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

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 child.

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.

For an introduction about each of our team, see 'Our People' at **www.firstdoor.com.au**

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 - Transforming QA5 - Respectful relationships
- Children at risk: knowing the signs and what to do
- Risk and supervision for active learning
- Transforming Pedagogy: for authentic learning - Transforming QA1 Educational program and practice
- Flourish as an Educational Leader

See **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 lll 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.

Flexible access to online resources

You are provided access to a wealth of helpful and inspiring resources in an online course for each unit, e.g. videos, tutorials and printable resources. 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.

Interactive online communities to support your professional learning

Join with other students for inspiration, shared learning and conversations. These online communities aim to support your professional collaboration and growth.

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

Skills Assure
Proud to be a Queensland Government subsidised training provider

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Early Childhood Professional Learning

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. This means eligible students can study for free, or for as little as $10, or $4 per unit with concessional status.

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.

QLD Government subsidised training options

Career Start

- General Training Pathway Traineeships (TRNE)
- TRNE: Fee-free for trainees under 25 years
- TRNE: Concessional status

Contact us for more details about the eligibility criteria.

Career Boost

- General Training Pathway Apprenticeships (APP)
- APP: Fee-free for apprentices under 25 years
- APP: Concessional status

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 CHC50125 Diploma of ECEC refer to the entry requirementoptions on page 15.

Students need to have access to:

- Laptop or ipad with internet access
- A scanner and printer
- 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 online or by 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 assessment tasks 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 tasks. 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 by email prior to due date.

Student Assessment Processes

First Door has a student portal for students to gain access, complete and submit assessment tasks. Students track their course and assessment progress though this student portal.

The case study assessment task is accessed first when students commence a new unit, and this assessment task is completed as they work through the unit's online resources. The remaining assessment tasks are workplace related. These are released for completion once students have submitted the case study task.

All assessment tasks are to be submitted online by due date, using the student portal.

Timely and Constructive Assessment of Student Work

First Door undertakes to return each student's completed assessment tasks to the student within ten days of receiving these, all within the student portal. Constructive assessment feedback on your work is provided to guide your progress, and to address any areas that may need to be reviewed then it's 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.

Pre-enrolment conversation and welcome meeting

As part of the enrolment process, our enrolment coordinator will arrange a pre-enrolment phone conversation with you. This conversation is to check your understanding of the course requirements and helps us to understand how we can best support your learning and successful study experience with First Door.

Your welcome meeting is with your personal mentor and is held in person, (or by an online meeting if your workplace is out of our proximity). This meeting helps you settle into the processes for studying with First Door and you will establish/sign your course training plan. You'll begin using our online learning portal and we'll also overview your first unit's online assessment tasks. The aim is for you to feel supported from day one with us!

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

NATIONALLY RECOGNISED TRAINING

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 CHC50125 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**

Diploma of Early Childhood Education and Care course

NATIONALLY RECOGNISED TRAINING

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 CHC50125 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 CHC50125 Diploma of ECEC

The entry requirement to enrol in this CHC50125 Diploma of ECEC qualification is open to individuals who hold:

- CHC30121 Certificate III in Early Childhood Education and Care **OR**
- CHC30113 Certificate III in Early Childhood Education and Care.

Alternatively, individuals may enrol if they:

1. Hold one of these Australian qualifications:
   - Diploma of Early Childhood Education and Care **OR**
   - Diploma or Certificate III in Children's Services (completed prior to 2013)

AND

2. Can provide evidence they:
   - have had at least 12 months of cumulative employment (full time equivalent) within the last 5 years in a regulated education and care serice in Australia, supported by verifiable evidence **OR**
   - hold the CHCSS0147 Entry into Diploma of Early Childhood Education and Care (Contact us for more information about completing the three units in this skill set).

CHC50125 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

Note: The new CHC50125 Diploma of ECEC course was published by www.training.gov.au in September 2025.
The course structure may be subject to change over time. Current course details are on www.firstdoor.com.au

CHC50125 Diploma of ECEC course duration

The CHC50125 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. This qualification is to be completed within two years from enrolment date.

