Qualification Guide

CHC30125
Certificate III in Early Childhood Education and Care

Traineeship pathway

Certificate III in 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 CHC30125 Certificate III in 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.

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Your Learning and Assessment Journey | Traineeship

Enrolment

- Complete your enrolment application and language, literacy and numeracy survey; providing Training Unlimited with a copy of any relevant qualifications or statements of attainment you may hold
- Confirm any learning and support needs you may have with your Training Specialist
- Confirm any prior learning – application for RPL

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 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 assessment tools; if required for the unit/s
- Document the completion of your workplace hours within your Hours Logbook; if required for the unit/s
- Meet with your Training Specialist; recording all activity in your Training Record Book

Month 13

- Receive your CHC30125 Certificate III in Early Childhood Education and Care

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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 Certificate III in Early Childhood Education and Care look like for you?

You have enrolled to complete a Certificate III in Early Childhood Education and Care which includes 17 units of competency. Your traineeship qualification pathway is designed to be completed whilst you are working within the childcare industry. The certificate III qualification consists of:

- 15 core units
- 2 elective units, of which:
  - 1 unit from the list below
  - 1 unit from the electives listed below, elsewhere in the CHC Community Services Training Package, or any other current Training Package or accredited course.

Units within the qualification

Unit Code	Unit name	Core or Elective
CHCECE030	Support inclusion and diversity	Core
CHCECE031	Support children's health, safety and wellbeing	Core
CHCECE032	Nurture babies and toddlers	Core
CHCECE033	Develop positive and respectful relationships with children	Core
CHCECE034	Use an approved learning framework to guide practice	Core
CHCECE035	Support the holistic learning and development of children	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE038	Observe children to inform practice	Core
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	Core
CHCECE055	Meet legal and ethical obligations in children's education and care	Core
CHCECE056	Work effectively in children's education and care	Core
CHCPRT025	Identify and respond to children and young people at risk	Core
HLTAID012	Provide First Aid in an education and care setting	Core
HLTWHS001	Participate in workplace health and safety	Core
SITXFSA005	Use hygienic practices for food safety	Imported
CHCPRP003	Reflect on and improve own professional practice	Elective Listed

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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.

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.

Work placement

Students undertaking the Certificate III via traineeship pathways, are employed in the industry; transferring skill and knowledge requirements into real work environments. Workplace Tasks are built into your assessment tasks capture structured tasks, reflections and activities that you complete as part of your normal work routine. A Workplace Hours Logbook will capture the hours you complete per day and task you undertook. Your nominated workplace supervisors sign your hours logbook attesting to the tasks you have completed; verifying that you consistently completed them to workplace and/or industry standards. One hundred and sixty (160) hours of work placement is required as a minimum for students completing the Certificate III 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
- Laptop or computer-based operating system

Resources and materials, Training Unlimited will provide you with:

- Student/Learner Guide; available online through Cloud Assess system
- Assessments; available online through Cloud Assess system
- Additional training resources
- Work Placement Hours Logbooks; available online through Cloud Assess system

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Subjects you study

Here's a list of the units you will complete. 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
CHCECE055 Meet legal and ethical obligations in children's education and care	Month 1	Month 1-2	Month 2
CHCECE056 Work effectively in children's education and care	Month 1	Month 1-2	Month 2
HLTWHS001 Participate in workplace health and safety	Month 2	Month 2-3	Month 3
CHCECE030 Support inclusion and diversity	Month 3	Month 3-5	Month 5
CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	Month 3	Month 3-5	Month 5
CHCECE031 Support children's health, safety and wellbeing (160 hours)	Month 5	Month 5-6	Month 6-13
CHCECE032 Nurture babies and toddlers (160 hours)	Month 5	Month 5-6	Month 6-13
CHCECE034 Use an approved learning framework to guide practice	Month 6	Month 6-8	Month 8
CHCECE035 Support the holistic learning and development of children (160 hours)	Month 6	Month 6-8	Month 8-13
CHCECE036 Provide experiences to support children's play and learning (160 hours)	Month 6	Month 6-8	Month 8-13
CHCECE038 Observe children to inform practice	Month 6	Month 6-8	Month 8
CHCPRT025 Identify and respond to children and young people at risk	Month 8	Month 8-9	Month 9
CHCECE033 Develop positive and respectful relationships with children (160 hours)	Month 9	Month 9-10	Month 10-13
CHCECE037 Support children to connect with the natural environment	Month 10	Month 10-11	Month 11
SITXFSA005 Use hygienic practices for food safety	Month 11	Month 11-12	Month 12
CHCPRP003 Reflect on and improve own professional practice	Month 12	Month 12-13	Month 13
HLTAID012 Provide first aid in an education and care setting	Potential Credit transfer; may already hold this unit or undertake with an external provider		