



## COURSE OUTLINE – CHC30402 CERTIFICATE III IN CHILDREN'S SERVICES

Child care is a rewarding career and with the Certificate III in Children's Services you will be on your way to developing the skills and knowledge to interact and care for the physical and emotional needs of children, have a firm understanding of the legal and ethical considerations of children's services and identifying and responding to risk factors.

Clients undertaking this course will carry out activities related to organisational policies and procedures, individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes

Occupational names may include:

- Child Care Assistant
- Nanny
- Family Day Carer



### Learning Outcomes

Upon successful completion of this course, you will:

- Be able to identify and respond to children and young people at risk of harm
- Be able to ensure children's health and safety
- Have an understanding of legal and ethical frameworks
- Be able to respond to illness, accidents and emergencies
- Be able to support the development of children
- Have an understanding of children's interests and developmental needs
- Be able to deliver activities to stimulate children's development



## ENTRY REQUIREMENTS

To achieve the Certificate III in Children's Services, 15 units must be completed:

- all Eleven (11) core units
- Four (4) elective units

QUALIFICATION STRUCTURE	
<b>CORE UNITS</b>	CHCCHILD1C Identify and respond to children and young people at risk of harm CHCCN1D Ensure children's health and safety CHCCN2C Care for children CHCCN4D Respond to illness, accidents and emergencies CHCCS301A Work within a legal and ethical framework CHCFC1C Support the development of children in the service CHCIC1C Interact effectively with children CHCOHS301A Participate in workplace safety procedures CHCPR1C Deliver services/activities to stimulate children's development and enhance their leisure CHCPR3C Develop an understanding of children's interests and developmental needs HLTF301B Apply basic First Aid
<b>ELECTIVE UNITS</b>	CHCADMIN3B Undertake administrative work CHCCN5C Care for babies ( <i>required for centre based care and family day care in some jurisdictions</i> ) CHCRF1C Work effectively with families in caring for the child ( <i>required for centre based care and family day care in some jurisdictions</i> ) CHCCN3C Prepare nutritionally balanced food in a safe and hygienic manner CHCCS405A Work effectively with culturally diverse clients and co-workers CHCORG3B Participate in the work environment
<b>WORK PLACEMENT</b>	<p>Work placement Module – required hours equals <b>200 hours</b> in the workplace. You must ensure that you are able to dedicate a minimum of three working days per week whilst undertaking work placement. Work placement hours CAN NOT be undertaken on weekends (Saturday and Sunday).</p> <p>Students wishing to work in this child care industry must complete a criminal records check (Blue Card). College Australia will assist each participant in the completion of Australian Federal Police Check and/or Blue Card paperwork and submission. A clear AFP check/Blue Card must be completed before the commencement of work placement.</p> <p>More information on the requirements before, during and after work placement is contained in the section <b>Work Placement Requirements</b> of this course outline.</p>
<b>PRE-REQUISITE REQUIREMENTS</b>	<p>This course requires no previous knowledge or experience of the hospitality industry. Students will need to complete a Language, Literacy and Numeracy Assessment to ensure competency to undertake the Certificate III in Children's Services.</p> <p>Entry Requirements – Australian Year 10 or IELTS 5.5 or TOEFL 530 equivalent.</p> <p>If participants do not pass the Language, Literacy and Numeracy Assessments, our Student Liaison Officer will discuss alternative training pathways and support before enrolment into the qualification is allowed.</p>
<b>MINIMUM DURATION</b>	<p>To ensure that you complete your qualification and obtain the required skills, knowledge and employability skills, the duration for this qualification is as follows:</p>



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|  | <ul style="list-style-type: none"><li>• Classroom based delivery – 9 months or 30 weeks (3 days per week, 9am-4.30pm), self-paced work, assessment in the workplace and 200 hours of vocational placement</li><li>• Indirect support - self-paced work, phone, email, teleconference, assessment in the workplace, trainers available at training campus, access to computer lab and 200 hours of vocational placement.</li></ul> |
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## WHAT DOES COLLEGE AUSTRALIA DO FOR YOU?

