

Course **Pre-Enrolment Guide**

Training Area:

**Early Childhood
Education and Care**

Training Product:

**CHC30125
Certificate III in Early Childhood
Education and Care**

CHC30125 Certificate III in Early Childhood Education and Care

Release number	2
Required number of units for course completion	17 Units
Course Duration	12 months
Location/s	Geraldton
Delivery mode	• Face to Face - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities. In some courses there may be a requirement to undertake some of the training and/or assessment in a workplace. • Recognition of Prior Learning - If you think you have existing experience, 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.

Course Description

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.

Course Considerations

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 capability

- 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 Requirements

- 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

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

Course Pathways

Pathways into the qualification, may include:

- Completion of Year 10
- Certificate II in Community Services or any other relevant Certificate II qualification

Pathways from this qualification, may include:

- CHC50125 Diploma of Early Childhood Education and Care

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

National/State Course Entry Requirements

This qualification has no entry requirements.

Licensing Requirements

Under the Education and Care Services National Law (as applied in each state and territory) 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.

The Education and Care Services National Law (Section 162B) now requires all individuals working or volunteering in a regulated children's education and care service to complete mandated National Child Safety Training. This training is separate from the units of competency within this qualification. Further information on who needs to complete the Foundation and/or Advanced National Child Safety Training, timeframes for completing the training, and how to access the training can be found at acecqa.gov.au.

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.

- Completion of the equivalent of Australian Year 10.
- This course requires immunisations and/or proof of vaccination status before attending mandatory work placement. Costs and vaccine requirements may vary depending on your placement centre and/or doctor's fee schedule. Please follow instructions/advice provided to you during enrolment/orientation. You will not be able to complete your course if these requirements are not met.

Language, Literacy, Numeracy and Digital (LLND) Requirements

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 courses may be better suited to you at this time.

For this course, the method of LLND review will be:

- an interview with a CRTAFE staff member
- LLND quiz

Learning resources and equipment you need to bring

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

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 as per service policies and procedures.

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 and a credit transfer will be applied.

Working With Children Check (WWCC)

- Students aged 18 and over must apply for a WWCC clearance.

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. 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.

Work Placement

A mandatory work placement of 160 hours is required for this course. Your lecturer will assist to organise your work placement and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance. Mandatory work placement must be completed 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.

These are the workplace requirements that need to be completed and documentation provided before attending work placement.

- **Mandatory 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.
- **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.**

Work Experience

As part of the assessment requirements for this course, each unit includes workplace-based assessment tasks. Your work experience requirements will be completed once you have been deemed competent in these workplace assessments.

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.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 :30 am- 12:00 pm	H block 117	H block 117	H block 117		
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 4:00 pm	H block 117	H block 117	H block 117		

Assessment Methods

- **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.

Further information

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

Contacts: Name: Early Childhood Education and Care

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Email: Early.Childhood@crtafe.wa.edu.au

Building: Geraldton H Block

Alternatively, you may contact the college on 1800 672 700

Or enquire via our website enquiry form [here](#):



**Central
Regional**

RTO: 52789



1800 672 700



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