



Macarthur Community College

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Certificate III in Early Childhood Education and Care CHC30113 Information Pack - 2015

Thank you for your interest in the Certificate III in Early Childhood Education and Care course. This information pack is designed to give you further details regarding the programs available so you can make an informed decision before enrolling. The programs offered by Macarthur Community College offer quality training and support by a highly experienced tutor.

Flexible delivery (provides training in a classroom and workplace environment) – available in full time mode only and includes the following units of competency:

Core units (15)

- | | |
|----------------|--|
| 1. CHCCS400C | Work within a relevant legal and ethical framework |
| 2. CHCECE001 | Develop cultural competence |
| 3. CHCECE002 | Ensure the health and safety of children |
| 4. CHCECE003 | Provide care for children |
| 5. CHCECE004 | Promote and provide healthy food and drinks |
| 6. CHCECE005 | Provide care for babies and toddlers |
| 7. CHCECE007 | Develop positive and respectful relationships with children |
| 8. CHCECE009 | Use an approved learning framework to guide practice |
| 9. CHCECE010 | Support the holistic development of children in early childhood |
| 10. CHCECE011 | Provide experiences to support children's play and learning |
| 11. CHCECE013 | Use information about children to inform practice |
| 12. CHCPR001 | Identify and respond to children and young people at risk |
| 13. HLTAID004 | Provide an emergency first aid response in an education and care setting |
| 14. HLTWHS001 | Participate in work health and safety |
| 15. HLTHIR404D | Work effectively with Aboriginal and/or Torres Strait Islander people |

Elective units (3)

- | | |
|---------------|---|
| 1. CHCECE006 | Support behaviour of children and young people |
| 2. CHCECE012 | Support children to connect with their world |
| 3. CHCORG303C | Participate effectively in the work environment |

Designed for anyone who is interested in working in a childcare centre, family day care or out-of-hours school care service, this program is conducted 4 days per week for 17 weeks. The delivery of the training consists of:

- a) 2 days per week (Monday-Tuesday, 9:30am-2:30pm) at our rooms at Cartwright (10 hours per week) for 15 weeks
- b) 2 days per week ongoing work experience in child care facility (16 hours per week) with two-block practicums of one week each in a childcare facility (76 hours).
- c) Completion of workplace assessments, assignments, research and home study (approximately 50 hours)
- d) Attendance at a first aid course for an education and care setting arranged by the College and included in the course fee – this is part of your ongoing timetable.

A minimum total of 516 hours is required to complete this course.

Course Costs

Subsidised places available for qualifying applicants - complete the questionnaire on page 4 to see if you are eligible and return to the College office with your completed enrolment form so we can assess how much you have to pay.

The course is taught and paid for in 4 Modules - Pysmart direct debit payment plans available. This course is an approved course through Centrelink (Approved Course No: 2P694), for full-time participants. Please contact College office for more information.

Module 1: (including First Aid, 9am-5pm)

Mondays and Tuesdays, July27 - September 1st , 9:30am-2:30pm

12 Sessions

Fee: \$1050

Code: AC1CM1D

Module 2:

Mondays and Tuesdays, September 7-21st, 9:30am-2:30pm

One-week block prac at end of this module September 28th – 2nd October (38 hours)

5 Sessions

Fee: \$375

Code: AC1CM2D

Module 3:

Mondays and Tuesdays, October 6 -20, 9:30am-2:30pm

5 Sessions

Fee: \$375

Code: AC1CM3D

Module 4:

Mondays and Tuesdays, October 26 – November 17, 9:30am-2:30pm

Final block prac November 23-27 (38 hours).

8 Sessions

Fee: \$600

Code: AC1CM4D

Up-to-date details of the above courses (including dates) can be found on the College's website at www.macarthurcc.com.au

During the course participants will be required to undertake a number of assessments. These may be demonstrations in the workplace, role-plays, case studies, written questions, verbal questions, group discussions and activities, written projects and practical application in a childcare facility. Satisfactory results must be attained in all of these assessments to be deemed competent and attain the qualification 'Certificate III in Early Childhood Education and Care CHC30113'.

If you do not achieve the full qualification, the College will issue a 'Statement of Attainment' or transcript for the successfully completed units of competency only.

Course Resources

All course resources will be provided during the course according to the mode of delivery. Participants will only have to provide pen and paper (and lunch for the full time course).

How to Enrol

There are limited places in each course. Payment of the fee ensures your place. It is recommended that you enrol at least 2-3 weeks before its start date to secure your place. Start dates are published on our website and in the College brochure.

Support

Additional support is available for identified individual learners. Support may be additional mentoring, language, literacy or numeracy support, or pathway planning.



ELIGIBILITY FOR NSW GOVERNMENT SUBSIDISED TRAINING

As part of the NSW Government's Smart and Skilled program the College has funds available for subsidised training for part qualifications for eligible persons. Fees vary from \$0 to \$80 (full concessions) to slightly higher fees, depending on eligibility and the number of units you enrol in. If you are eligible, this training is subsidised by the NSW Government.

