



CHC50121 Diploma of Early Childhood Education Care



2024 COURSE INFORMATION GUIDE

RTO 3774

About Pines Learning

Pines Learning was established in 1978, and was previously known as Donvale Living and Learning. Pines Learning Incorporated (RTO no. 3774) is a not-for-profit Registered Training Organisation, delivering nationally accredited qualifications.

As well as accredited qualifications Pines Learning offers the following:

- ▶ Computer courses
- ▶ Pathways to employment courses
- ▶ Victorian Certificate of Applied Learning (VCAL)
- ▶ English classes
- ▶ Health, fitness and wellbeing classes

Pines Learning strives to meet the needs of its community. It believes learning is a lifelong process and welcomes diversity in its students, trainers, and staff.

This guide is designed to provide you with basic information about the course to enable you to make an informed decision about your choice of course and training provider. If you require any clarification or further information, please contact the Course Coordinator on 9842 6726, or send an email to: info.pineslearning.com.au

Course Coordinator: Aarthi Prakash

About the Course

The CHC50121 Diploma of Early Childhood Education and Care is the latest nationally accredited qualification and is targeted towards students seeking employment with either children in early childhood in a range of education and care settings, or with school aged children in outside school hours care and vacation programs.

Training Venue

This course is held at our Doncaster East Campus, which has modern facilities, easy access, and free off-street parking.

Entry Requirements

The following entry requirements apply for enrolment in this course:

- evidence of completion of either CHC30113 or CHC30121 - Certificate III in Early Childhood Education and Care
- attendance at a pre training interview prior to enrolment,
- suitable level of Language, Literacy and Numeracy (LL&N) skills,
- suitable level of computer and digital literacy skills,
- access to suitable technology (as detailed in Appendix A)
- currently employed (or willing to volunteer) in a *regulated education and care service*, for a minimum of 18 hours per week.

Student Support

Pines Learning embraces flexibility and equal opportunity and encourages people to apply for enrolment without discrimination.

A range of Student Support services are provided. Refer to the Student Handbook for details.

When you attend the course interview, please advise your interviewer if you feel you may need extra assistance to complete the course.

Information Sessions

All candidates are required to attend an information session in order to be eligible to apply for a place in the course. At the information session candidates will be required to complete a Language, Literacy and Numeracy Activity. At the end of the Information Session interested candidates will need to attend a short one-on-one interview.

Dates of information sessions can be obtained from Reception staff, from the current flyer, or you can book online at our website www.pineslearning.com.au Bookings are essential.

Candidates are required to bring the following items to the Information Session:

- Green Medicare card
- Document with photo ID (preferably drivers' licence or current passport)
- Concession card (if applicable)
- CHC30113 or CHC30121 completion certificate
- Any other Certificates or statements for any completed accredited courses or units of competency such as First aid either completed in Australia or formally recognised in Australia
- Details of any past or present enrolment in accredited courses in Australia (even if the course was not completed)

Required Units

To be awarded the CHC50121 Diploma of Early Childhood Education and Care, students are required to complete a total of 15 units, of which three are elective units.

BSBTWK502	Manage team effectiveness	CORE
CHCECE041	Maintain a safe and healthy environment for children	CORE
CHCECE042	Foster holistic early childhood learning, development and wellbeing	CORE
CHCECE043	Nurture creativity in children	CORE
CHCECE044	Facilitate compliance in a children's education and care service	CORE
CHCECE045	Foster positive and respectful interactions and behaviour in children	CORE
CHCECE046	Implement strategies for the inclusion of all children	CORE
CHCECE047	Analyse information to inform children's learning	CORE
CHCECE048	Plan and implement children's education and care curriculum	CORE
CHCECE049	Embed environmental responsibility in service operations	CORE
CHCECE050	Work in partnership with children's families	CORE
CHCPRP003	Reflect on and improve own professional practice	CORE
	HLTAID012 Provide First Aid in an education and care setting OR CHCPRT001 Identify and respond to children and young people at risk	ELECTIVE Credit transfer is provided
CHCDIV003	Manage and promote diversity	ELECTIVE
CHCMGT003	Lead the work Team	ELECTIVE

Future Training Pathways

Students who complete the Diploma may choose to go on to enrol in the following qualification:

- Bachelor of Early Childhood Education

Recognition of Prior Learning (RPL) and Credit Transfer

If you have been working in a supervisory role in the Early Childhood industry for more than a year and have gained sufficient experience you may be eligible for Recognition of Prior Learning (RPL) for one or more units. This is the acknowledgement of skills and knowledge obtained through formal training/education, relevant work experience and/or life experience. RPL applicants need to provide sufficient documented evidence of current competence and be assessed in the workplace.

In addition, if you have completed a superseded version of any units you may need to update to the current version via RPL.

The RPL course fee will be calculated according to the number of units that you seek RPL for, and be based on either the funded course fee or the Fee for Service (FFS) tuition fee (depending on eligibility criteria).

If you have successfully completed one or more units at another learning institution you may be eligible for credit transfer. In this case you must provide your original academic transcript as proof of completion.

