



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

**Early Childhood
Education and Care**

Training Product:

Course Information

CHC30121 Certificate III in Early Childhood Education and care

| | |
|---|--|
| Release number | 1 |
| Required number of units for course completion | Total number of units = 17 <ul style="list-style-type: none"> • 15 core units • 2 elective units |
| Duration | This program is offered to students as ongoing enrolment until they have completed every unit in the qualification. Students enrol in one to two units at a time and have 6 months to complete from the date of enrolment. |
| Location | Geraldton |
| Delivery mode | Work Based |

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

Before enrolling in the Early Childhood Education and Care course, please ensure you understand the physical, emotional, and professional requirements of working in this field. This career is highly rewarding but also demanding, and it requires resilience, adaptability, and a genuine commitment to supporting children and families.

Physical Requirements

- Ability to stand for extended periods.
- Frequent bending, squatting, and getting up and down from the floor.
- Lifting and carrying children and equipment safely.
- Active participation in indoor and outdoor environments.

Emotional and Mental Requirements

- Managing sensitive topics and discussions.
- Exposure to challenging situations, including trauma, accidents, crises, and emergencies.
- Working with children who may display challenging behaviours.
- Comfort with loud environments and unpredictable situations.

Environmental Conditions

- Working both indoors and outdoors in varying weather conditions.
- Exposure to noise, waste (including soiled nappies), and bodily fluids such as blood or vomit.
- Maintaining hygiene and safety standards at all times.

Cultural and Social Aspects

- Building respectful relationships with children and families from diverse cultural backgrounds.
- Working in close physical proximity to children and families.
- Understanding and supporting different family dynamics.

Workplace and Compliance Requirements

- **Mandatory Working With Children Check (WWCC).**
- **Current First Aid Certificate** (including CPR and emergency response).
- **Vaccinations and Immunisations** as required by workplace health and safety standards.
- Completion of practical placements in approved early childhood settings.

Additional Considerations

- Strong communication and interpersonal skills.
- Ability to work collaboratively as part of a team.
- Commitment to professional ethics and confidentiality.

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

To achieve this qualification, the individual must have completed a total of at least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

Further details can be found on our website [here](#).

National Course Entry Requirements

There are no entry requirements for this qualification.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Textbooks

Birth to Big School, 6th Ed. Karen Kearns

The Big Picture, 6th Ed. Karen Kearns

These textbooks are available for purchase from Cengage as an eBook or Hard Copies [here](#).

Online learning materials

Students will access their learning materials through the designated online learning management system Blackboard. Once enrolled, lecturers will provide access to the relevant units.

Each unit will include:

- **Learning resources** to support your study.
- **Assessment tasks** and submission guidelines.

Access to these materials will be available for the duration of your enrolment period. Students are encouraged to regularly log in to the platform to stay up to date with announcements, resources, and deadlines.

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

Students are required to provide the following resources and equipment at their own expense:

Stationery and Technology

- Basic stationery supplies (pens, notebooks, folders).
- A laptop or computer with reliable internet access for off-campus study.

Uniform Requirements

- Students must wear the **CRTAFE uniform** during work placements and while in the crèche.
- Uniform includes:
 - CRTAFE polo shirt (available from **Totally Workwear** for \$46.00).
 - Neat black dress pants (length no shorter than just above the knee).
 - Closed-in, non-slip shoes.
 - A wide-brim hat for outdoor activities.

Personal Protective Equipment (PPE)

- As required by workplace health and safety standards during practical activities.

First Aid

- Students must complete **HLTAID012 – Provide First Aid in an Education and Care Setting**.
- This unit is offered on campus during the course or can be completed through an external provider.

Working With Children Check (WWCC)

- Students aged 18 and over must apply for a WWCC clearance.
- Cost: \$11.00 for volunteers and students on unpaid placements.
- Lecturers will complete the relevant section of the application to ensure the student rate applies.
- For students already employed in the industry, renewal costs \$87.00.

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Work Placement:

A mandatory work placement of 160 hours is required for this course. As you are employed host employers will be provided with specific activities that CRTAFE recommends students complete while on work placement. These activities are aligned to the outcomes of the course. The workplace will provide opportunities for these activities to be undertaken and will provide supervision, guidance, and feedback to students on the performance of these tasks.

The work placement will be organised in consultation with the student, lecturers, and workplace personnel. All workplaces will be checked for suitability and to ensure they have the required personnel, facilities, equipment and work activities to allow the student to meet the outcomes of the work placement. The facilities and equipment will be documented on the Workplace Facilities and Equipment Checklist for each workplace.

Students will be assigned a workplace supervisor and performance will be monitored by CRTAFE lecturers in consultation with workplace supervisors.

Workplace activities that contribute to the outcomes of the program will be documented in either a hard copy or electronic logbook (e.g. Readyskills app).

If you are an apprentice or a trainee, you will be monitored in the workplace to ensure you are gaining the required workplace experience. This may be through Ready Skills and it is essential that this is completed throughout the training.

