



CHILDRENS SERVICES

Online Studies

CHC30113 Certificate III in Early Childhood Education & Care

CHC40113 Certificate IV in School Age Education & Care

CHC50113 Diploma of Early Childhood Education & Care

Introduction to Online Study

Before applying to study online in Early Childhood Education and Care please read this information carefully which will help you decide whether studying online is the best option for you.

Studying online requires you to complete your course via an online platform, Blackboard, which contains all your study materials and assessments. You will be provided a login and password via email to access this material once you have been enrolled and made payment.

Online Study requires discipline as it is your responsibility to manage your own work and to ensure you are reading the course content online and completing your assessments by the due dates. We encourage students to consider whether online study is a preferable mode of study.

Lecturer Support:

You will be supported by your online lecturers it is important to remember there is no face to face contact with your lecturers and you do not engage directly with fellow students as you would in on-campus studies during every day class activities.

You will have access to lecturers via Blackboard and they can help clarify your concerns, assist with course content, mark your assessments and provide you with feedback. It is always best to email your lecturer and include your mobile number so they can call back to discuss questions if needed.

Course Structure:

Part Time Study

Qualifications are broken down into 3 or 4 Stages/Semesters with an intensive practical skills workshop run at the end of each stage. There are 4 enrolment intakes per year (see page 7 dates). Please see below course structure for which stage units are delivered. All stages must be completed in sequence (Stage 1 must be completed before Stage 2 etc). You can enrol in:

Course	Stages	Duration
CHC30113 Certificate III in Early Childhood Education & Care	3	18 months
CHCECE002 Ensure the health and safety of children CHCECE004 Promote and provide healthy food and drinks CHCLEG001 Work legally and ethnically CHCECE003 Provide care for children CHCECE005 Provide care for babies and toddlers CHCPRT001 Identify and respond to children and young people at risk	1	1 st Semester
CHCECE009 Use an approved learning framework to guide practice CHCECE007 Develop positive and respectful relationships with children CHCECE010 Support the holistic development of children in early childhood CHCECE011 Provide experiences to support children's play and learning CHCECE006 Support behaviour of children and young people	2	2 nd Semester
HLTWHS001 Participate in workplace health and safety	3	3 rd Semester

CHCDIV002 Promote Aboriginal and or Torres Strait Islander cultural safety		
CHCECE001 Develop cultural competence		
CHCECE013 Use information about children to inform practice		
CHCECE012 Support children to connect with their world		
CHCECE026 Work in partnership with families to provide appropriate education and care for children		
HLTAID004 Provide an emergency first aid response in an education and care setting	External	
CHC40113 Certificate IV in School Age Education & Care	3	18 months
CHCECE002 Ensure the health and safety of children	1	1 st Semester
CHCECE004 Promote and provide healthy food and drinks		
CHCECE009 Use an approved learning framework to guide practice		
CHCLEG001 Work legally and ethically		
CHCPRT001 Identify and respond to children and young people at risk		
HLTWHS001 Participate in workplace health and safety		
CHCDIV001 Work with diverse people	2	2 nd Semester
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety		
CHCECE001 Develop cultural competence		
CHCSAC001 Support children to participate in school age care		
CHCSAC003 Work collaboratively and respectfully with children in school age care		
CHCECE006 Support behaviour of children and young people		
CHCECE011 Provide experiences to support children's play and learning	3	3 rd Semester
CHCSAC002 Develop and implement play and leisure experiences in school age care		
CHCSAC004 Support the holistic development of children in school age care		
CHCECE012 Support children to connect with their world		
CHCECE013 Use information about children to inform practice		
CHCECE021 Implement strategies for the inclusion of all children		
HLTAID004 Provide an emergency first aid response in an education and care setting	External	
CHC50113 Diploma of Early Childhood Education & Care	4	24 months
CHCECE002 Ensure the health and safety of children	1	1 st Semester
CHCECE004 Promote and provide healthy food and drinks		
CHCECE003 Provide care for children		
CHCECE005 Provide care for babies and toddlers		
CHCPRT001 Identify and respond to children and young people at risk		
CHCLEG001 Work legally and ethically		
CHCECE009 Use an approved learning framework to guide practice	2	2 nd Semester
CHCECE001 Develop cultural competence		
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety		
CHCECE026 Work in partnership with families to provide appropriate education and care for children		
CHCECE007 Develop positive and respectful relationships with children		
CHCECE006 Support behaviour of children and young people		
CHCECE010 Support the holistic development of children in early childhood		
CHCECE011 Provide experiences to support children's play and learning		
CHCECE017 Foster the holistic development and wellbeing of the child in early childhood	3	3 rd Semester
CHCECE018 Nurture creativity in children		
CHCECE023 Analyse information to inform learning		
CHCECE022 Promote children's agency		
CHCECE020 Establish and implement plans for developing cooperative behaviour		
CHCECE021 Implement strategies for the inclusion of all children		
CHCMGT003 Lead the work team	4	4 th Semester

CHCECE019 Facilitate compliance in an education and care service		
CHCECE016 Establish and maintain a safe and healthy environment for children		
HLTWHS003 Maintain work health and safety		
CHCECE024 Design and implement the curriculum to foster children's learning and development		
CHCECE025 Embed sustainable practices in service operations		
CHCPRP003 Reflect on and improve own professional practice		
HLTAID004 Provide an emergency first aid response in an education and care setting	External	

Course Cost:

The total fees for each qualification are outlined below, however you will pay for one stage of units every 6 months:

Course	Full Fees	Concession
CHC30113 Certificate III in Early Childhood Education & Care	\$1200.00	\$374.40
CHC40113 Certificate IV in School Age Education & Care	\$3684.40	\$1109.85
CHC50113 Diploma of Early Childhood Education & Care	\$10103.55	\$3,036.30

These costings are approximate fees for 2020.