If either of these applies please mention it at your interview or when you enquire about the course.

Applications for RPL **must be made prior to the commencement of the course.**

Course Structure

March 2024- August 2025

Classes will be held on Zoom on Saturdays, with some face-to-face classes from 9.30am-4pm. Zoom classes will be held between 10am and 3pm, with two 30 minute breaks.

Training Delivery Method

The training delivery method for this qualification is a combination of self-paced learning, face-to-face classroom based learning or via zoom and practical experience in the workplace. Weekly activities will need to be completed using the online learning portal.

Moodle is the online learning portal and will be used to submit assessment tasks, to communicate with trainers and other students between scheduled classes and complete forum activities.

A copy of the Pines Learning Online Service Standards is included at Appendix A of this Course Guide, and includes details of the technical requirements.

If you have any questions or concerns, please contact the Course Coordinator. Reasonable adjustment may be possible for students and will be assessed during the pre-training review.

Assessment Methods

Assessment will be via a combination of:

- Written tasks
- Role plays in class
- Observation in the workplace
- Supervisor reports
- Oral questions if required

Accredited training is assessed against a specified benchmark and is Competency based. This means that no marks are given and students are assessed as either “Satisfactory” or “Not Yet Satisfactory”

If a student is Not Yet Satisfactory, there is at least one chance to resubmit the work.

This course is designed with an integrated approach to assessment. One unit may be assessed over a number of tasks. All tasks must be satisfactorily completed in order to gain Competency in the unit. In addition, some units cannot have the assessment decision finalised until the student has completed a specified number of placement hours.

Practical Placement

Practical Placement is a vital part of the course which allows the student to practice their knowledge and skills in the workplace.

Students are required to undertake a minimum of 280 hours of practical placement in a regulated education and care service. Placement will require for work to be undertaken with children in a range of age groups.

Students will be assessed three times in the workplace by a qualified Pines Learning assessor.

Practical Placement Structure

Students are required to attend either paid or voluntary work in a *regulated education and care service* for a minimum of 18 hours per week.

Practical Placement Guidelines

Students are covered by insurance if on a **voluntary placement** and the welfare of the student remains the responsibility of Pines Learning. An agreement and schedule must be signed by representatives from Pines Learning and the placement centre before placement can commence.

Pines Learning has guidelines for placement which include working a shift of no more than eight hours, and an exemption which allows students to commence placement at 7am as this is an industry expectation. A copy of the guidelines is included as Appendix B - Student Welfare and Practical Placement Guidelines.

If you are employed, your employer's insurance will cover you for placement.

Funding

Funding for accredited courses is provided by the Higher Education and Skills Group (HESG) with money from State and Commonwealth government. In order to access the funding, you must meet certain criteria set out below and will be required to sign a declaration.

To qualify for funding, you must be either an Australian citizen, a Permanent Resident, or a New Zealand citizen.

For further details of eligibility criteria, you can go to:

<https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

A limited number of Non-Funded places will be offered.

Course Fees

Course fees are made up of tuition, materials and student amenities and services. When you attend an information session or an interview you will be provided with details of the breakdown of the fees.

Course fees for 2024 are:

Category	Tuition Fee	Amenities and Materials
Funded	\$0	\$100
Funded with Concession	\$0	\$100
Non-Funded	\$1750	\$100

Note:

- Instalment payment plans can be organised for students who need support in paying course fees and for students who are not eligible for funding.

A concession rate is available (FFS only) to people in the following groups if they are **not eligible** for a funded position:

- Commonwealth Health Care Card holders, and their dependent children and dependant partners
- Pensioner Concession Card holders, and their dependent children and dependant partners
- Veterans Gold Card holders (but not their dependants)

To be eligible for the concession fee the person enrolling must either have the card or be able to show that they are a dependant of a card-holder.

Concession rate is also available under the Indigenous Completions Initiative for individuals who self-identify as being of Aboriginal or Torres Strait Islander descent.

Pines Learning will offer Tuition Fee Waivers/Exemptions for particular groups, upon presentation of the required written confirmation.

A copy of Policy for Refund of Fees is available on our web site.

Enrolment

Successful applicants will be offered a place on the course and will be notified after the pre training interview. To secure a place on the course the applicant will be required to enrol by the specified date otherwise the place may be allocated to another applicant.

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking nationally recognised training delivered by a registered training organisation to have a USI. A USI will give you access to your online USI account, which will contain all your nationally recognised training records and results from 1 January 2015.

Pines Learning can apply for a USI on your behalf. On our enrolment form there is a section you will need to complete which provides Pines Learning with permission to apply for your USI. You will also need to provide us with your current Medicare Card and Drivers Licence. If you already have a USI you will need to provide us with your USI on enrolment. For further information regarding the USI please speak to the Training Support Officer or visit www.usi.gov.au

Policies and Legislation

Pines Learning policies and government legislation relating to students is found on our web site.

They include the following:

- Fees and Refunds Policy
- Privacy policy
- Complaints and Appeals Policy and Procedures

What Next?

