



**WAVE**  
LEARNING

**Certificate III in Early Childhood  
Education and Care  
CHC30121**

**Information for students  
Distance delivery**



# Introduction

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Welcome to Wave Learning!

This handout package provides an overview of the Certificate III in Early Childhood Education and Care CHC30121.

We hope that the information provided in this handout package will assist you in

- Gaining a clear understanding of the requirements for the Certificate III in Early Childhood Education and Care CHC30121; and
- Gaining a clear understanding of the way in which training is delivered.

We look forward to helping you complete your course!

## What is the Certificate III in Early Childhood Education and Care CHC30121?

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After completing the Certificate III in Early Childhood Education and Care CHC30121, you will have the qualification necessary to be a child care assistant in a pre-school or long day care setting, or work as a family day carer or nanny.

You will use organisational procedures and individual children's profiles to plan activities and provide care to children. You will also facilitate children's leisure and play and enable them to achieve their developmental outcomes.

Depending on your centre, you may work under direct supervision or autonomously. At this level, you are also required to work with your local community in the provision of services, to ensure that the activities planned for the children meet their individual needs and circumstances.

Other occupational titles for the graduates of the Certificate III in Early Childhood Education and Care CHC30121 include playgroup supervisor, family day care worker, child care worker, nanny and mobile assistant.

# Requirements of the Certificate III in Early Childhood Education and Care

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## Course requirements

Unit code	Unit name
CHCECE033	Develop positive and respectful relationships with children
CHCECE036	Provide experiences to support children's play and learning
CHCECE035	Support the holistic learning and development of children
CHCECE038	Observe children to inform practice
CHCECE032	Provide care for babies and toddlers
CHCECE031	Support children's health, safety and wellbeing
CHCPRT001	Identify and respond to children and young people at risk
CHCECE055	Meet legal and ethical obligations in children's education and care
HLTWHS001	Participate in workplace health and safety
CHCPRP003	Reflect on and improve own professional practice
CHCDIV001	Work with diverse people
CHCECE034	Use an approved learning framework to guide practice
CHCECE054	Promote understanding of Aboriginal and/or Torres Strait Islander cultures
CHCECE030	Support inclusion and diversity
CHCECE056	Work effectively in children's education and care
CHCECE037	Support Children to connect with the natural environment
HLTAID012	Provide First Aid in an education and care setting

## Elective units\*

Unit code	Unit name
CHCPRP003	Reflect on and improve own professional practice
CHCDIV001	Work with diverse people

**\*\*HLTAID012** is a compulsory unit of Certificate III in Early Childhood Education and Care CHC30121. You will need to complete this course and supply Wave Learning with a copy of the certificate in order to graduate.

## **Other requirements**

### **Delivery schedule**

Wave Learning delivers the Certificate III in Early Childhood Education and Care CHC30121 through distance delivery. This mode is completely student paced and student lead. Students can hand assessment in at their own leisure and can complete in a timeframe that suits them. Please note that should the training package change while a student is completing their course, they will be notified of this by Wave Learning and provided a timeframe in which to complete, or roll over into the new course.

### **Practicum**

Practical tasks form an integral part of the Certificate III in Early Childhood Education and Care CHC30121. If you are not currently employed in this industry, you will need to find a centre which will provide you with the appropriate environment for practise opportunities and assessment tasks.

- A minimum of 280 hours of unpaid volunteer work with children must be completed at an accredited centre and this will be documented in the form of a log.
- 140 of these hours must be completed working with children aged 0-2
- the remaining 140 hours to be completed with children aged 2-6.
- If you are currently employed in the industry, you must still complete a log of your practical hours, however you will not have to complete additional hours in a different setting.

During your hours either a Wave Learning Assessor (Sydney based students only) or your workplace supervisor will need to complete assessments outlined in the Practical Assessment Handbook.

