will gain skills that are valued by the Early Childhood profession. We support your capability, knowledge and confidence to develop as you progress through the course. Your growth leads to professionalism for employment and career opportunities.

First Door facilitates Queensland Government subsidised training, throughout Queensland. This means eligible students can study for free, or for as little as \$10 or \$25 per unit.

First Door provides students with a 'pay as you study' monthly payment plan, using an automatic payment system linked to your nominated debit or credit card.

## Subsidised Funding Options



**CERTIFICATE 3 IN EARLY CHILDHOOD EDUCATION AND CARE**

- Certificate 3 Guarantee
- Fee-free training for Year 12 graduates
- Back to work: Boost funding
- Traineeships

Contact us for more details about the eligibility criteria.



**DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE**

- Higher Level Skills
- Back to work: Boost funding
- Apprenticeships

Contact us for more details about the eligibility criteria.

# 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
- To enrol in the CHC50121 Diploma of ECEC you need to hold the CHC30113 or CHC30121 Certificate III in ECEC

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 assessment tool 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 two 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 course structure to allow relevant progression of professional learning.

### Structured Training Plan

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

One unit is completed each month on a monthly cycle starting with receiving access to the new unit's resources. A mentoring meeting with your First Door mentor occurs mid-month and the assessment workbook is due at the end of each monthly cycle.



## Your Personal Mentor

### Regular Mentoring Meetings

You will have a mentoring meeting with your mentor to discuss each current unit, within specific workplace locations. Meetings are arranged by Zoom or phone as relevant, and if you are out of these locations. Your First Door mentor is Early Childhood qualified and well-experienced within the profession, and is dedicated to supporting you to be your professional best.

### 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

Your assessment workbook for each unit is accessed through your eLearning portal at the beginning of each unit. The workbook has the required assessment tasks in workplace activities, practical skills and written work.

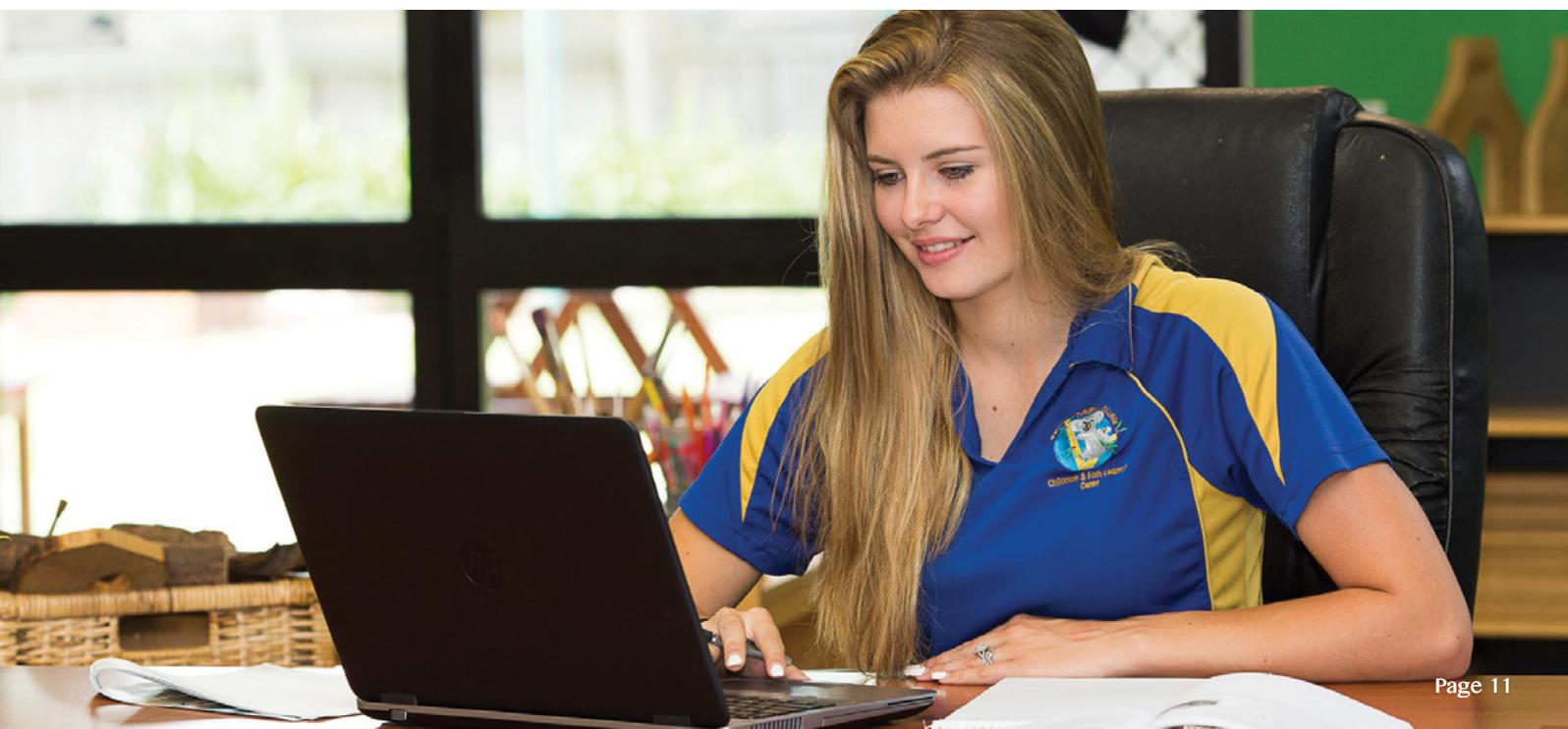
Wherever possible, the workbook assessment tasks are completed by students as a computer Word document. These are emailed to [assessment@firstdoor.com.au](mailto:assessment@firstdoor.com.au) on or before due date. If a student is unable to submit the workbooks in this format then printed and handwritten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