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're here to help you throughout the enrolment and study process.

Online enrolment

Go to **https://firstdoor.com.au/career-qualification/enrol** to use the relevant course enrolment.

Complete the online enrolment application and attach all required identification and relevant training records/evidence, as requested. You will need to complete all required sections and information to successfully submit your enrolment.

As soon as your enrolment is submitted online, you will receive confirmation that we have received your enrolment. Following this confirmation, within 24 hours on weekdays, we will advise your next steps by email and provide you with access to an online foundation course.

Please contact us if you would like additional information or support.

Course investment

Government Funding Options

For current Government subsidised funding options, please see full details on our website **www.firstdoor.com.au** or request this information by an email to **admin@firstdoor.com.au**

Early Childhood course investment | $230 per unit (for full fee paying students not eligible for subsided training).

- 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**

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contact us

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Nationally Recognised Training

RTO Code 40782

ACN No 161 108 596

Because each child deserves your best

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Early Childhood Professional Learning

Certificate III in Early Childhood Education and Care

CHC30121 Course Structure & 17 Units

Nationally Recognised Training

Part 1: NURTURE WELLBEING & PROTECT SAFETY
HLTWHS001 Participate in workplace health and safety
CHCPRT001 Identify and respond to children and young people at risk
CHCECE031 Support children's health, safety and wellbeing (Parts 1, 2 & 3)
HLTAID012 Provide First Aid in an education and care setting **Note: this unit is completed through achieving a certificate of attainment through an accredited first aid training provider**
Part 2: CHILD FOCUSED PRACTICE
CHCECE033 Develop positive and respectful relationships with children
CHCECE034 Use an approved learning framework to guide practice
CHCECE032 Nurture babies and toddlers
CHCECE038 Observe children to inform practice
Part 3: SUPPORT CHILDREN'S LEARNING, DEVELOPMENT & CONNECTION
CHCECE035 Support the holistic learning and development of children
CHCECE036 Provide experiences to support children's play and learning
CHCECE043 Nurture creativity in children
CHCECE037 Support children to connect with the natural environment
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE030 Support inclusion and diversity
Part 4: DEVELOP PROFESSIONAL PRACTICE
CHCECE055 Meet legal and ethical obligations in children's education and care
CHCECE056 Work effectively in children's education and care
CHCPRP003 Reflect on and improve own professional practice

For full information on the unit information relating to the current Certificate III in Early Childhood and Care qualification see website http://training.gov.au/Training/Details/CHC30121, then click the unit hyperlink and download the document (Word or PDF).

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Early Childhood Professional Learning

Diploma of Early Childhood Education and Care

CHC50125 Course Structure & 15 Units

Nationally Recognised Training

Part 1: EMOTIONAL INTELLIGENCE, BEHAVIOUR & REFLECTIVE PRACTICE
BSBPEF502 Develop and use emotional intelligence
CHCECE045 Foster positive and respectful interactions and behaviour in children
CHCPRP003 Reflect on and improve own professional practice
Part 2: FOSTER CHILDREN'S H0LISTIC LEARNING & DEVELOPMENT
CHCECE042 Foster holistic early childhood learning, development and wellbeing
CHCECE043 Nurture creativity in children
CHCECE047 Analyse information to inform children's learning
CHCECE048 Plan and implement children's education and care curriculum
Part 3: PARTNERSHIPS, INCLUSION & SAFETY
CHCECE050 Work in partnership with children's families
CHCECE046 Implement strategies for the inclusion of all children
CHCECE041 Maintain a safe and healthy environment for children
Part 4: LEADERSHIP DEVELOPMENT
CHCECE049 Embed environmental responsibility in service operations
CHCECE044 Facilitate compliance in a children's education and care service
BSBTWK502 Manage team effectiveness
BSBHRM413 Support the learning and development of teams and individuals
TAEDEL414 Mentor in the workplace

For full information on the unit information relating to the current Diploma of Early Childhood and Care qualification see website http://training.gov.au/Training/Details/CHC50125, then click the unit hyperlink and download the document (Word or PDF).