



WAVE
LEARNING

**Diploma of Early Childhood
Education and Care
CHC50121**

Blended Delivery

Information for students



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Introduction

This handout package:

- Provides an overview of the Diploma of Early Childhood Education and Care CHC50121.

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

- Gaining a clear understanding of the requirements for the Diploma of Early Childhood Education and Care CHC50121; and
- Gaining a clear understanding of the way in which our blended training is delivered.

What is the Diploma of Early Childhood Education and Care CHC50121?

This qualification covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and volunteers and in most States it is the highest qualification required at director or service manager level.

The Diploma of Early Childhood Education and Care is designed for participants who intend to work as a Director or Supervisor in a Long Day Care Centre, Occasional Care Centre, Out of School Hours Centre, a Vacation Care Team Leader Program or as an assistant in a Kindergarten or Preschool, or as a Family Day Care Coordinator or a Child Development Officer.

Career opportunities:- Child Care Worker, Team Leader, Group Leader, Program Leader, Service Manager, Service Director, Special Needs Inclusion Worker, Family Day Career, Service Coordinator or Outside School Hours Care Coordinator.

Requirements of the Diploma of Early Childhood Education and Care CHC50121

Course requirements

Unit code	Unit name
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE049	Embed sustainable practices in service operations
CHCECE050	Work in partnership with children's families
CHCECE047	Analyse information to inform learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE044	Facilitate compliance in an education and care service
CHCPRP003	Reflect and improve own professional practice
BSBTWK502	Manage team effectiveness

Elective units*

Unit code	Unit name
BSBSTR501	Establish innovative work environments
CHCECE053	Respond to grievances and complaints about the service
CHCINM002	Meet community information needs

Other information

You will need to provide a copy of your certificate and transcript for your Certificate III course in order to be enrolled and potentially granted Credit Transfers.

Delivery schedule

Wave Learning delivers the Diploma of Early Childhood Education and Care CHC50121 through blended learning. Students have the option of an initial one-on-one meeting with the trainer (this may take place over the phone or ZOOM), 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 Diploma of Early Childhood Education and Care CHC50121 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 Diploma of Early Childhood Education and Care CHC50121. 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 280 hours of unpaid volunteer work must be completed at a specified facility and this will be documented in the form of a log. At least 140 hours must be spent with children aged 0-2.

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

Student's responsibilities:

- Complete a Working with Children Check prior to the commencement of employment.
- Contact the centre as soon as possible if unable to attend work 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
- 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
- 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 CHC50121 Diploma 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 Diploma of Early Childhood Education and Care CHC50121, you are expected to have good communication and interpersonal skills, which will be further developed in this course.

Technology requirements

Completing the Diploma in Early Childhood Education and Care CHC50121 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.

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.

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.

Pathways for gaining the CHC50121

Wave Learning offers two pathways for gaining the Diploma of Early Childhood Education and Care CHC50121:

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 15 units contributing to the Diploma of Early Childhood Education and Care CHC50121. To obtain Statements of Attainment for each of the 15 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 15 units from the Diploma of Early Childhood Education and Care CHC50121.

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 Diploma of Early Childhood Education and Care CHC50121, 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. Your enrolment with Wave Learning will remain current for 12 months, during which time you may submit the remaining assessment items, with a view to achieving the full Diploma of Early Childhood Education and Care CHC50121 qualification.

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 Diploma of Early Childhood Education and Care CHC50121, the **qualification** will be awarded.

Contact Us

To enrol, or if you have any further questions after reading through this handout package, please contact us:

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