



WAVE
LEARNING

**Certificate IV in
School Age Education and Care
CHC40113**

**Information for students
Blended delivery**



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Introduction

This information package provides an overview of the Certificate IV in School Age Education and Care CHC40113. We hope that the information provided in this handout package will assist you in gaining a clear understanding of the requirements of the CHC40113.

What is the Certificate IV in School Age Education and Care CHC40113?

This qualification covers workers who conduct vacation programs as well as before and after school care activities for children of school age.

Outside school hours care workers:

- Plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes
- May work under direct supervision or autonomously
- May have some supervisory responsibilities for volunteers and other workers.

Other occupational titles for the graduates of the Certificate IV in School Age Education and Care CHC40113

Outside school hours care supervisor / coordinator, Vacation care supervisor, Assistant OSHC coordinator, Program leader.

Requirements of the Certificate IV in School Age Education and Care CHC40113

Units of Competency

Course requirements

Unit code	Unit name
CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drink
CHCECE009	Use an approved learning framework to guide practice
CHCECE011	Provide experiences to support children's play and learning
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC001	Support children to participate in school age care
CHCSAC002	Develop and implement play and leisure experiences in school age care
CHCSAC003	Work collaboratively and respectfully with children in school age children
CHCSAC004	Support holistic development of children in school age care
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCDIV002	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTWHS001	Participate in work health and safety

Elective units*

Unit code	Unit name
CHCECE006	Support behaviour of children and young people
CHCECE021	Implement strategies for the inclusion of all children
CHCECE025	Embed sustainable practices in service operation
CHCPRP003	Reflect on and improve own professional practice

*These electives can be negotiated at the request of the employer.

Other requirements

Delivery schedule

Wave Learning delivers the Certificate IV in School Age Education and Care CHC40113 through blended learning. Students have the option of an initial one-on-one meeting with the trainer (which may take place over the phone should the student not be able to attend the office), who inducts them into the course. All the learning and assessment materials are provided and then the student works through the activities in a self-paced schedule. Candidates who study the Certificate IV in School Age Education and Care CHC40113 should be aware that while much of the content is delivered in the form of learning materials, homework and assessments also form a large part of the requirements of the course. These hours encompass sessions reading the learning materials, homework, assessment tasks, research and projects. Support is available from your trainer through email, phone calls and further one-on-one meetings.

Practicum

Practical tasks form an integral part of the Certificate IV in School Age Education and Care CHC40113. 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. Wave Learning holds agreements with several accredited facilities in the local area. A minimum of 120 hours of unpaid volunteer work must be completed at an accredited centre and this will be documented in the form of a log. These hours will usually take the form of practicum blocks. During these blocks, a Wave Learning assessor may visit your practicum environment and complete the assessments. A supervisor within the workplace will need to sign third party assessments.

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. The Wave Learning assessor will negotiate with your supervisors as to appropriate times to complete observations of practical assessment tasks.

The information below 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 are unsure about the requirements of assessment tasks.
- Sign the necessary documentation when required (Training Plans, Assessor feedback).
- 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:

- 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 (where possible)
- 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 responsibilities:

- Participate in the development of the Training and Assessment Strategy prior to the commencement of the program delivery.
- 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 issue arise.
- Sign the necessary documentation when required

Language, literacy and numeracy requirements

Candidates who study the Certificate IV in School Age Education and Care CHC40113 are expected to have a good level of language, literacy and numeracy skills. While the CHC40113 is competency based and not necessarily an academic course, there is an expectation that candidates are able to read, write and comprehend texts at a level similar to or above this document.

Communication requirements

Candidates who study the Certificate IV in School Age Education and Care CHC40113 are expected to have good communication and interpersonal skills, which will be further developed in this course.

Technology requirements

Candidates who study the Certificate IV in School Age Education and Care CHC40113 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 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.

The other form of assessment requires observation of your skills whilst on prac. 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.

- **Timeframes:**

While you are undertaking this course through flexible delivery, we strongly encourage you to set yourself goals for completion. We would hope to see you graduate within a 2 year timeframe.

Pathways for gaining the CHC40113

Wave Learning offers two pathways for gaining the Certificate IV in School Age Education and Care CHC40113:

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 19 units contributing to the Certificate IV in School Age Education and Care CHC40113. To obtain Statements of Attainment for each of the 19 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 19 units from the Certificate IV in School Age Education and Care CHC40113.

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 Certificate IV in School Age Education and Care CHC40113, but that training may be your best option for other units.

Resubmissions, appeals and non-completion

If you are 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 are still deemed “Not Yet Competent”, you may be asked to negotiate to re-enrol in that subject.

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

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 Certificate IV in School Age Education and Care CHC40113, the **qualification** will be awarded.

Contact Us

To enrol, or if you have any further questions after reading through this information package,
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