

# Certificate III and Diploma Course Information Booklet

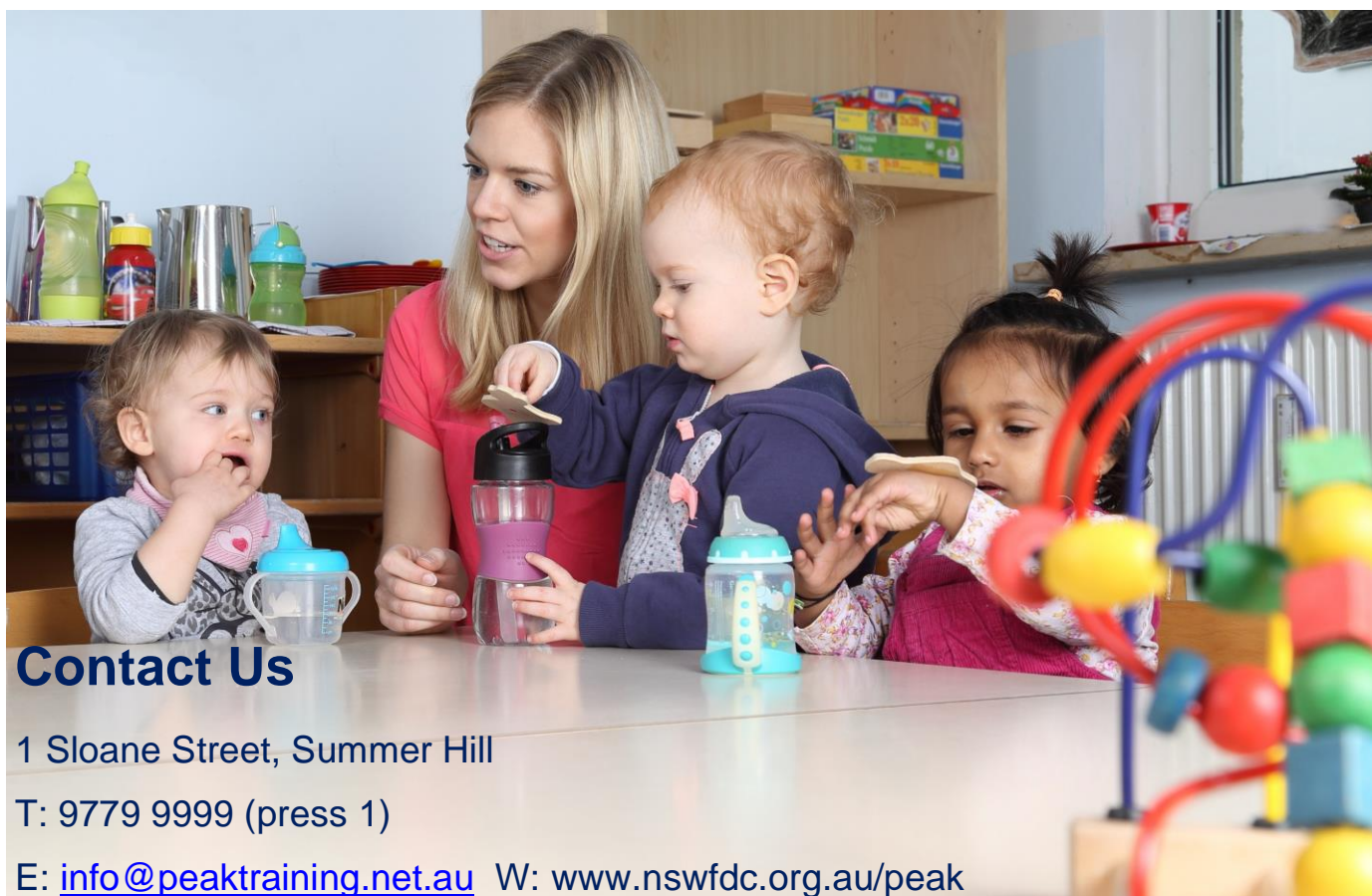


- Affordable Courses
- Supportive Trainers
- Great Student Support



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## Contact Us

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PEAK Training provides training to all the Early Education and Care sector as well as the broader community.

We offer nationally accredited and recognised training qualifications as well as professional development workshops for all service types in the Early Education and Care Sector.