College Australia provides you with all the tools to get you trained and into your target industry as soon as possible. Our courses include:

- All text books and assessment paperwork
- Senior First Aid certificate
- Blue Card OR Australian Federal Police check (required before commencement of work placement)
- Small class sizes up to 15 students
- Trainers on site to assist students outside of classroom based hours
- Additional support – indirect support via phone, email and self-paced work

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning also referred to as RPL, can promote accelerated training by recognising existing skills through a fast-tracked assessment process. RPL suits people who have:

- Work skills and knowledge
- Paid or unpaid work experience
- Life experience

Credit transfer is where you are given credit for modules or units of competency you have successfully completed at College Australia or another training organisation. Please ask College Australia staff for further information about RPL and Credit Transfer.

## ASSESSMENTS

You will be assessed in order to be deemed competent for each unit of competency. Assessments may include observations, giving presentations, completing workplace tasks and written work. You will be provided with assessment due dates on the assessment cover sheets. The work you submit is retained by College Australia for audit purposes. You are encouraged to always keep a copy of your submitted assessments.

## WORK PLACEMENT REQUIREMENTS

All students must have the following completed and returned to College Australia BEFORE any work experience arranged by College Australia:

- All students must complete compulsory elements of the course before commencement of work placement. Your assessor will advise when this occurs.
- Copy of Police clearance or Blue card on student file at College Australia
- Approval from College Australia that all relevant documents have been returned and approval given from
- First Aid Certificate completed and passed. If it has been completed at another facility a copy must be handed into the office.

Once you have been given approval to commence work experience:

- You will need to compile a list of five (5) child care providers that you wish to complete your placement with



- Phone contact is to be made (we'll help you with suggestions with what to say!) with the child care provider asking them if they accept work experience students
- Provide the contact details to College Australia, and we will contact the child care provider to ensure they understand the training situation and provide the best possible guidance. At this time we will also secure a start date and time for an interview.
- We will then send the supervisor all the necessary documents that are required during your placement.
- Once we have received confirmation from the employer, we will go through what you need to know including the date and what you will need to record. We will be in contact with both you and your supervisor to ensure everything is running smoothly.

If you can't find a placement after contacting five child care providers, please let us know!

We will organise an appointment time with our Student Liaison Officer to discuss some options. You will need to bring details of who you have contacted (phone only) and where you are able to travel to so we can help find an appropriate child care provider.

### **WORKPLACE ASSESSMENT**

As a qualification is more than theory, workplace training and assessment develops the practical applications of the qualification; interaction within a professional environment, communication and the roles and responsibilities for your chosen career path. College Australia students have stated this enhances their overall appreciation and comprehension of their qualification.

Students undertaking this qualification are required to undertake work placement. **College Australia will arrange and confirm your work placement through our Student Liaison Office, to arrange a suitable child care workplace and ensures the completion of the practical elements of this qualification.** Workplace training and assessment is the collection of information, tasks and evaluation of career duties to ensure the required elements of competency are being achieved.

Workplace assessment will include a combination of recognition, observation, oral questioning, discussions and third party validation.

Completion of the Workplace Assessment Kit is to be **undertaken after the workplace training has been finalised.** A qualified manager or supervisor who observed your workplace training will sign the assessment validation form in the kit provided.

### **POST QUALIFICATION SUPPORT**

In accordance with Australian Qualification Training Framework (AQTF) requirements, College Australia will issue your Certificate and/or Statement of Attainment within 21 days of completed and sign-off by the assessor and RTO Operations Manager. Your Certificate and/or Statement of Attainment will be forwarded via Registered Post, so please ensure that you provide us with your current mailing address. If you move after the commencement of your course, please advise our friendly staff who will be happy to update your details on our Records Management system.

College Australia's supporting your career doesn't stop once you have completed your qualification through our comprehensive partnership network College Australia can connect you with employers and employment agencies in your area to assist you in finding the career option you're looking for.

### **CONTACT DETAILS**

For more information please contact College Australia- Student Liaison Officer:

**58 Hope Street**

**South Brisbane QLD 4101**

**T & F: 07 3123 1330**



COLLEGE  
AUSTRALIA



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### **TIMETABLE**

For participants undertaking the Certificate III in Children's Services via Classroom-based delivery, you will be provided with a timetable of scheduled training sessions during your induction day.