

# Diploma in Early Childhood Education and Care CHC50113

## FACT SHEET

### ENTRY ADVICE

Entry into the course is available to students who can demonstrate competence in Certificate III in Early Childhood Education and Care CHC30113 or demonstrate the skills or experience to complete the course.

### COURSE OBJECTIVES

The Diploma in Early Childhood Education and Care is a practically oriented course, which enables graduates to advance their careers in the childcare industry. This qualification covers workers in children's services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements.

At this level:

- Workers have responsibility for supervision of other staff and volunteers
- In most states it is the highest qualification required at director or service manager level for children's service centre-based care.

The program is organised to provide students with theory components as well as practical application.

### Course Information

<b>Duration:</b>	18 months to 2 years.
<b>Study Options:</b>	Self-paced, set classroom lessons, support classes and email and phone support. Workplace visits are also conducted during placement.
<b>Classroom:</b>	78 Pinelands road Sunnybank Hills
<b>Cost:</b>	Australian City College only accepts fees per unit at \$218.21 per unit. Student can pay a maximum of 6 units at one time.
<b>Units of Study:</b>	28 subjects including first aid (HLTAID004)
<b>Practical requirements:</b>	240 hours of placement under direct supervision of a current diploma or higher qualified individual.

### What is Work Placement?



This involves an employer of an Early Learning Centre, accepting you for a period to work, as a volunteer, in the Early Childhood education and Care Service.

Work Placement enables you to demonstrate acquired skills and knowledge in the industry setting. During the Work Placement, you will have specific tasks to undertake to demonstrate competence. You will be regularly monitored and may be assessed on the job.

### **What are the Benefits?**

There may be several advantages in participating in Work Placement;

- Gaining 'hands-on' experience in the industry you are training for.
- Gaining knowledge of employers' expectations
- Establishing contacts for future job prospects
- The opportunity to gain confidence and better communications
- Added interest and variety to your studies, leading to increased enthusiasm, knowledge, understanding and motivation
- Exposure to the real world of work and the opportunity to learn about your industry
- Improved employment prospects

### **The Student Educator**

We, at ACC, know this is an experience that comes with a mix of emotions. Work Placement can be exciting, inspiring, challenging and terrifying – all at the same time. It offers a wonderful, intensive opportunity to develop as an Early Childhood Educator, to broaden your experience with children and develop your understanding of the wide range of services that provide education for Early Childhood. To make the most of your work placement, please ensure you are familiar with the specific tasks for completion, before you begin your work placement. Each work place task has different expectations and requirements. Please refer to the individual workplace task which is accessible through your online information, for details. Be sure to keep up to date with your theory tasks at the same time, by following your training plan. Keeping up to date with online study is one of the best ways to ensure you are ready for your work placement and course completion date.

As you start your work placement you do so as representatives of Australia City College. As student educators, we expect you to go into your work placement seeing yourselves as a professional. Your professional conduct acts as a protection for yourself, the children whom you will meet, the setting where you will be and Australia City College. Learning how to make appropriate and polite contact with the variety of early childhood services, gaining confidence speaking to colleagues and parents and learning how to work alongside other educators are all important areas of your development.

Your professional responsibilities extend to children, educators and other service staff, as well as to families. These responsibilities include appropriate care of property and other resources, appropriate participation in daily routines and constructive use of your time. At all times, we ask that you avoid



criticism of the Centre where you are working and maintain the confidentiality in regard to the children, the policies of the centre and the people that work there, that is entrusted to you. You are expected to attend the same hours as the supervising educator with whom you are working, unless otherwise advised. In addition, some settings have strict dress requirements and student educators should dress in accordance with the practice and policy of the setting.

Requirements for the supervision of children will vary among settings, but you must never assume sole supervision of a group of children either indoors or outdoors, of the setting. Please note, you are not to be used as replacement staff nor included in the adult-child ratio, related to licensing.

