



# Qualification Guide

**CHC50113**

**Diploma of Early Childhood Education  
and Care with credit transfers**



# Diploma of Early Childhood Education and Care

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## Welcome

Training Unlimited is pleased to welcome you on your nationally recognised qualification journey. Congratulations you have been enrolled into CHC50113 Diploma of Early Childhood Education and Care.

This guide has been developed to provide you with the knowledge and overview of how your qualification will be undertaken and what to expect whilst progressing through your qualification.

This is a great opportunity to learn and grow your skills within the industry and set you up for future career aspirations.



# Diploma of Early Childhood Education and Care

## Your Learning and Assessment Journey

### Enrolment

- Complete your enrolment application and language, literacy and numeracy survey; providing Training Unlimited with a copy of your Certificate III and Statement of Results, as well as any other relevant qualifications or statements of attainment you may hold
- Confirm any learning and support needs you may have with your Training Specialist

### Month 1

- Meet your dedicated Training Specialist; undertaking an introduction to your traineeship
- Discuss your expectations, details of the program, and confirm how assessment will occur within the childcare centre
- Receive your textbook/s and Training Record Book
- Access Cloud Assess, your online learning platform and commence your first unit; updating your Training Record Book with details of your learning undertaken and tasks you have completed in the workplace

### Months 2 to 13

- Complete your learning and assessment activities as scheduled
- Complete your self-paced learning activities and required assessment activities
- Document the completion of your workplace tasks within your Logbook; if required for the unit/s
- Meet with your Training Specialist; recording all activity in your Training Record Book

### Month 13

- Receive your CHC50113 Diploma of Early Childhood Education and Care



# Diploma of Early Childhood Education and Care

## Your Qualification Learning and Assessment Program Delivery

Your journey is supported by a Training Specialist, a suitably qualified industry expert. Your dedicated Training Specialist will support you through each step of your learning and assessment program. They are there to provide you with feedback, support and guidance; ensuring your success.

### What does the Diploma of Early Childhood Education and Care look like for you?

You have enrolled to complete a Diploma of Early Childhood Education and Care which includes 28 units of competency. Your traineeship qualification pathway is designed to be completed whilst you are working within the childcare industry. The diploma qualification consists of:

- 23 core units
- 5 elective units, of which:
  - at least 2 must be selected from the elective units listed
  - up to 3 units may be selected from any endorsed Training Packages or accredited courses relevant to the work outcome

If you have completed a CHC30113 Certificate III in Early Childhood Education and Care, you will be granted credit transfer for units already completed. This will reduce the number of units you will be required to complete for the Diploma. On this basis, your qualification will take around 13 months to complete.

### Units within the qualification

Unit Code	Unit name	Core or Elective	Credit transfer (CT) or learning and assessment
CHCECE016	Establish and maintain a safe and healthy environment for children	Core	Learning and Assessment
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	Core	Learning and Assessment
CHCECE018	Nurture creativity in children	Core	Learning and Assessment
CHCECE019	Facilitate compliance in an education and care services	Core	Learning and Assessment
CHCECE020	Establish and implement plans for developing cooperative behaviour	Core	Learning and Assessment
CHCECE021	Implement strategies for the inclusion of all children	Core	Learning and Assessment
CHCECE022	Promote children's agency	Core	Learning and Assessment
CHCECE023	Analyse information to inform learning	Core	Learning and Assessment
CHCECE024	Design and implement the curriculum to foster children's learning and development	Core	Learning and Assessment
CHCECE025	Embed sustainable practices in service operations	Core	Learning and Assessment
HLTWHS003	Maintain work health and safety	Core	Learning and Assessment
CHCECE026	Work in partnership with families to provide appropriate education and care for children	Core	Learning and Assessment
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core	Potential CT
CHCECE001	Develop cultural competence	Core	Potential CT
CHCECE002	Ensure the health and safety of children	Core	Potential CT
CHCECE003	Provide care for children	Core	Potential CT



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Unit Code	Unit name	Core or Elective	Credit transfer (CT) or learning and assessment
CHCECE004	Promote and provide healthy food and drinks	Core	Potential CT
CHCECE005	Provide care for babies and toddlers	Core	Potential CT
CHCECE007	Develop positive and respectful relationships with children	Core	Potential CT
CHCECE009	Use an approved learning framework to guide practice	Core	Potential CT
CHCLEG001	Work legally and ethically	Core	Potential CT
CHCPRT001	Identify and respond to children and young people at risk	Core	Potential CT
HLTAID004	Provide an emergency first aid response in an education and care setting	Core	Potential CT
HLTWHS001	Participate in workplace health and safety	Elective Import	Potential CT
CHCECE010	Support the holistic development of children in early childhood	Elective Import	Potential CT
CHCECE013	Use of information about children to inform practice	Elective Import	Potential CT
CHCDIV001	Work with diverse people	Elective Listed	Learning and Assessment
CHCMGT003	Lead the work team	Elective Listed	Learning and Assessment