Payment Options are:

- Pay in Full
- Set up a Payment Plan
- Third Party Payments (paid by your employer or other agency)
- Diploma is eligible for a VET Student Loan Application

For more information on our payment options please visit our website at

<https://www.northmetrotafe.wa.edu.au/futurestudents/feespaymentoptions>

Entry Requirements

Certificate III in Early Childhood Education & Care:

- OLNA or NAPLAN 9 Band 8
- C Grades in Year 10 English & Maths or equivalent
- Certificate I or Certificate II

We recommend students have good reading and writing skills and are confident using a computer.

Certificate IV in School Age Education & Care:

- C Grades in Year 11 WACE General English and OLNA or NAPLAN 9 Band 8
- C Grades in Year 11 English & Maths or equivalent
- Certificate II or Certificate III

We recommend students have good reading and writing skills and are confident using a computer.

Diploma of Early Childhood Education & Care:

- Completion of WACE General or ATAR (Minimum C Grades) or equivalent
- AQF: Certificate III

We recommend that students are over the age of 18 before enrolling in the Diploma of Early Childhood Education & Care.

Students need to have the ability to undertake research and apply themselves to self-directed learning activities. We recommend this path for students who have confident study skills, solid literacy levels and life experience and/or industry background.

If you complete your Certificate III in Early Childhood Education and Care you will be automatically accepted into the Diploma qualification. Advantages of completing the Certificate III prior to the Diploma are:

- You will receive credits for your Stage 1 & 2 of the Diploma ECEC
- You will have the required foundation skills and knowledge to understand and complete the Diploma ECEC
- You will have an understanding of how to write, reference and complete written assessments
- You will have experience in organising yourself to meet required assessment deadlines
- You will have an increased chance of successfully completing the Diploma ECEC

Work Placement

Work Placement is compulsory for students undertaking the Early Childhood Education and Care qualifications. The training package requires you be assessed on your skills in a work place setting.

North Metropolitan TAFE work with a number of organisations which offer students supervised work placements. Please do not approach any organisations directly about a placement unless you are currently employed there. The online Work Placement Coordinator will work with your service and send them relevant information as required.

If you are employed as an Educator you are able to complete your work placement in your place of employment. During your Orientation session you will be given more information regarding work placement.

Prior to your Work Placement you are required to obtain and submit the following documents through Blackboard:

- Working with Children Check <https://workingwithchildren.wa.gov.au/>
(This form will be provided at Orientation and must be signed by your lecturer)

PLEASE NOTE: We cannot assess your Work Placement regionally. You will be required to complete your Work Placement in the metropolitan area.

Please note that prior to you commencing a work placement you **MUST** be marked as competent in the Theory assessments.

First Aid

All students enrolled in Early Childhood Education & Care (ECEC) are encouraged to obtain First Aid training externally. It is your responsibility to organise and pay for the training as it not available in the online course. The First Aid unit required to complete your course is ***HLTAID004: Provide an emergency first aid response in an education and care setting***

Skills Recognition

Recognition of Prior Learning (RPL)

RPL is usually successful if you are working in the Early Childhood Education and Care sector for the last 3 years. An Assessor will match your skills and knowledge to the requirements of the qualification. To apply for RPL please visit our website <https://www.northmetrotafe.wa.edu.au/futurestudents/rpl-checklist>. If you have any additional questions regarding RPL please email your query to online.childrengservices@nmtafe.wa.edu.au

Credit Transfer

Credit transfer recognises formal education that you have previously undertaken. There is no charge for processing a credit transfer application. To apply for a credit transfer please email a certified copy of your Academic Records to online.childrengservices@nmtafe.wa.edu.au

How to Apply & Enrol

New Students

Once you have decided to apply for the course you will need to complete the online application form on our website at <https://www.northmetrotafe.wa.edu.au/forms/online-enrolment>

When you are filling out your application it is important to complete ALL sections of the form including your ***USI (Unique Student Identifier)***. You can create or search for your USI at <http://www.usi.gov.au>. The USI will remain with you for life and enables you to access and retrieve your training records from any registered training organisation.



Please make sure you email your enrolment forms back to online.childservices@nmtafe.wa.edu.au by the Applications Close dates indicated in these **2020 Intake periods**

2020 Intakes	Applications Open	Enrolments Start	Applications Close	Orientation/Start Date	End Date
Term 1	27 th Sept 2020	13 th Jan 2020	24 th Jan 2020	3 rd Feb 2020	26 th June 2020
Term 2	27 th Jan 2020	30 th Mar 2020	9 th April 2020	20 th April 2020	25 th Sept 2020
Term 3	13 th April 2020	29 th June 2020	10 th July 2020	20 th July 2020	11 th Dec 2020
Term 4	13 th July 2020	14 th Sept 2020	25 th Sept 2020	5 th Oct 2020	1 st April 2021

Once your application has been received and assessed you will receive an email confirming your acceptance and your payment options will be emailed to you. ***Your place in the course will only be confirmed upon receiving payment*** and you will receive your Blackboard login details and Orientation information once you have arranged payment.

Continuing Students will be emailed at the end of each 6 month end date with enrolment and payment options to continue in the next stage of the course for the next available intake. ***Your place in the course will only be confirmed upon receiving payment.***