To understand more about your responsibilities as a professional we ask that you carefully read the Early Childhood Australia Code of Ethics. This clearly outlines the conduct that is required of any professional working with young children. If there is any reason you feel you cannot meet these requirements it is essential that you discuss your concerns with your trainer. Please note that any substantiated report of unprofessional conduct may result in failure of the Work placement unit/s.

If at any time you feel you are asked to act in a manner that contradicts the Early Childhood Code of Ethics or your conscience regarding professional standards it is your responsibility to immediately contact your trainer for advice, or head office and direction about how to respond to the situation.

### **What do I need to know regarding Work Placement?**

#### **What are the rules regarding age groups and Work Placements?**

During the sequence of workplace units, you should make sure you have experience with children of various ages, children with diverse abilities, and children reflecting culturally and linguistically diverse family systems. You will be advantaged for employment purposes if you are able to present a portfolio demonstrating successful learning experiences in a diverse range of early education and care settings.

Please note that during your enrolment, as a student in a Australia City College program, you must gain experience with children in each of the following groups: birth – 24 months and 2 - 5yrs.

#### **How do I register for a work placement?**

You approach an early education and care service, which you can locate yourself through local directories, for working with them on a regular basis according to appropriate shift times.

It is always good to ring and make an appointment with the director to discuss the possibility of doing your work placement at their service. Make sure you know what you need to do while on work placement so you can give them a brief overview of those tasks.

**Please ensure that the service you choose has been rated and assessed against the National Quality Standards, and was rated as Meeting National Quality Standard or above.**



If the Director agrees to take you for work experience, you need to notify your trainer of the service name, service address and service phone number. **The trainer will organize you a work place agreement, which needs to be signed by the Director, yourself and the trainer, then returned to the trainer, prior to the commencement of your work placement.**

### **Can I undertake work placement, if I have my children at the service?**

No. Student educators are not permitted to undertake work placement where they have a close association with the children. They are not permitted to undertake work placement in the centre attended by their child/ren relatives or friends' children.

### **Can I take my child to Work Placement or can my family and friends visit me whilst I am on placement?**

No, student educators cannot take a child/ren to their work placement. It is necessary to make alternative arrangements if the student educator usually cares for them.

### **What if I have a previous or existing injury or significant disabilities?**

Student educators with previous or existing injuries (eg; back, shoulder, elbow) or significant disabilities which will impact on the ability to carry out the requirements of the work placement must inform the DST trainer, prior to placement. A medical certificate stating that the student educator can carry out the

work placement will be required prior to the commencement of work placement for student educators with injuries. The student educator is also responsible for alerting the Director prior to work placement.

### **Pregnancy and practicum:**

**Important information if you are pregnant or likely to become pregnant it is crucial that you are aware of the following important information.**

Please be realistic and responsible in relation to both your health and the health of your developing child. Work placement is physically and emotionally demanding and your fitness to undertake a work placement must be considered carefully in light of a pregnancy. Please feel free to discuss your circumstances with your Australia City College trainer.

If you are pregnant during a work placement you are required to obtain a doctor's clearance for participating on the work placement. This clearance must be forwarded to your Australia City College trainer prior to the commencement of your work placement.

**Due to medical risks associated with the CMV (Human Cytomegalovirus) virus in the first trimester of pregnancy, pregnant women are not permitted to complete a placement with children under two years of age.**



Human cytomegalovirus (CMV) is transmitted between humans, through breast milk, saliva, sexual intercourse and blood. Most healthy adults usually show no symptoms, but some may suffer an illness with symptoms like glandular fever (infectious mononucleosis). In adults, acute illness may last 2 – 3 weeks, then the virus persists in a latent state. A pregnant woman infected with CMV may transmit the virus across the placenta to her unborn child. A small number of babies thus infected may have symptoms at birth and can suffer long-term complications including damage to the nervous system, learning disability and deafness.