### What will your qualification involve?

#### Training

Your dedicated Training Specialist visits you in centre each month; providing you with coaching and training on key learning concepts. Between visits you read your textbook/s, Student Guide/s and support documentation, capturing your learning activities in your Training Record Book.

If you require additional support between visits, you contact your Training Specialist and organise additional support arrangements. Similarly, if your Training Specialist thinks that you required further training and support to retain and assimilate your knowledge within the centre, they will schedule additional visits with you.

#### Online learning modules

You also have access to seven (7) online non accredited learning modules. The modules are created by Early Childhood Australia and are designed to enhance your knowledge, providing additional insight into practices used within the industry.

#### Assessment of your skills and knowledge

When your Training Specialist advises that you are ready for assessment, you will be invited to complete your assessment tasks on Cloud Assess, your personalised online learning platform. You will complete short answer questions and scenario case studies; demonstrating your knowledge. Research and complete projects and on-the-job demonstrations; demonstrating your transition of skill and knowledge within your normal work routine. Your manager will also be asked how you are progressing.



## Diploma of Early Childhood Education and Care

### Work placement

Students undertaking the Diploma are employed in the industry; transferring skill and knowledge requirements into real work environments. A Workplace Tasks and Hours Logbook captures structured tasks, reflections and activities that you complete as part of your normal work routine. Your nominated workplace supervisors sign your logbook attesting to the tasks you have completed; verifying that you consistently completed them to workplace and/or industry standards. 240 hours of work placement is required as a minimum for students completing the Diploma qualification.

### What do you need to complete your Qualification?

#### Resources and materials, you will need to provide:

- Pen + note taking paper
- Any other stationary you like to use when undertaking study. I.e. highlighters, post it notes etc
- Access to the internet

#### Resources and materials, Training Unlimited will provide you with:

- Laptop
- Textbook/s
- Student/Learner Guide; available online through Cloud Assess system
- Assessments; available online through Cloud Assess system
- Additional training resources
- Work Placement Logbooks; available online through Cloud Assess system
- Online log in details for the Online Learning Modules you will be required to access and complete



## Diploma of Early Childhood Education and Care

### Subjects you study [after potential Credit Transfers are granted]

Here's a list of the units you will complete, assuming you have successfully been granted credit transfer for 14 units from the CHC30113 Certificate III in Early Childhood Education and Care. It includes the online learning resources which you will be given access to.

Unit Code and Unit Name	Training face to face	Workplace/practical/logbook training and assessment	Assessment due
HLTWHS003 Maintain work health and safety	Month 1	Month 1-2	Month 2
CHCDIV001 Work with diverse people	Month 2	Month 2-3	Month 3
CHCECE026 Work in partnership with families to provide appropriate education and care for children	Month 3	Month 3-4	Month 4
CHCECE020 Establish and implement plans for developing cooperative behaviour CHCECE022 Promote children's agency	Month 4	Month 4-5	Month 5
CHCECE021 Implement strategies for the inclusion of all children	Month 5	Month 5-6	Month 6
CHCMGT003 Lead the work team	Month 6	Month 6-7	Month 7
CHCECE023 Analyse information to inform learning CHCECE024 Design and implement the curriculum to foster children's learning and development CHCECE017 Foster the holistic development and wellbeing of the child in early childhood	Month 7-9	Month 7-9	Month 9
Online Learning: STEM in early childhood Supporting child led inquiry The value of play Webinar – Play based learning – using the Pedagogical Play Framework			
CHCECE016 Establish and maintain a safe and healthy environment for children CHCECE025 Embed sustainable practices in service operations CHCECE018 Nurture creativity in children	Month 10-11	Month 10-11	Month 11
Online Learning: Webinar – A good place to be a child – creating effective early learning environments Online Learning: Education for sustainability			
Online Learning: Developing and maintaining a quality improvement plan			
CHCECE019 Facilitate compliance in an education and care services	Month 12	Month 12-13	Month 13

*NB: Green section units must be completed prior to the orange section activities being undertaken; orange section activities must be assessed as competent prior to students undertaking blue section activities.*