### Mentoring Meeting

A professional conversation and practical skills assessment is arranged with your First Door mentor. This meeting establishes that you are demonstrating the required competency in your workplace practice and the required knowledge.

## 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. Students start the relevant unit that commences following their enrolment, and their training plan is built from their start date.

### Interactive zoom workshops for students with a practical and active learning focus

Our scheduled Zoom workshops provide conversations with other students/educators about key unit content and assessment case study. These workshops break down the unit information with interactive conversations. We encourage discussions with other educators and shared learning together to discover ways to reflect on and improve your practice.

### 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.

# Certificate III in Early Childhood Education and Care Course



## Why Choose the Certificate III in ECEC?

The Certificate III in Early Childhood Education and Care is Australia's **nationally recognised qualification** for educators to work in Early Childhood and Outside School Hours Care services. Enrolling in this course and making steady progress towards completing this qualification enables students to be **employed as an Early Childhood Educator**.

**You will become a valued educator that is able to support children to:**

- 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.

### **Career Progression: Certificate III in ECEC is your first step!**

The CHC30121 Certificate III in ECEC qualification (or previous CHC30113 qualification) is an entry requirement to complete the CHC50121 Diploma of Early Childhood Education and Care qualification.

## CHC30121 Certificate III in ECEC Course Duration and Structure

The 17 units in the CHC30121 course are generally completed within one to two years combining part-time study with work placement, or with part-time or full-time employment as an educator.

First Door supports professional learning and skill development through the course duration.

The course units are grouped in four related parts:

- Part 1: Nurture wellbeing & protect safety - 4 units
- Part 2: Child focused practice - 4 units
- Part 3: Support children's learning, development & connection - 6 units
- Part 4: Develop professional practice - 3 units

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





## Diploma of Early Childhood Education and Care course



### Why enrol in the Diploma of ECEC?

Completing this Diploma course with First Door prepares you to be a valued and confident lead educator, and supports your career in Early Childhood leadership roles. The CHC50121 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.