Control measures: Paying scrupulous attention to hygiene, including hand washing. Care should be taken when handling nappies, excreta etc from babies and children. No vaccine is available at present, but many women are immune because they caught the infection in early life.

*References National Health & Medical Research Council (2005) Staying healthy in childcare: Preventing infectious diseases of child care. (4th ed.). ACT: Australian Govt.*

*NSW Department for Women. (2003). Pregnancy and work in childcare, based on the pregnancy and Work guide (2002).*

*NSW: Workcover, the Department for Women, the Anti-Discrimination Board, the Office of Industrial Relations, Australian Business Ltd & Labor Council of NSW.*

### **Who is primarily responsible for me on work placement?**

Well, firstly you are. We expect you to be your own greatest advocate ensuring your work placement is a success.

It is the Director who has overall responsibility for you as a student educator. In many work placements this responsibility will be delegated to your co-operating educator. On your orientation, it is important you establish who you are to refer to for questions and information about the setting. In some instances, the director will discuss policies and procedures with you and provide opportunities for you to attend the centre meetings as appropriate.

Your trainer is to provide support for you during work placement.

The diploma is a qualification that allows qualifiers to function in the role of a supervisor, group leader or manager.

This means that the majority of the 240 hours of placement must be completed with the student performing or functioning in the role of the supervisor/group leader as described below.

Placement can be done in a block period or over the duration of the course as long as the number or supervised hours requirement is met and the college is able to assess the student in the workplace completing the functions and roles of a diploma qualified employee.

The placement cannot be carried out in a family day care situation.



The amount of time that a student is at the service per week is at the student's discretion. As long as the required minimum hours of 240 hours is completed within the time frame. It is important to note that all units do have workplace tasks and units is only complete once all parts have been completed. There are also some units that require 120 hours to be completed before student is deemed competent.

During practical experience, students are not to be left alone with children or be counted in the service ratio unless they are a paid employee. Student to be working under supervision for the entire practical experience.

**Functions and Roles during practical experience may include:**

- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child
- Encourage assistants to contribute to curriculum planning
- Report progress of children's development to parents (with supervisors agreement)
- Maintain daily open communication with parents (with supervisors guidance)
- Maintain anecdotal records
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Attend in service and staff meetings (with service agreement)
- Supervise assistants, aides and volunteers in the classroom
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable licensing regulations
- Assist with the cleaning and safety requirement of the centre.
- Contribute to the day to day operations of the service
- Nappy changing.
- food preparation and procedures including awareness of allergy, cultural and food preferences of children at the service.
- Maintain safe sleep practices.
- Follow all policies and procedures of the service.
- Maintaining to cultural consideration of the families and contributing to cultural celebrations.
- Participate in evacuation drills, excursion and lock down drill.
- Show respect and understanding of the service expectations, including wearing appropriate attire, using appropriate language and maintain a high level of professionalism.

**ACC provides flexible study modes to allow students to complete their course.**



## **Competency Based Training**

All training at Australia City College is based on the principles of Competency Based Training. Delivery and assessment will involve students in accomplishing the tasks required to demonstrate competency in any unit and students will be provided with every opportunity to demonstrate that they can carry out required tasks. Students will need to show progression throughout the duration course.

## **Flexible Delivery**

Australia City College practices the principles of flexible delivery. Programs are designed to maximise the opportunity for access and participation by all students. It is Australia City College policy that trainers must adopt a modified lecture approach i.e. a maximum of 50% of tuition time may be lecturer lead explanation and discussion, with the remaining 50% focusing on student lead activities. Trainers will also provide support through email and phone calls to ensure maximum support to learners by providing adequate responses and links to other resources and sites as required.

## **Face to face learning.**

There will be class times available to student with a set structure of which units are delivered. There is also time both before class starts and after class for additional support for students. This method of learning is the preferred option for many students and greater opportunities for one on one support and guidance which allows for completion within the time frame. Classes are held in the Sunnybank Hills campus Monday and Tuesday from 9am to 3pm and Wednesday and Thursday from 4pm to 9pm. Class times and days may change to suit the suitability of students.