If you are interested in enrolling in this course, please go to our website or call **9842 6726** to book into an upcoming Information Session. If you would like further information, please contact the Course Coordinator via email: aarthiprakash@pineslearning.com.au

Course Coordinator: Aarthi Prakash

Appendix A

Online Service Standards for Diploma Students

Pines Learning uses Moodle as a tool for sharing course resources and for submission of assessments tasks. In addition, students who miss all classes for a unit can access all resources and may also be provided with additional Trainer support. Pines Learning offers the CHC50121 Diploma of Early Childhood Education and Care with the training delivery method as a blended learning approach. It is a combination of self-paced learning, face-to-face classroom-based learning, via zoom and practical experience in the workplace.

Pines Learning is committed to providing a quality learning experience for students studying online and independently, and these online service standards explain our commitment to students in key areas.

STUDENT SUPPORT

Pines Learning will provide the following support to students studying any aspect of their course online.

Trainers:

- Will be able to answer questions during the scheduled face-to-face classes for each unit
- There will be a maximum of 10 learners to each trainer

Administrative/Technical Support:

- Will be available by phone or email between 10am and 2pm Monday to Friday
- Will reply to queries and requests for technical support within 48 hours

Support Services:

- Study Support sessions via zoom are available outside class hours.
- Course coordinators are available by appointment to discuss any concerns or requests for additional support

STUDENT ENTRY REQUIREMENTS AND TECHNICAL REQUIREMENTS

Pines Learning conducts a comprehensive Pre-Training Review for all prospective students to determine whether the course is suitable and appropriate for their individual needs. As part of the Pre-Training Review, we will include assessment of your digital literacy, by:

- Asking you to undertake a self-assessment quiz
- Discussing the quiz outcomes and making recommendations about whether the course is suitable for you, and identifying additional support where required

Pines Learning uses Moodle as the learning platform for online course delivery. The following are the minimum information technology requirements to enable optimal access to the Student Portal:

- A device with a minimum of 5GB memory and 1Ghz processor
- Microsoft Windows 8 and above or Mac OS version 10 and above

Web-based content is available on hand held devices including mobile phones and tablets

An introductory module and FAQs on Moodle can be found at https://docs.moodle.org/33/en/Installation_FAQ

TECHNICAL REQUIREMENTS – Zoom

Zoom can be accessed via tablet, laptop, or desktop computer. It is recommended that the device meets the minimum specifications outlined in the section above. The device will need to have an inbuilt camera and microphone, or a headset with microphone can be used. The Zoom app needs to be downloaded, and access to the scheduled sessions is via the link provided by the course coordinator. The course coordinator and the trainer can provide additional support to access and use Zoom as required.

LEARNING MATERIALS

Pines Learning ensures that learning materials used in online training are interactive and are presented in a variety of formats, including:

- Guided content
- Graphics
- Video
- Audio
- Quizzes
- Interaction through discussion forums

STUDENT ENGAGEMENT

Pines Learning provides an online learning experience that is engaging and interactive. We will monitor your participation and ensure that you continue to progress through your course.

Collaborative learning opportunities will be provided so that you can interact with your trainers and peers through:

- face-to-face classes
- discussion forums
- attending study support sessions

Ongoing feedback will be provided as you study through:

- Interactions with trainers in informal discussion forums
- In response to individual queries and in relation to tasks you complete
- Ongoing monitoring of your time spent online and completion of quizzes

MODE AND METHOD OF ASSESSMENT

The method of assessment for each unit will be a combination of at least two of the following:

- Demonstration/observation
- Written assessment task
- Work placement/practical tasks (where specified)
- Third Party reports

Written theory assessments are to be submitted via the Student Portal. All other assessments will take place in either the classroom or the workplace.

TRAINERS

All trainers delivering this course at Pines Learning are experienced in facilitating active learning and using the flipped classroom approach, whereby students complete the theory as self-paced learning and class time is spent in discussion, consolidating learning, practical work, and enhancing learning. In addition, the trainers have undertaken professional development to support students through the use of discussion forums, and in using the technology.

Trainers also undertake ongoing development, including participation in trainer meetings to discuss and share ideas for improvement of delivery.

Appendix B

Student Welfare and Practical Placement Guidelines

All students undertaking the CHC50121 Diploma of Early Childhood Education and Care are required to complete practical placement as part of the course.

Benefits of practical placement are:

- Opportunity to practice the skills and knowledge learnt in class
- Possibility for students to gain employment via work placement

Pines Learning will endeavour to accommodate specific requests for practical placement but this cannot be guaranteed.

Student Welfare

Whilst on practical placement students are to be supervised by appropriately qualified staff. Students on voluntary placement are covered by insurance whilst on placement. To activate the cover students are required to complete a practical placement schedule and agreement with their placement centre and Pines Learning prior to commencing.

Regulations require that for student safety classes will not be scheduled for more than eight hours in any one day and not outside the hours of 8.00am to 10.00pm. Pines Learning has obtained an exemption to allow students to start practical placement from 7am as required as this is an industry requirement. Students will not be required to work longer than an eight-hour shift.

Should these conditions for work placement cause undue hardship please see the Course Coordinator prior to enrolling in the course.