The following information provides further details about the responsibilities of the parties involved in the practicum:

#### Student's responsibilities:

- Complete a volunteer Working with Children Check prior to the commencement of the practicum.
- Attend the practicum sessions as agreed with the centre
- Contact the centre as soon as possible if unable to attend the session due to illness or misadventure.
- Take care of their learning/assessment materials and ensure that they are available for the assessor during the assessment visits.
- Ask for assistance in locating any workplace documents as required.
- Ask for support from the workplace supervisor as required.
- Complete the assessment tasks allocated to each unit within the given time frame and submit them to their assessor.
- Contact their assessor if they're unsure about the requirements of assessment tasks.
- Sign the necessary documentation when required
- Remain unobtrusive in the centre.
- Be respectful and polite at all times.
- Complete any tasks asked of them by the workplace supervisor without question or delay.
- Complete the Learner Questionnaire at the completion of the practicum to provide Wave Learning with feedback about the success of the program.

#### Wave Learning's Assessor responsibilities (Sydney based students only)

- Liaise with the workplace supervisor and the student in regards to appropriate visitation days and times.
- Observe and assess the student in the workplace environment
- Gather information from the centre's personnel in regards to additional skills which may have been demonstrated by the student at alternate times.
- Complete the necessary documentation
- Make detailed comments about the student's progress and achievements.
- Communicate with the workplace supervisor regarding the student's progress or any problems which arise.
- Remain unobtrusive in the centre.
- Be respectful and polite at all times.

#### Workplace Supervisor's responsibilities:

- Liaise with Wave Learning's assessor in regards to appropriate visitation days and times.
- Provide a variety of workplace environments for the student to develop a range of skills.
- Assign a qualified member of staff as a 'mentor' to the student, who can demonstrate workplace activities and from whom the student can learn the necessary procedures and workplace skills.
- Assist the Wave Learning assessor in the completion of the observation checklist, particularly if the practical activities have been observed on different occasions in the absence of the assessor.
- Allow the student access to any workplace documents which are required for the completion of assessment tasks (within confidentiality boundaries).
- Provide support to the student if they have any questions about the workplace.
- Monitor the progress of the student and contact Wave Learning if any issues arise.
- Sign the necessary documentation when required

#### Language, literacy and numeracy requirements

When you study the CHC30121 Certificate III in Early Childhood Education and Care, you are expected to have a good level of language, literacy and numeracy skills. While the course is competency based and not necessarily an academic course, there is an expectation that you're able to read, write and comprehend texts at a level similar to or above this document. You will be expected to have the ability to write a range of documentation.

#### Communication requirements

When studying the Certificate III in Early Childhood Education and Care CHC30121, you're expected to have good communication and interpersonal skills, which will be further developed in this course.

### **Technology requirements**

Completing the Certificate III in Early Childhood Education and Care CHC30121 with Wave Learning will require the use of a computer and the internet. Research and further readings can be completed on the internet and all written assessment items are to be word processed. It is acceptable for the assessment items to be typed by an assistant, although candidates must ensure that all work submitted is their own.

### **Study requirements**

- **Textbooks/research:** The textbooks provided contain information regarding the content of each Unit of Competency. Any issues which arise from your readings should be raised with your trainer. Some time each week should be set aside to complete the readings, including highlighting the key points, summarising the information and noting any issues which you would like clarified. Further research will also be suggested to further your knowledge and understanding of the essential knowledge and skills.

- **Assessment tasks:**

This course includes two types of assessments tasks: Formative and Summative.

Following the reading of each unit, you will be required to complete a series of formative assessments such as questions and scenarios. These tasks are to be word processed and submitted to your assessor. Written tasks and preparation are completed in your own time, or while being provided study time off the floor.

The other form of assessment requires observation of your skills during your practicum. Practical assessments are completed during the practicum sessions at the specified facilities or in your workplace if appropriate. After completing your readings/research and formative assessments, you will be observed implementing these skills and knowledge. This type of assessment is called summative.

## **Types of Assessment**

**Assessments will apply to both theoretical knowledge and practical knowledge.**

### ***Questions and Scenarios***

Questions enable assessors to explore aspects of competence that are not easily observable, either because of considerations such as the frequency of a task within a job role, the nature of client care, legal issues such as confidentiality and privacy, or because they relate to aspects such as essential knowledge and skills. The responses will be provided by the learner in their own words. The assessor must then make a judgement as to whether responses meet the essential knowledge requirements, or if further evidence is required to demonstrate competency.

Scenarios enable students to show how they would address particular issues and in so doing apply knowledge and skills related to a number of units of competency in an integrated way to particular situations.