Becoming Diploma qualified with First Door means you will become knowledgeable and skilled in:

- fostering children's strong foundations for success in life by supporting their holistic development in the five learning outcomes
- facilitating meaningful and respectful interactions in relationships and the environment, and supporting play-based learning
- using inclusive practices and forming respectful relationships with children, families and colleagues in an Early Childhood Education and Care setting
- using latest research and theoretical perspectives with the National Quality Framework to guide your practice
- leadership to inspire quality and professional practice within your team

### Entry requirement for CHC50121 Diploma of ECEC

To enrol in the current CHC50121 Diploma of Early Childhood Education and Care, there is an entry requirement to hold the CHC30113 or CHC30121 Certificate III in Early Childhood Education and Care qualification.

## CHC50121 Diploma of ECEC course structure

We support your professional learning and practical skill development throughout the 15 units that form the Diploma of Early Childhood Education and Care course. These course units are grouped into four related parts:

- Part 1: Emotional intelligence, behaviour & reflective practice - three units
- Part 2: Foster children's holistic learning & development - four units
- Part 3: Partnership, inclusion & safety - three units
- Part 4: Leadership development - five 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.

**Note:** The new CHC50121 Diploma of ECEC course was published by [www.training.gov.au](http://www.training.gov.au) in July 2021. The course structure may be subject to change over time. Current course details are on [www.firstdoor.com.au](http://www.firstdoor.com.au)

## CHC50121 Diploma of ECEC course duration

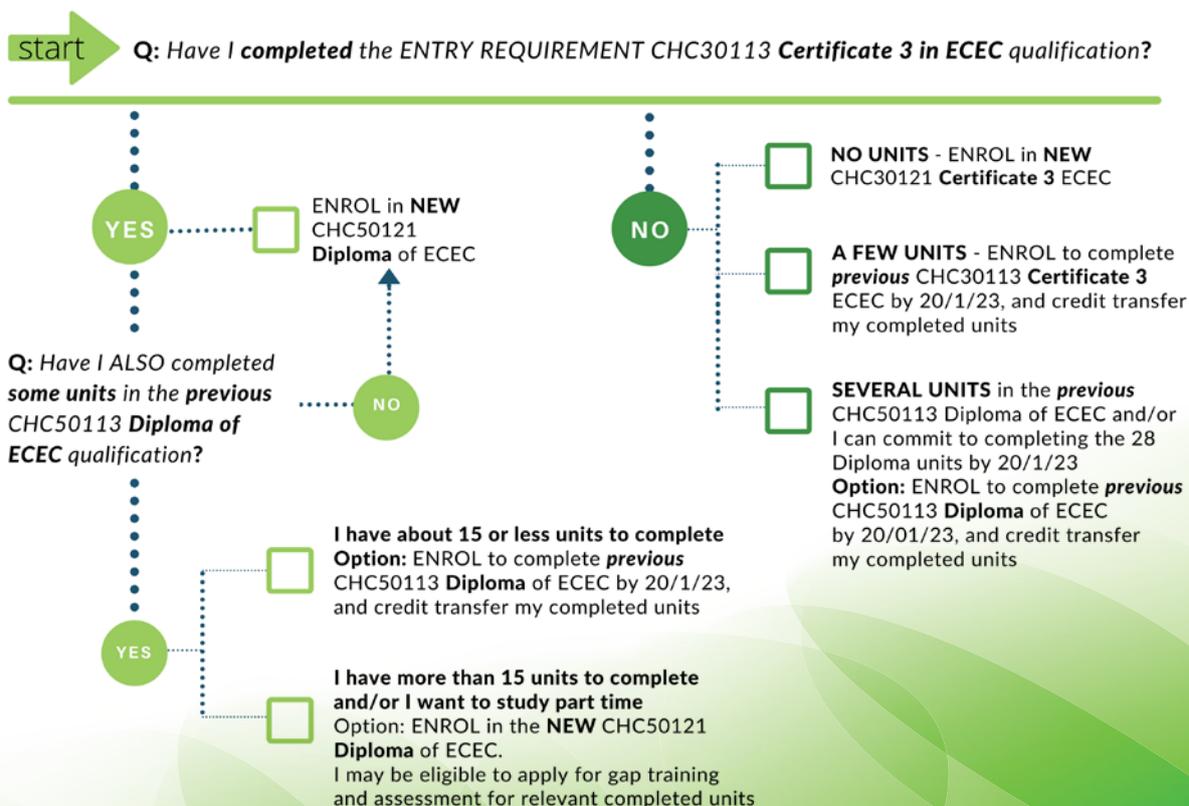
The CHC50121 Diploma course duration is generally 12 -18 months, for students combining full time work and part time study. If you would like to complete this course full time, or in a shorter time frame, please discuss options for a full time or flexi training plan. The CHC50121 Diploma of Early Childhood Education and Care qualification is to be completed within two years from enrolment date.