We equip learners with the academic skills and knowledge required to experience the joy of working within the childcare industry.

At PEAK Training we are proud of the quality support and training we provide to our students. We always have a team to assist students, whether that be providing feedback and advice regarding assessments or assistance with the administrative aspect of completing a course.



**P**rofessionalism  
**E**ducation  
**A**dvancement  
**K**nowledge

Our trainers work in the industry, they teach and have a minimum 5 years of experience. They strive to provide a friendly and supportive environment for all who train with PEAK Training.

PEAK Training is the training and education arm of NSW Family Day Care Association and is accredited by the Australian Skills Quality Authority (ASQA) and registered under the relevant legislation for RTOs under the 2015 National Standards. (RTO Number 90869)

PEAK Training is committed to your success. We will help you to be as job ready as possible by the end of your course.

Our Trainer and Assessors are dedicated to ensuring students make the most out of their course and to assist students with any queries relating to the course, assessments or MyEcc.

**A qualified Trainer and Assessor is available  
MONDAY TO FRIDAY 8.30am – 4.00pm**

PEAK Training students receive:

- Regular telephone calls from their Trainer and Assessor
- Email correspondence
- Access to MyEcc (student portal)
- All training materials provided

## **On-Line Portal (MyEcc)**

To assist our students, we offer an online eLearning platform (MyEcc) allowing students to:

- Submit assessment tasks
- View assessment results
- Access learning resources
- Send and receive messages from your Trainer and Assessor
- Update personal details

Each student will be given a password to access MyEcc. MyEcc resources consist of a range of current resources, templates, videos and work samples to help students complete each unit. Students must have access to the internet with current 'Adobe' software, to access the PEAK MyEcc online eLearning platform.

## Enrolment

At PEAK Training students can commence study at any time of the year. To Enrol:

- visit our website  
[nswfdc.org.au/peak-training/early-childhood-education-courses](http://nswfdc.org.au/peak-training/early-childhood-education-courses)
- download an enrolment form
- view the Course Information Booklet.

Alternatively, phone (02) 9779 9999 (press 1) or email PEAK Training [info@peaktraining.net.au](mailto:info@peaktraining.net.au) to request an enrolment form. For queries concerning Smart and Skilled subsidised training, contact PEAK Training via the above contact details.

## Fees and Charges

Did you know you could be eligible for subsidised funding?

To be eligible for subsidised training under **Smart and Skilled**, you must be:

- 15 years old or over
- no longer at school
- living or working in NSW
- an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen

Smart and Skilled fee-free scholarships are available to NSW Social Housing Residents to study the CHC30121 Certificate III in Early Childhood Education and Care.

To be eligible for **Fee-Free Scholarships**, you must have one of the following:

- either a Commonwealth Welfare recipient or the dependent of a Commonwealth Welfare recipient
- living in social housing or on the waiting list for social housing

Our fees are more affordable than you might think – for course costings and more information on smart and skilled funding please call us on 9779 9999 (press 1).

## Language, Literacy and Numeracy (LLN)

All students are required to undertake a Language, Literacy and Numeracy Evaluation prior to commencement of the course.

# WORKPLACE REQUIREMENTS

Work placements are arranged by the student in collaboration with PEAK Training.

If a student is currently employed as an educator in a Family Day Care or Long Day Care service that meets all necessary requirements, workplace hours can be completed in their own workplace.

All students must attain competency in written assessments prior to commencing Work placement in a registered early childhood service.

Official written confirmation of Work placement details from the regulated education and care service and the PEAK Work placement information form completed and signed by the student must be received by PEAK Training 2 weeks prior to commencing Work placement.

A PEAK assessor will visit student during the Work placement to assess student performance. They will observe interaction with staff and children, as well as assess and guide students with Workplace written tasks.

**Working with Children's Check:** All students are required to obtain a 'Working with Children's Check prior to commencing their Work placement.

See [www.kidsguardian.nsw.gov.au/working-with-children](http://www.kidsguardian.nsw.gov.au/working-with-children) for further details.

Depending on your location, our Assessors may not be able to conduct a site visit for your Workplace. In this case, you will be listed as a distance Workplace student. Your Assessor visit will be replaced by a zoom/phone call (approx. 30 min) and students will be required to send though videos of any tasks that require observation by an assessor. One of our Trainers and Assessors will contact you once you have submitted your Workplace Agreement form to advise if you will receive a visit or be a distance student. You will submit these videos with your student workbook onto MyEcc at the completion of your Work placement.