## **Distant learning**

This is essentially an option for student already working full time in early childhood, students wanting to upgrade from certificate 3 or for students unable to attend class due to different circumstances. Students are provided with the course material to work through at their own pace. There will be regular support sessions to assist students as well as email, phone and Skype support to suit the student's needs. Student are still required to undertake the practicum requirements and will have workplace visits. Students are also able to attend the regular classes when possible. The distant learning option for students can often take students longer to complete course.

## **Support classes**

These are available to all students they differ from the face to face learning where there is not a focus on one units but available for student who may require additional support with the units delivered in the face to face classes, want to work on units in their own pace or need to catch up on any units they have missed all fallen behind on. Sessions will be regular and be available to students who require them.

## **At all times learning at Australia City College will be:**

- Student-focused
- Relevant
- Based on dialogue

- In English
- Practical and hands-on
- Not just theoretical

At the start of each delivery unit, trainers will identify the delivery needs of the students and adopt a variety of delivery strategies designed to meet these needs.

Delivery alternatives may include: presentations, role play, case studies, demonstrations, excursions, guest lectures, group work, calculations, exercises, journals, projects and observations.

### COURSE STRUCTURE (COURSE UNITS)

Code	Elective or Core	Title	Estimate duration (weeks)
CHCLEG001	C	Work legally and ethically	2
CHCECE001	C	Develop cultural competence	3
CHCECE002	C	Ensure the health and safety of children	3
CHCECE003	C	Provide care for children	4
CHCECE004	C	Promote and provide healthy food and drinks	2
CHCECE005	C	Provide care for babies and toddlers	4
CHCECE007	C	Develop positive and respectful relationships with children	3
CHCECE009	C	Use an approved learning framework to guide practice	3
BSBLED401	E	Develop teams and individuals	3
CHCPOL002	E	Develop and implement policy.	3
BSBINN502	E	Build and sustain an innovative work environment	2
CHCECE016	C	Establish and maintain a safe and healthy environment for children	3
CHCECE017	C	Foster the holistic development and well being of the child in early childhood	4
CHCECE018	C	Nurture creativity in children	3
CHCECE019	C	Facilitate compliance in an education and care service	3
CHCECE020	C	Establish and implement plans for developing cooperative behaviour	3
CHCECE021	C	Implement strategies for the inclusion of all children	3
CHCECE022	C	Promote children's agency	2
CHCECE023	C	Analyse information to inform learning	3
CHCECE024	C	Design and implement the curriculum to foster children's learning and development	4
CHCECE025	C	Imbed sustainable practices in service operations	3



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CHCECE026	C	Work in partnership with families to provide appropriate education and care for children	2
CHCPRT001	C	Identify and respond to children and young people at risk	2
BSBWOR301	E	Organise work priorities and development.	2
HLTAID004	C	Provide an emergency first aid response in an education and care setting	1
CHCDIV001	E	Work with diverse people	3
CHCDIV002	C	Work with Aboriginal and/or Torres Strait Islander people	4
HLTWHS003	C	Maintain work health and safety	3
total			78

### Payment Methods

There are several methods of payment. This can be completed by bank transfer, through eftpos or in cash payments.

1. Fee for Service.

There are no eligibility requirements for this payment method. Students should simply make sure that they can full fill the requirements for supervised placement/role and function. This will Cost the student \$6110.00 inclusive of text books, training, workplace visits from the college etc. This can be paid over the life of the study period by dividing the total costs per unit. We do not accept full payment for the course and cannot accept payments over \$1500.

28 units payments of                      \$218.21 per unit

**Enrolment into the diploma is on a rolling basis, this means the course is always open for enrolment.**

**Please contact ACC on 07 3343 1287 for more information.**