



Qualification Guide

CHC50121

**Diploma of Early Childhood Education
and Care**



Diploma of Early Childhood Education and Care

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Welcome

Training Unlimited is pleased to welcome you on your nationally recognised qualification journey. Congratulations you have been enrolled into CHC50121 Diploma of Early Childhood Education and Care.

This guide has been developed to provide you with the knowledge and overview of how your qualification will be undertaken and what to expect whilst progressing through your qualification.

This is a great opportunity to learn and grow your skills within the industry and set you up for future career aspirations.



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Your Learning and Assessment Journey

Enrolment

- Complete your enrolment application and language, literacy and numeracy survey; providing Training Unlimited with a copy of your completion certificate for CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care and Statement of Results, as well as any other relevant qualifications or statements of attainment you may hold
- Confirm any learning and support needs you may have with your Training Specialist

Month 1

- Meet your dedicated Training Specialist; undertaking an introduction to your traineeship
- Discuss your expectations, details of the program, and confirm how assessment will occur within the childcare centre
- Receive your Training Record Book
- Access Cloud Assess, your online learning platform and commence your first unit; updating your Training Record Book with details of your learning undertaken and tasks you have completed in the workplace

Months 2 to 15

- Complete your learning and assessment activities as scheduled
- Complete your self-paced learning activities and required assessment activities
- Document the completion of your workplace tasks within your assessment tools; if required for the unit/s
- Document the completion of your workplace hours within your Hours Logbook; if required for the unit/s
- Meet with your Training Specialist; recording all activity in your Training Record Book

Month 16

- Receive your CHC50121 Diploma of Early Childhood Education and Care



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Your Qualification Learning and Assessment Program Delivery

Your journey is supported by a Training Specialist, a suitably qualified industry expert. Your dedicated Training Specialist will support you through each step of your learning and assessment program. They are there to provide you with feedback, support and guidance; ensuring your success.

What does the Diploma of Early Childhood Education and Care look like for you?

You have enrolled to complete a Diploma of Early Childhood Education and Care which includes 15 units of competency. Your traineeship qualification pathway is designed to be completed whilst you are working within the childcare industry. The diploma qualification consists of:

- 12 core units
- 3 elective units, of which:
 - 2 units from the electives listed below
 - up to 1 unit from the list below, elsewhere in the CHC Community Services Training Package, or any other current Training Package or accredited course.

Entry requirements

Entry to this qualification is open to individuals who:

- hold a CHC30121 Certificate III in Early Childhood Education and Care or
- CHC30113 Certificate III in Early Childhood Education and Care.

Units within the qualification

Unit Code	Unit name	Core or Elective
BSBTWK502	Manage team effectiveness	Core
CHCECE041	Maintain a safe and healthy environment for children	Core
CHCECE042	Foster holistic early childhood learning, development and wellbeing	Core
CHCECE043	Nurture creativity in children	Core
CHCECE044	Facilitate compliance in a children's education and care service	Core
CHCECE045	Foster positive and respectful interactions and behaviour in children	Core
CHCECE046	Implement strategies for the inclusion of all children	Core
CHCECE047	Analyse information to inform children's learning	Core
CHCECE048	Plan and implement children's education and care curriculum	Core
CHCECE049	Embed environmental responsibility in service operations	Core
CHCECE050	Work in partnership with children's families	Core
CHCPRP003	Reflect on and improve own professional practice	Core
CHCECE053	Respond to grievances and complaints about the service	Listed Elective
CHCECE051	Promote equity in access to the service	Listed Elective
CHCECE052	Plan service and supports for children	Listed Elective



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What will your qualification involve?

Training

Your dedicated Training Specialist visits you in centre each month; providing you with coaching and training on key learning concepts. Between visits you read your Student Guide/s and support documentation, capturing your learning activities in your Training Record Book.

If you require additional support between visits, you contact your Training Specialist and organise additional support arrangements. Similarly, if your Training Specialist thinks that you required further training and support to retain and assimilate your knowledge within the centre, they will schedule additional visits with you.

Assessment of your skills and knowledge

When your Training Specialist advises that you are ready for assessment, you will be invited to complete your assessment tasks on Cloud Assess, your personalised online learning platform. You will complete short answer questions and scenario case studies; demonstrating your knowledge. Research and complete projects and on-the-job demonstrations; demonstrating your transition of skill and knowledge within your normal work routine. Your manager will also be asked how you are progressing.

Work placement

Students undertaking the Diploma are employed in the industry; transferring skill and knowledge requirements into real work environments. Workplace Tasks are built into your assessment tasks capture structured tasks, reflections and activities that you complete as part of your normal work routine. A Workplace Hours Logbook will capture the hours you complete per day and task you undertook. Your nominated workplace supervisors sign your hours logbook attesting to the tasks you have completed; verifying that you consistently completed them to workplace and/or industry standards. Two hundred and eighty (280) hours of work placement is required as a minimum for students completing the Diploma qualification.

What do you need to complete your Qualification?

Resources and materials, you will need to provide:

- Pen + note taking paper
- Any other stationary you like to use when undertaking study. I.e. highlighters, post it notes etc.
- Access to the internet
- Laptop/Tablet/Computer

Resources and materials, Training Unlimited will provide you with:

- Student/Learner Guide; available online through Cloud Assess system
- Assessments; available online through Cloud Assess system
- Additional training resources
- Work Placement Hours Logbooks; available online through Cloud Assess system
- Online log in details for the Online Learning Modules you will be required to access and complete



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Subjects you study

Here's a list of the units you will complete. It includes the online learning resources which you will be given access to.

Unit Code and Unit Name	Training face to face	Workplace/practical/logbook training and assessment	Assessment
CHCPRP003 Reflect on and improve own professional practice	Month 1-2	Month 1-2	Month 2
CHCECE041 Maintain a safe and healthy environment for children	Month 2-3	Month 2-3	Month 3
CHCECE050 Work in partnership with children's families	Month 3-4	Month 3-4	Month 4
CHCECE042 Foster holistic early childhood learning, development and wellbeing (280 hours)	Month 4-5	Month 4-5	Month 7
CHCECE047 Analyse information to inform children's learning CHCECE048 Plan and implement children's education and care curriculum (280 hours) CHCECE043 Nurture creativity in children	Month 5-8	Month 5-8	Month 8
CHCECE044 Facilitate compliance in an education and care service CHCECE053 Respond to grievances and complaints and the service CHCECE049 Embed environmental responsibility in service operations	Month 8-10	Month 8-10	Month 10
CHCECE046 Implement strategies for the inclusion of all children CHCECE045 Foster positive and respectful interactions and behaviour in children	Month 10-12	Month 10-12	Month 12
BSBTWK502 Manage team effectiveness	Month 12-13	Month 12-13	Month 13
CHCECE051 Promote equity in access to the service	Month 13-14	Month 13-14	Month 14
CHCECE052 Plan service and supports for children	Month 14-15	Month 14-15	Month 15