### Superseded CHC50113 Diploma of ECEC: Enrolment criteria and teach out period

Certificate III in Early Childhood Education and Care is NOT an entry requirement to enrol in the previous CHC50113 Diploma of Education and Care course. However, the previous CHC50113 Diploma course is currently in its teach out phase. Students that have completed units in the CHC30113 or CHC50113 course are able to enrol to complete this superseded CHC50113 qualification, providing they can complete the 28 units in this course by January 2023. Please use the guide below and contact us to discuss your eligibility for this option.

### NEW CHC50121 Diploma of Early Childhood Education and Care (ECEC)

**ENTRY REQUIREMENT:** is to hold CHC30121 or CHC30113 Certificate 3 in ECEC qualification



# 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 with two enrolment options:

### 1. Online Enrolment Form

Please complete the online course enrolment form at [www.firstdoor.com.au](http://www.firstdoor.com.au)

### 2. Printable Enrolment Form

You can download the relevant course enrolment form at [www.firstdoor.com.au/career-qualification/enrol](http://www.firstdoor.com.au/career-qualification/enrol)  
Please complete the printable enrolment form by hand and email to [admin@firstdoor.com.au](mailto:admin@firstdoor.com.au)

**Please contact us for additional information.**



# Course investment

## Government Funding Options

For current Government funding options, 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 | \$230 per unit

- First Door has a monthly pay as you learn fee payment system. Your monthly payment plan is organised during your enrolment process.
- Your student fees payment plan is to be maintained as per your signed agreement to avoid any default of course fees.
- The investment for each unit of the course includes the cost of: resources, 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 | \$175 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 enrolment fee is non-refundable. Government funded students are not required to pay an enrolment fee.

### Recognition of Prior Learning (RPL) | \$185 per unit

Please be advised that there is a 7 step RPL assessment process. Each unit requires thorough assessment processes and requires a combination of e.g: completion of an RPL assessment tool, evidence collection, workplace observation and/or workplace supervisor's report.

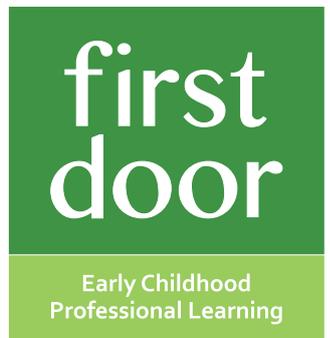
### Issuing Replacement Certificates | \$20 per certificate

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

Please refer to our Fees policy for full information. 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.

Note: Fees are subject to change. For current fees please see our website [www.firstdoor.com.au](http://www.firstdoor.com.au)



# contact us

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Follow Us



**Nationally Recognised Training**

**RTO Code 40782**

**ACN No 161 108 596**

*Because each child deserves your best*

<b>Part 1: NURTURE WELLBEING &amp; PROTECT SAFETY</b>
<b>HLTWHS001 Participate in work place health and safety</b>
<b>CHCECE03 1 Support children’s health, safety and wellbeing</b>
<b>CHCPRT001 Identify and respond to children and young people at risk</b>
<b>HLTAID012 Provide First Aid in an education and care setting</b>
Note: this unit is completed through achieving a certificate of attainment through an accredited first aid training provider
<b>Part 2: CHILD FOCUSED PRACTICE</b>
<b>CHCECE033 Develop positive and respectful relationships with children</b>
<b>CHCECE034 Use an approved learning framework to guide practice</b>
<b>CHCECE032 Nurture babies and toddlers</b>
<b>CHCECE038 Observe children to inform practice</b>
<b>Part 3: SUPPORT CHILDREN’S LEARNING, DEVELOPMENT &amp; CONNECTION</b>
<b>CHCECE035 Support the holistic learning and development of children</b>
<b>CHCECE036 Provide experiences to support children’s play and learning</b>
<b>CHCECE043 Nurture creativity in children</b>
<b>CHCECE037 Support children to connect with the natural environment</b>
<b>CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples’ cultures</b>
<b>CHCECE030 Support inclusion and diversity</b>
<b>Part 4: DEVELOP PROFESSIONAL PRACTICE</b>
<b>CHCECE055 Meet legal and ethical obligations in children’s education and care</b>
<b>CHCECE056 Work effectively in children’s education and care</b>
<b>CHCRPR003 Reflect on and improve own professional practice</b>

