

BRAINWAVEGROUP
WAVE
LEARNING



Certificate IV in School Age
Education and Care
CHC40113

Traineeship
Employment-based program

Information for students

This training is subsidised by the NSW Government



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Introduction

This handout package provides:

- An overview of the CHC40113 Certificate IV in School Age Education and Care, and
- An introduction to the delivery of the traineeship program.

We hope that the information provided in this handout package will assist you in:

- Gaining a clear understanding of the requirements for the Certificate IV in School Age Education and Care, and
- Gaining a clear understanding of the way in which traineeships are delivered.

What is the Certificate IV in School Age Education and Care?

This qualification covers workers who conduct vacation programs as well as before and after school care activities for children of school age.

Outside school hours care workers:

- Plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes
- May work under direct supervision or autonomously
- May have some supervisory responsibilities for volunteers and other workers.

Other occupational titles for the graduates of the Certificate IV in School Age Education and Care CHC40113
Outside school hours care supervisor / coordinator, Vacation care supervisor, Assistant OSHC coordinator, Program leader.

Requirements of the Certificate IV in School Age Education and Care

Course requirements

Unit code	Unit name
CHCCS400C	Work within a relevant legal and ethical framework
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drink
CHCECE009	Use an approved learning framework to guide practice
CHCECE011	Provide experiences to support children's play and learning
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC001	Support children to participate in school age care
CHCSAC002	Develop and implement play and leisure experiences in school age care
CHCSAC003	Work collaboratively and respectfully with children in school age children
CHCSAC004	Support holistic development of children in school age care
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTWHS001	Participate in work health and safety

Elective units*

Unit code	Unit name
CHCECE006	Support behaviour of children and young people
CHCECE021	Implement strategies for the inclusion of all children
CHCORG303C	Participate effectively in the work environment
CHCORG428A	Reflect on and improve own professional practice

*These electives can be negotiated at the request of the employer.

How does a traineeship work?

Attendance

There are **no classes** to attend when study for your Certificate IV in School Age Education and Care through a traineeship. The only hours you must complete in relation to the program are your **normal weekly working hours**. All the training and assessment is delivered on-site at your workplace during these normal working hours.

Your trainer/assessor

The Wave Learning assessor will contact you at your workplace throughout your traineeship. These contacts are negotiated with you and your employer, to select the most appropriate times to contact you at work. The contact schedule will be structured to minimise the impact on the work environment. During the contacts, your trainer/assessor will:

- provide you with your learning materials
- discuss your progress
- answer any queries you may have
- complete any other assessments, such as oral question/answer activities

In the event you are completing your traineeship via distance-based delivery because you live outside the Sydney Metropolitan area, your assessor will make regular phone calls to monitor your progress. All materials will be delivered by post and your practical skills will be assessed by your employer.

Of course, your trainer/assessor is available to you at any time throughout your traineeship via email or telephone conferences, should you require additional support. This may involve supporting you with your written assessment tasks, answering any queries you have regarding the practical tasks or just touching base to make sure you are on the right track. No question is “silly” and your trainer/assessor will give you all the support you need.

Language, literacy and numeracy requirements

When you study the CHC40113 Certificate IV in School Age Education and Care, you are expected to have a good level of language, literacy and numeracy skills. While the course is competency based and not necessarily an academic course, there is an expectation that you are able to read, write and comprehend texts at a level similar to or above this document. You will be expected to have the ability to write a range of documentation.

Communication requirements

When studying the Certificate IV in School Age Education and Care, you are expected to have good communication and interpersonal skills, which will be further developed in this course.

Technology requirements

Completing the CHC40113 Certificate IV in School Age Education and Care with Wave Learning will require the use of a computer and the internet. Research and further readings can be completed on the internet and all written assessment items are to be word processed. It is acceptable for the assessment items to be typed by an assistant, although candidates must ensure that all work submitted is their own.

Study requirements

- **Readings:** The learning materials provided to you contain readings, which contain information regarding the content of each Unit of Competency.
- **Written assessment tasks:** Written tasks form part of your overall assessment.
- **Practical assessment tasks:** Evidence regarding your practical competencies is gathered through direct observation by the assessor and also through liaison with your on-site supervisor.

These requirements will be completed by you throughout your traineeship. Your employer may provide you with some time each week to fulfil your study requirements. Some additional study may also be completed in your own time. This is to be negotiated on an individual basis with your employer.

Pathways for gaining the CHC40113

Wave Learning offers two pathways for gaining the CHC40113 Certificate IV in School Age Education and Care:

Option #1 – Full course

Option #2 – Recognition of Prior Learning

Option #1 – Full course

Candidates selecting this option will be trained and assessed in all 19 units contributing to the CHC40113. To obtain Statements of Attainment for each of the 19 units of competency, candidates must demonstrate competency through the written tasks, learning projects, scenario activities and practical assessments.

Option #2– Recognition of Prior Learning (RPL)

Candidates selecting this option will be provided with a Recognition of Prior Learning (RPL) Kit and asked to prepare and submit a portfolio of evidence which demonstrates current competency in 19 units from the CHC40113.

Following submission of the written portfolio of evidence, RPL candidates will also be asked to participate in an RPL interview. This interview may be conducted over the phone or in person. In this interview the assessor will ask questions to clarify and reinforce written evidence presented.

Can I combine my options?

Yes. You may decide that you are eligible for RPL in some CHC40113, but that training may be your best option for other units. As part of your traineeship, a **Training Plan** will be developed, which will outline your individual program, including RPL.

Resubmissions, appeals and non-completion

If you are deemed to be “Not Yet Competent” in a particular Unit of Competency, opportunities for resubmission of assessment items will be provided. You will receive feedback regarding your assessment items, the gaps in evidence and how to demonstrate your competence. There will be two opportunities for resubmission provided. If you are still deemed “Not Yet Competent”, you may be asked to complete additional tasks.

If you believe that you have demonstrated competence in a particular Unit of Competency, there is provision for appeal. Wave Learning outlines its Appeal process in the Student Handbook.

Should you fail to complete the course or do not submit the required assessment items, your qualification cannot be granted. Statements of Attainment will be issued for those Units of Competency in which you demonstrated competency.

Outcomes of training and assessment

Candidates who choose to complete selected Units of Competency, rather than all units, will receive a **Statement of Attainment** for each unit of competency successfully completed.

Upon completion of all units contributing to the CHC40113 Certificate IV in School Age Education and Care, the **qualification** will be awarded.

Contact Us

To apply for a traineeship, or if you have any further questions after reading through this handout package, please contact us:

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