



WAVE
LEARNING

**Diploma of School Age
Education and Care
CHC50221**

**Traineeship
Employment-based program**

Information for students

This training is subsidised by the NSW Government



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Introduction

This handout package provides:

- An overview of the CHC50221 Diploma of School Age Education and Care; and
- An introduction to the delivery of the traineeship program.

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

- Gaining a clear understanding of the requirements for the CHC50221 Diploma of School Age Education and Care; and
- Gaining a clear understanding of the way in which the flexible work-based traineeship is delivered.

What is Diploma of School Age Education and Care?

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 School Age Education and Care is designed for participants who intend to work as a Director or Supervisor in a School Aged Education and Care service, Out of School Hours Centre, a Vacation Care Team Leader Program or as a Child Development Officer.

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

Requirements of the Diploma of Children's Services

Core Units

Unit code	Unit name
BSBLDR523	Lead and manage effective workplace relationships
CHCCCS007	Develop and implement service programs
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCPRP003	Reflect on and improve own professional practice
CHCPRT001	Identify and respond to children and young people at risk
CHCSAC006	Support children to participate in school age care
CHCSAC007	Develop and implement play and leisure experiences in school age care
CHCSAC008	Work collaboratively and respectfully with school age children
CHCSAC010	Foster holistic learning, development and wellbeing for school age children
SISXDIS001	Facilitate inclusion for people with a disability
HLTWHS003	Maintain work health and safety
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace
CHCPOL002	Develop and implement policy
HLTAID012	Provide First Aid in an education and care setting

Elective Units

Unit code	Unit name
CHCECE034	Use an approved learning framework to guide practice
HLTFSE001	Follow basic food and safety practices
BSBHRM413	Support the learning and development of teams and individuals
CHCFAM002	Work with a child-focused approach
SISXEMR002	Coordinate emergency response
CHCCOM002	Use communication to build relationships
BSBSUS511	Develop workplace policies and procedures for sustainability

How does a traineeship work?

Attendance

There are **no classes** to attend when study for your Diploma of School Age Education and Care through a traineeship. The only hours you must complete in relation to the program are your **normal weekly working hours**. All the training and assessment is delivered on-site at your workplace during these normal working hours.

Your trainer/assessor

The Wave Learning assessor will contact you at your workplace throughout your traineeship. These contacts are negotiated with you and your employer, to select the most appropriate times to contact you at work. The contact schedule will be structured to minimise the impact on the work environment. During the contacts, your trainer/assessor will:

- explain your learning materials
- discuss your progress
- answer any queries you may have
- complete any necessary verbal assessments, such as oral question/answer activities

In the event you are completing your course via distance-based delivery because you live outside the Sydney Metropolitan area, your assessor will make regular phone calls to monitor your progress. All materials will be delivered by post and your practical skills will be assessed by your employer

Of course, your trainer/assessor is available to you at any time throughout your traineeship via email or telephone conferences, should you require additional support. This may involve supporting you with your written assessment tasks, answering any queries you have regarding the practical tasks or just touching base to make sure you are on the right track. No question is “silly” and your trainer/assessor will give you all the support you need.

Language, literacy and numeracy requirements

When you study the CHC50221 Diploma of School Age 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 are 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 School Age Education and Care, you are expected to have good communication and interpersonal skills, which will be further developed in this course.

Technology requirements

Completing the CHC50221 Diploma of School Age Education and Care 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:** The text books provided to you contain the information regarding the content of each Unit of Competency.
- **Written assessment tasks:** Written tasks form part of your overall assessment.
- **Practical assessment tasks:** Evidence regarding your practical competencies is gathered through direct observation by the assessor and also through liaison with your on-site supervisor.

These requirements will be completed by you throughout your traineeship. Your employer will provide you with some time each week to fulfil your study requirements. Some additional study may also be completed in your own time. This is to be negotiated on an individual basis with your employer.

Timeframe

You have between 18 and 36 months to complete your traineeship depending on your training contract terms. Please refer to your Training Plan for your exact training term.

Please note you are welcome to complete prior to your end date and apply for early completion through State Training Services.

Pathways for gaining the CHC50221

Wave Learning offers two pathways for gaining the CHC50221 Diploma of School Age 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 23 units contributing to the CHC50221 To obtain Statements of Attainment for each of the 23 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 23 units from the CHC50221.

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 CHC50221, but that training may be your best option for other units. As part of your traineeship, a **Training Plan** will be developed, which will outline your individual program, including RPL.

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 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

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 CHC50221 Diploma of School Age Education and Care, the **qualification** will be awarded.

Contact Us

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

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