<b>Part 1: EMOTIONAL INTELLIGENCE, BEHAVIOUR &amp; REFLECTIVE PRACTICE</b>
<b>BSBPEF502 Develop and use emotional intelligence</b>
<b>CHCECE045 Foster positive and respectful interactions and behaviour in children</b>
<b>CHCRPR003 Reflect on and improve own professional practice</b>
<b>Part 2: FOSTER CHILDREN'S HOLISTIC LEARNING &amp; DEVELOPMENT</b>
<b>CHCECE042 Foster holistic development early childhood learning, development and wellbeing</b>
<b>CHCECE043 Nurture creativity in children</b>
<b>CHCECE048 Plan and implement children's education and care curriculum</b>
<b>CHCECE047 Analyse information to inform children's learning</b>
<b>Part 3: PARTNERSHIPS, INCLUSION &amp; SAFETY</b>
<b>CHCECE050 Work in partnership with children's families</b>
<b>CHCECE046 Implement strategies for the inclusion of all children</b>
<b>CHCECE041 Maintain a safe and healthy environment for children</b>
<b>Part 4: LEADERSHIP DEVELOPMENT</b>
<b>CHCECE049 Embed environmental responsibility in service operations</b>
<b>CHCECE044 Facilitate compliance in a children's education and care service</b>
<b>BSBTWK502 Manage team effectiveness</b>
<b>BSBHRM413 Support the learning and development of teams and individuals</b>
<b>TAEDEL404 Mentor in the workplace</b>

### 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: INCLUSION AND ETHICAL PRACTICE

**CHCECE001 Develop cultural competence**

**CHCDIV002 Promote Aboriginal and Torres Strait Islander people cultural safety**

**CHCLEG001 Work legally and ethically**

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

**CHCECE006 Support behaviour of children and young people**

### Part 3: 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**

**CHCECE018 Nurture creativity in children**

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

### Part 4: WORKPLACE HEALTH & SAFETY

**HLTWHS001 Participate in workplace health and safety**

**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**

<b>Part 1: PROVIDE CHILD FOCUSED CARE AND EDUCATION</b>
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
CHCECE016 Establish and maintain a safe and healthy environment for children
CHCECE004 Promote and provide healthy food and drinks
CHCECE005 Provide care for babies and toddlers
CHCECE003 Provide care for children
<b>Part 2: PARTNERSHIPS, INCLUSION AND ETHICAL PRACTICE</b>
CHCECE001 Develop cultural competence
CHCDIV002 Promote Aboriginal and Torres Strait Islander people cultural safety
CHCLEG001 Work legally and ethically
CHCPRT001 Identify and respond to children and young people at risk
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
CHCECE026 Work in partnership with families to provide appropriate education and care for children
CHCECE020 Establish & implement plans for developing cooperative behaviour
CHCECE021 Implement strategies for the inclusion of all children
<b>Part 3: FOSTER AND SUPPORT HOLISTIC DEVELOPMENT</b>
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
<b>Part 4: LEADERSHIP AND PROFESSIONAL PRACTICE</b>
HLTWHS003 Maintain work health and safety
BSBLDR511 Develop and use emotional intelligence
CHCRPR003 Reflect on and improve own professional practice
CHCECE025 Embed sustainable practices in service operations
CHCECE019 Facilitate compliance in an education and care services
BSBMGT516 Plan and monitor continuous improvement
BSBLED401 Develop teams and individuals
TAEDEL404 Mentor in the workplace