Other Study Options

This course offers other study options (listed below) so you can choose the approach that best suits your needs. Please contact our Student Business Systems for information on the alternate delivery modes and/or study hours.

Delivery options

Face to face – Onsite Classroom

Self-paced external - Online

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

Traineeship – Online

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

Lecturer contact details:

Name: Charlene Miller

Phone number: (08) 9956 6129

Email: Charlene.miller@crtafe.wa.edu.au

Building: H Block

Availability: Monday – Friday

Lecturer contact details:

Name: Kathy Anderson

Phone Number: (08) 9956 2979

Email: kathy.anderson@crtafe.wa.edu.au

Building: H Block

Availability: Monday to Friday

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

Overview of Training Hours and Assessment Methods

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------------------|------------------|---------|-----------|----------|--------|
| 8:30 am- 12:00 pm | Tutorial H117 | | | | |
| 12:00 pm - 12:45 pm LUNCH BREAK | | | | | |
| 12:45 pm- 4:00 pm | | | | | |

Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

| Stage | Group | Unit of Competency | State ID | Core | Prerequisites | Modes of Delivery | Points | Face to face | Work-shop | Work Plc. | Out of Class | Tutorial | Total Training | Assess-ment |
|---------------------|-------------------|--|----------|----------|---------------|--------------------------------|--------|--------------|-----------|-----------|--------------|----------|----------------|-------------|
| Core (15) | | | | | | | | | | | | | | |
| Group 4 | | CHCECE030: Support inclusion and diversity [ODK74] | ODK74 | Core | | Blended Delivery | | 0 | 0 | 0 | 33 | 0 | 33 | 8 |
| Group 2 | | CHCECE031: Support children's health, safety and wellbeing [ODK36] | ODK36 | Core | | Work Placement, Blended Del... | | 0 | 0 | 32 | 91 | 0 | 123 | 20 |
| Group 2 | | CHCECE032: Nurture babies and toddlers [ODK80] | ODK80 | Core | | Work Placement, Blended Del... | | 0 | 0 | 32 | 66 | 0 | 98 | 15 |
| Group 2 | | CHCECE033: Develop positive and respectful relationships with children [ODK63] | ODK63 | Core | | Work Placement, Blended Del... | | 0 | 0 | 32 | 72 | 0 | 104 | 15 |
| Group 1 | | CHCECE034: Use an approved learning framework to guide practice [ODK53] | ODK53 | Core | | Blended Delivery | | 0 | 0 | 0 | 67 | 0 | 67 | 10 |
| Group 3 | | CHCECE035: Support the holistic learning and development of children [ODK21] | ODK21 | Core | | Work Placement, Blended Del... | | 0 | 0 | 32 | 62 | 0 | 94 | 15 |
| Group 3 | | CHCECE036: Provide experiences to support children's play and learning [ODK79] | ODK79 | Core | | Work Placement, Blended Del... | | 0 | 0 | 32 | 52 | 0 | 84 | 15 |
| Group 3 | | CHCECE037: Support children to connect with the natural environment [ODK56] | ODK56 | Core | | Blended Delivery | | 0 | 0 | 0 | 38 | 0 | 38 | 8 |
| Group 3 | | CHCECE038: Observe children to inform practice [ODK31] | ODK31 | Core | | Blended Delivery | | 0 | 0 | 0 | 47 | 0 | 47 | 5 |
| Group 4 | | CHCECE054: Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures [ODK39] | ODK39 | Core | | Blended Delivery | | 0 | 0 | 0 | 38 | 0 | 38 | 10 |
| Group 1 | | CHCECE055: Meet legal and ethical obligations in children's education and care [ODK42] | ODK42 | Core | | Blended Delivery | | 0 | 0 | 0 | 43 | 0 | 43 | 8 |
| Group 1 | | CHCECE056: Work effectively in children's education and care [ODK54] | ODK54 | Core | | Blended Delivery | | 0 | 0 | 0 | 60 | 0 | 60 | 10 |
| Group 1 | | CHCPR001: Identify and respond to children and young people at risk [WG802] | WG802 | Core | | Blended Delivery | | 0 | 0 | 0 | 36 | 0 | 36 | 8 |
| CREDIT | CREDIT | HLTAID012: Provide First Aid in an education and care setting [OCD32] | OCD32 | Core | | None selected | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Group 1 | | HLTWH5001: Participate in workplace health and safety [WG738] | WG738 | Core | | Blended Delivery | | 0 | 0 | 0 | 36 | 0 | 36 | 8 |
| Elective (2) | | | | | | | | | | | | | | |
| Group 1 | Imported Elective | B5BWRT311: Write simple documents [OCD71] | OCD71 | Elective | | Blended Delivery | | 0 | 0 | 0 | 24 | 0 | 24 | 4 |
| Group 4 | | CHCPRP003: Reflect on and improve own professional practice [AVB48] | AVB48 | Elective | | Blended Delivery | | 0 | 0 | 0 | 33 | 0 | 33 | 8 |
| | | | | | | | | 0 | 0 | 160 | 798 | 0 | 958 | 167 |



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.





**Central
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