



WAVE
LEARNING

Diploma of Early Childhood
Education and Care
CHC50113

Information for students
Traineeship delivery



Introduction

Welcome to Wave Learning!

This handout package provides an overview of the Diploma of Early Childhood Education and Care CHC50113.

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 CHC50113; 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 Diploma of Children's Services?

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 Children's Services

Core Units

Unit code	Unit name
CHCLEG001	Work legally and ethically
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use approved learning framework to guide practice
CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster holistic development and wellbeing of the child in early childhood
CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care setting
CHCECE020	Establish and implement plans for developing responsible behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004**	Provide an emergency first aid response in an education and care setting
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTWHS003	Maintain work health and safety

Elective Units*

Unit code	Unit name
BSBLED401	Develop teams and individuals
CHCPRP003	Reflect on and improve own professional practice
CHCMGT003	Lead the work team
CHCPOL002	Develop and implement policy
CHCDIV001	Work with diverse people

*These electives may be negotiated with credit transfers from previous study.

****HLTAID004** is a compulsory unit of Diploma of Early Childhood Education and Care CHC50113. You will need to complete this course and supply Wave Learning with a copy of the statement in order to graduate.

Other information

Units listed in bold are part of the Certificate III in Early Childhood Education and Care CHC30113 course. If you have completed this course previously you will gain Advanced Standing into the Diploma of Early Childhood Education and Care CHC50113 course, and be exempt from these units.

You will need to provide a copy of your certificate and transcript in order to be granted Advanced Standing.

Delivery schedule

Wave Learning delivers the Diploma of Early Childhood Education and Care CHC50113 through traineeship based learning. This mode of delivery requires the student to be employed in the industry and have a NSW government contract for a traineeship with an apprenticeship centre.

Trainees will be provided a set amount of time to complete their studies (usually between 18 and 36 months), and a Training Plan will be created for them outlining all units and the due dates for assessments.

Important note for trainees: Please note that you must meet your requirement of 'actively working towards' your qualification by handing in your assessments as scheduled by your trainer and assessor. Compliance officers will request your progress report in the event your centre undergoes a compliance visit.

Practicum

Practical tasks form an integral part of the Diploma of Early Childhood Education and Care CHC50113. As a trainee your practical hours are assessed as part of your normal work hours.

The only additional hours students may need to complete apply to students working in a centre that does not have children aged 0-2, and who have not completed CHCECE005 through previous study. These students will need to be assigned to a centre that does have this age group to be assessed for their Provide Care for Babies unit. At least 120 hours will need to be spent with this age group.

During your work hours your Wave Learning Assessor will spend time watching you while you on the floor with the children, and complete assessments outlined in the Practical Assessment Handbook.

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 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
- 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 course 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

When you study the Diploma of Early Childhood Education and Care CHC50113, 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. A Language Literacy and Numeracy assessment will be undertaken as part of your enrolment.

Communication requirements

When studying the Diploma of Early Childhood Education and Care CHC50113, you are expected to have good communication and interpersonal skills, which will be further developed in this course.

Technology requirements

Completing the Diploma of Early Childhood Education and Care CHC50113 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.

Types of Assessment

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:

Assessments may be submitted to your trainer if you are a distance student, or you have received permission to do so from your trainer if you are a trainee, via email.

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** copy of the marking sheet 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 and assessments must be submitted in a Word Document or PDF format.

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

1. Assessments **must** be word processed.
2. Staple each assessment task (do not use paper clips).
3. Do not use plastic sleeves or folders when submitting assessments. Your assessor will store them securely in a folder upon collection. (If the assessment task is very large, eg., a portfolio of resources, your assessor may **view and assess** the assessment on the day, rather than collecting it).
4. Please ensure you have attached the marking sheet to the **front** of your assessments
5. Label each assessment task clearly with your name, the qualification, the name of the unit/s and the assessment number.
6. Label **every page** with your name and unit. This is most easily completed with a footer.
7. Use page numbers (eg., Page 1 of 12 etc).
8. **Write your name** on the question/marking sheets and attach them to the **front** of your assessment tasks for your assessor to write their comments on.
9. Sign and date the Plagiarism declaration at the top of the marking sheet prior to submission.
10. 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).
11. 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.
12. Ensure you reference any sources of information you use to complete your assessments.
13. 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.
14. Please remember you must complete HLTAID004, and provide Wave Learning with a copy of the certificate in order to graduate

Pathways for gaining the CHC50113

Wave Learning offers two pathways for gaining the CHC50113 Diploma of 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 28 units contributing to the CHC50113. To obtain Statements of Attainment for each of the 28 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 28 units from the CHC50113.

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 CHC50113, 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 CHC50113 Diploma of Early Childhood 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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