



Macarthur Community College

PO Box 71 Liverpool NSW 1871
Rear, 7 Willan Drive Cartwright NSW 2168

Ph: 9826 6455 Fax: 8905 9346

RTO 6860 ABN 26135808624

www.macarthurcc.com.au



NATIONALLY RECOGNISED
TRAINING

Certificate III in Children's Services CHC30712 *Information Pack - 2013*

Thank you for your interest in the Certificate III in Children's Services course. This information pack is designed to give you further details regarding the programs available so you may make an informed decision on whether you wish to enrol.

There are three programs offered by Macarthur Community College, all offer quality training and support by a highly experienced tutor.

Programs available

The programs are:

1. **Flexible delivery** (provides training in a classroom and workplace environment) – available in full time or part time mode
2. **Employment-based delivery.** Learn and gain your qualification while working as a trainee
3. **Distance-based learning.** Learn all theoretical concepts via correspondence. Some practical application is also required for this mode

The following units of competency are covered in our program:

Compulsory units

- | | |
|-----------------|--|
| 1. CHCCN301C | Ensure the health and safety of children |
| 2. CHCCHILD401B | Identify and respond to children and young people at risk |
| 3. CHCCN302A | Provide care for children |
| 4. CHCCN303A | Contribute to provision of nutritionally balanced food in a safe and hygienic manner |
| 5. CHCCS400C | Work within a relevant legal and ethical framework |
| 6. CHCFC301A | Support the development of children |
| 7. CHCIC301E | Interact effectively with children |
| 8. CHCPR301C | Provide experiences to support children's play and learning |
| 9. CHCPR303D | Develop understanding of children's interests and developmental needs |
| 10. HLTWHS300A | Contribute to WHS processes |
| 11. HLTFA311A | Apply first aid |

The following elective units are pre-selected for our flexible delivery:

Elective units

- | | |
|----------------|--|
| 12. CHCCS310A | Support inclusive practice in the workplace |
| 13. CHCCN305B | Provide care for babies |
| 14. CHCORG303C | Participate effectively in the work environment |
| 15. CHCRF301E | Work effectively with families to care for the child |

The following table provides alternative elective units, which may be selected in consultation with your Tutor to be included in your learning plan:

HLTHIR404D	Work effectively with Aboriginal and/or Torres strait Islander people
CHCCHILD301B	Support behaviour of children and young people
CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services
CHCAL307A	Comply with family day care administration requirements
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
CHCNAN301B	Attend to daily functions in home based child care
CHCCD420B	Work to empower Aboriginal and/or Torres Strait Islander communities
CHCFAM503B	Work with a child focused approach
HLTNA304D	Plan meals and menus to meet cultural and religious needs

1. Flexible Delivery Program

Available in both full-time and part-time (for those already working in a child care centre or have a job that precludes them attending during the day).

The full-time course is designed for anyone who is interested in working in a childcare centre, family day care or out of hours school care. This program is conducted 5 days per week for 11 weeks. The delivery of the training consists of:

- a) 3 days per week (Monday-Wednesday, 9am-2:30pm) at our rooms at Cartwright (11 hours per week) for 13 weeks
- b) 2 days per week ongoing work experience in child care facility (16 hours per week) with two-block practicums of 1 week each in a childcare facility (76 hours).
- c) Completion of assignments, research and home study (approximately 52 hours)
- d) Attendance at a Senior First Aid course (2 days, 9am-5pm) arranged by the College and included in the course fee – this is part of your ongoing timetable.

A minimum total of 479 hours is required to complete this course.

The part-time course is conducted over 2 nights per week (Monday and Tuesday, 6pm-9pm) for 13 weeks with either ongoing or block work experience arranged depending on your circumstances. Attendance at a Senior First Aid course arranged by the College and is included in the course fee.

Up-to-date details of the above courses (including dates) can be found on the College's website at www.macarthurcc.com.au

2. Employment based Program

The employment-based course is designed for people who work in a childcare centre and wish to pursue a career in the industry and are able to access a traineeship.

- a) This program is conducted in the workplace via learning on-the-job. It can be full time or part time (minimum 15 hours per week)
- b) The learning is supported by a highly qualified and experienced Tutor and assessor
- c) You will develop a one-year learning plan in conjunction with the Tutor/assessor and your workplace supervisor to cover all units of competency
- d) Your Tutor/assessor will visit you in the workplace to discuss your progress and direct activities you will need to complete (monitoring visits).
- e) Your assessor will visit you in your workplace to observe your work practices and discuss with your supervisor your performance (assessment visits).
- f) You will be provided a workbook for each unit of competency that you use to learn about theoretical concepts and record details of activities you complete to show your knowledge and application.

3. Distance Program

The distance course is designed for people who may work in a childcare environment and wish to pursue a career in the industry, but are unable to attend a face-to-face course or only need to develop skills in specific units of competency for their workplace. This program uses self-directed learning. It is designed to develop your learning through self-study and application in the workplace.

- a) The learning is supported by a highly qualified experienced assessor
- b) You will be provided with a workbook for each unit of competency that you use to learn about theoretical concepts and record details of activities you complete to show your knowledge and application.
- c) You must perform some work placement in child care centre
- d) The full course will take up to one year to complete
- e) Can be completed all at once, in modules or single units at a time – you have up to 12 months to complete each unit.

During the course (all modes of delivery) participants will be required to undertake a number of assessment events. These events may be role-plays, case studies, written questions, verbal questions, group discussions and activities, written projects and practical application in a childcare facility. Satisfactory results must be attained in all of these assessments to be deemed competent and attain the qualification ‘Certificate III in Children’s Services CHC30712’.

If you do not achieve the full qualification, the College will issue ‘Statement of Attainment’ for the successfully completed units of competency only.

Course Resources

All course resources will be provided during the course according to the mode of delivery. Participants will only have to provide pen and paper (and lunch for the full time course)

How to Enrol

There are limited places in each course. Payment of the Module fee ensures your place. It is recommended that you enrol in each Module at least 2-3 weeks before its start date to secure your place. Start dates are published on our website and in the College brochure.

Course Costs

Full-time Program - Day

This course is an approved course through Centrelink (Approved Course No: 2P694), for full-time participants. You may be entitled to some assistance from Centrelink (see your local Centrelink for further details). Fee assistance can also be sought from agencies such as Mission Australia.

Paysmart Payment Plans available.

The course is taught and paid for in 3 Modules – you can start at any time in any Module.

The full cost of the course is \$1500 and consists of:

- Module 1 – The Workplace - \$500
- Module 2 – Play and Development - \$500
- Module 3 – Caregiving (includes Senior First Aid) \$500

Part-time Program - Evening

The course is taught and paid for in 3 Modules – you can start at any time in any Module.

The full cost of the course is \$1500 and consists of:

- Module 1 – The Workplace - \$500
- Module 2 – Play and Development - \$500
- Module 3 – Caregiving (includes Senior First Aid) \$500

Employment-based Program

This course is delivered under the Traineeship model for new entrant workers. You must be signed up by an Australian Apprenticeship centre (AAC) and will be charged an administration fee of \$478 annually (free for ATSI and those on Centrelink Disability Support Pension). ***Paysmart Payment Plans available.*** Traineeships are available for existing workers – fee for service costs apply.

Distance Program

This course can be paid for unit by unit. There are 14 units plus Senior First Aid - the cost is \$100 per unit and \$125 for First Aid. You have 12 months to complete each unit.