To see if you might be eligible please complete the **Questionnaire** below and return it to the College office with your completed enrolment form.

You must be able to answer **Yes to all** of the following at the time of applying to be considered for this training subsidy. The answers below form part of the assessment should you continue:

- | | | |
|--|-----|----|
| 1. Do you live or work in NSW? | YES | NO |
| 2. Are you an Australian or NZ citizen or permanent resident | YES | NO |
| 3. Are you 15 or more years old | YES | NO |
| 4. You do NOT have a post school qualification of Certificate III or above | YES | NO |

If you have not or cannot answer YES to ALL 4 of the above questions do not continue but please complete your enrolment form and send or bring it to us so we can enrol you at the standard fee.

1. Full Name:
2. Did you complete this form yourself? (please circle) YES NO
3. If you did not complete this form yourself we need to know the following details about the person helping you:
 Name:
 Relationship:
 Phone number:
 Email address:

Questionnaire: (Tick either Yes or No column for every question)	YES	NO
Q1. Are you a dependent of a person with a disability?		
Q2. Have you been unemployed for 52 weeks or more?		
Q3. Do you receive Centrelink benefits?		
Q4. Are you a dependent of a person who receives Centrelink benefits?		
Q5. Are you a migrant or refugee, unemployed or looking for MORE or BETTER work?		
Q6. Is reading difficult?		
Q7. Is writing difficult?		
Q8. Is maths difficult?		
Q9. Do you find it hard to make yourself understood?		
Q10. Do you find it hard to understand people when talking?		
Q11. Do you feel you are not ready for work or would have difficulty at work because you can't work with people or can't work alone?		
Q12. Do you have physical health problems?		
Q13. Do you have mental health problems?		
Q14. Do you have personal issues that make it hard to do a course or learn?		
Q15. I can't afford child care so I can't do a course		
Q16. I can't afford the cost of travel to do a course		
Q17. I am a carer which makes it is very hard to do a course?		

THANK YOU. Please send or bring this form and your enrolment application to the College. We will check your eligibility for the subsidised training and advise you how much your fee/s will be. We may need you to get extra documentation from places like Centrelink, your doctor, Job Services Australia provider, etc.

Courses available under this subsidised training include: Certificate III in Early Childhood Education and Care, Certificate III in Business Administration, Certificate in General Education for Adults (CGEA Reading and Writing Courses).

USI What is a **Unique Student Identifier**? It is required by the government for anyone undertaking training or being issued with a qualification or statement of attainment after 1/1/15. Please see www.usi.gov.au for full information.

ENROLMENT FORM

Course name: **Certificate III in Early Childhood Education and Care CHC30113**

Paysmart Payment Plans available

(tick modules enrolling and paying for)

- Module 1: Includes First Aid) \$1050**
- Module 2: \$375**
- Module 3: \$375**
- Module 4: \$600**

TOTAL \$ _____

If you think you qualify for subsidised training tick this box and complete the form on page 4.

Have you enrolled with the College before? Yes No
 If yes, has your address changed? Yes No

If you have a disability, please let the College know before your course commences to discuss any special needs.

First Name: _____

Middle Name/s: _____

Surname/Family Name: _____

Address: _____

Suburb: _____

Postcode: _____ Male Female

Email: _____

Phone (h): _____

Phone (w): _____

Fax: _____

Mobile: _____

Centrelink Card No: _____

Of the following categories, which BEST describes your main reason for undertaking this course? Please tick one box only.

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

The Federal Government requires all Colleges to collect the following statistics to help with their educational planning and to comply with ASQA regulations for accredited training. Please refer to the Essential information page – ‘Protecting Your Privacy’. We appreciate you taking the time to answer these questions.

What Country were you born in? _____

Date of birth: _____

Do you speak a language other than English at home? Yes/No

If yes which language? _____

If yes, please specify how well you speak English:

- Very Well Well Not Well Not at all

Are you of Aboriginal or Torres Strait Islander origin? Yes / No

Do you consider you have any disabilities? Yes / No

If yes what type?

- Hearing/Deaf Physical Intellectual
- Learning Reading/Writing/Spelling Mental Illness
- Brain Impairment Vision Medical Condition
- Other (please specify) _____

What is your highest completed school level? Please tick.

- Year 12 Year 11 Year 10 Year 9 or lower

In which year did you complete school? _____

Since leaving school have you attempted or gained any formal qualifications? Yes / No

If yes please tick:

- Bachelor Degree or higher
- Advanced Diploma or Associate Degree
- Diploma Certificate IV Certificate III
- Certificate II Certificate I Miscellaneous

Which of the following would best describe your current employment?

Please tick.

- Full time employee Part time employee
- Self employed - not employing others
- Employer Employed - unpaid worker in family business
- Unemployed - Seeking full time paid work
- Unemployed - Seeking part time paid work
- Not employed - (not seeking paid work, retired, volunteer, student)

Payment Details:

- Cash Cheque Money Order
- Visa MasterCard
- Paysmart Payment Plan

Card No: Expires: _____

Cardholder name: _____ CVV _____ Signature: _____