### ***Assessment Tasks***

A variety of assessments are included in this instrument to allow the learner to further demonstrate their knowledge and skills and provide sufficient evidence to meet the requirements of the unit. Assessment tasks will include short-answer questions, scenarios/case studies, projects, research assignments, etc.

### ***Workplace Observation and Demonstration Checklist***

Conducting a workplace observation is a practical and holistic way of assessing the essential skills required to demonstrate competency for a qualification. The assessor is required to observe the learner performing certain tasks in the workplace or a similar environment using the checklist provided. During the observation, the assessor will make a judgement as to whether the learner has met the required skill level for the qualification, or if further evidence is required.

## Submission of written assessment tasks

### Emailing Assessments:

The following rules must be followed for emailed assessments:

- 1) Only one unit per email with the subject of the email being the unit code
- 2) You must include a **scanned or digital** copy of the marking sheet, which you have signed, with the unit. Photos of marking sheets will not be accepted
- 3) All parts for that unit, including the marking sheet and any attachments, must be included in the same single email.
- 4) All attachments must be submitted in either a Word Document or PDF format.

### Submission Rules:

The following points must be followed when submitting written assessment tasks:

1. Assessments **must** be word processed and submitted via email.
2. Please ensure you have signed the marking sheet on the front page of your assessments
3. Sign and date the Plagiarism declaration at the top of the marking sheet prior to submission.
4. Do not sign and date the comments sections until you have read your assessor's comments. If you do not agree with your assessor's comments, you may implement Wave Learning's Appeals Policy (see Student Handbook).
5. Please note that in order to meet the requirements for the unit 'Provide care for babies and toddlers', you will be required to spend a minimum of 120 hours in a 0-2 room or be working with a baby/babies.
6. Ensure you reference any sources of information you use to complete your assessments.
7. If you are working closely with another student, please be sure you are not submitting the same assessments. This will be classed as cheating and plagiarism and you may be excluded from the course.
8. Please remember you must complete HLTAID012, and provide Wave Learning with a copy of the certificate in order to graduate

# Pathways for gaining the CHC30121

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Wave Learning offers two pathways for gaining the CHC30121 Certificate III in Early Childhood Education and Care:

Option #1 – Full course

Option #2 – Recognition of Prior Learning

## Option #1 – Full course

Candidates selecting this option will be trained and assessed in all 18 units contributing to the CHC30121. To obtain Statements of Attainment for each of the 18 units of competency, candidates must demonstrate competency through the written tasks, learning projects, scenario activities and practical assessments.

## Option #2– Recognition of Prior Learning (RPL)

Candidates selecting this option will be provided with a Recognition of Prior Learning (RPL) Kit and asked to prepare and submit a portfolio of evidence which demonstrates current competency in 18 units from the CHC30121.

Following submission of the written portfolio of evidence, RPL candidates will also be asked to participate in an RPL interview. This interview may be conducted over the phone or in person. In this interview the assessor will ask questions to clarify and reinforce written evidence presented.

## Can I combine my options?

Yes. You may decide that you are eligible for RPL in some CHC30121, but that training may be your best option for other units.

## Resubmissions, appeals and non-completion

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If you're deemed to be 'Not Yet Competent' in a particular Unit of Competency, opportunities for resubmission of assessment items will be provided. You will receive feedback regarding your assessment items, the gaps in evidence and how to demonstrate your competence. There will be two opportunities for resubmission provided. If you're still deemed 'Not Yet Competent', you may be asked to complete additional tasks.

If you believe that you have demonstrated competence in a particular Unit of Competency, there is provision for appeal. Wave Learning outlines its Appeal process in the Student Handbook.

Should you fail to complete the course or do not submit the required assessment items, your qualification cannot be granted. Statements of Attainment will be issued for those Units of Competency in which you demonstrated competency.

## Outcomes of training and assessment

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Candidates who choose to complete selected Units of Competency, rather than all units, will receive a **Statement of Attainment** for each unit of competency successfully completed.

Upon completion of all units contributing to the CHC30121 Certificate III in Early Childhood Education and Care, the **qualification** will be awarded.

# Contact Us

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To apply for a position, or if you have any further questions after reading through this handout package, please contact us:

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