# CHC30121 - CERTIFICATE III

## CHC30121 Certificate III in Early Childhood Education and Care

Certificate III in Early Childhood Education and Care (CHC30121) is a nationally accredited course for those looking for the skills and expertise required for a successful and rewarding career working with young children aged up to six years.

Certificate III in Early Childhood Education & Care is a nationally recognised qualification for those who wish to commence a career in the early childhood sector. Employment opportunities for those attaining Certificate III in Early Childhood Education & Care include Child Care Educator, Family Day Care Educator, or In-Home Care Educator.

### When can I enrol?

This course offers the flexibility of on-line learning allowing students to enrol at any time of the year.

### Delivery method

Online with 160 hours of work placement.

### How long does it take to complete?

There are 17 units in total. Students are provided with a timetable to follow with due dates to submit their assessments.

The course fee covers completion of the course in up to 12 months. An extension (of up to 6 months) can be requested but additional fees apply. Please see current fee schedule.

**Please Note** HLTAID012 Provide First Aid in an Education and Care setting unit is completed through an external registered training provider of the student's choice and evidence of completion must be submitted to PEAK Training prior to commencement of first Work placement.



# CHC30121 - CERTIFICATE III

## Course Structure

Code	Unit of Competence	Field
CHCECE055	Meet legal and ethical obligations in children's education and care	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCPRP003	Reflect on and improve own professional practice	Elective
CHCECE039 CHCDIV001	Comply with family daycare administration requirements <b>OR</b> Work with Diverse people	Elective
HLTAID012	Provide First Aid in an education and care setting	Core
CHCECE031	Support children's health, safety and wellbeing	Core
CHCECE032	Nurture babies and toddlers	Core
CHCECE033	Develop positive and respectful relationships with children	Core
HLTWHS001	Participate in work health and safety	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE034	Use an approved learning framework to guide practice	Core
CHCECE035	Support the holistic development of children in early childhood	Core
CHCECE038	Observe children to inform practice	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE030	Support Inclusion and Diversity	Core
CHCECE056	Work effectively in children's education and care	Core
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples cultures	Core

## **CHC50121 Diploma of Early Childhood Education and Care**

The Diploma of Early Childhood Education and Care (CHC50121) prepares students for the role of educator and supervisor in a range of early childhood education settings, operating under the national and state legislative guidelines and regulations provided for education and care services. Educators support the implementation of an approved learning framework to facilitate children's wellbeing, learning and development. Students must have completed Certificate III in Early Childhood Education and Care (CHC30113 or CHC30121) before enrolling. The Diploma of Early Childhood Education and Care is a nationally recognised qualification from the Community Services Training Package. The Diploma is a prerequisite for educators who wish to take on a managerial or leadership role within the early childhood sector.

### **Career prospects**

- Educator or Room Leader
- Service Director / Supervisor
- Service Manager
- Team Leader
- Group Leader
- Special Needs Inclusion Worker
- Family Day Care Coordinator

### **When can I enrol?**

This course offers the flexibility of on-line learning allowing students to enrol at any time of the year.

### **Delivery method**

Online with 280 hours of work placement.

### **How long does it take to complete?**

There are 15 units in total. Students are provided with a timetable to follow with due dates to submit their assessments. The course fee covers completion of the course in up to 24 months. An extension (up to 6 months) can be requested but additional fees apply.

## Course Structure

Code	Unit of Competence	Field
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
BSBTWK503	Manage meetings	Elective
CHCECE044	Facilitate compliance in a children's education and care service	Core
CHCECE045	Foster positive and respectful interactions and behaviour in children	Core
CHCECE043	Nurture creativity in children	Core
CHCINM002	Meet community information needs	Elective
CHCECE046	Implement strategies for the inclusion of all children	Core
CHCECE053	Respond to grievances and complaints about the service	Elective
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 partnerships with children's families	Core
CHCPRP003	Reflect on and improve own professional practice	Core



# GENERAL INFORMATION

## Recognised Prior Learning (RPL) and Credit Transfer (CT)

Recognised Prior Learning (RPL) is for applicants who can provide detailed evidence to show that they have demonstrated the competencies for one or more units in this course.

Credit Transfer (CT) is the direct transfer of units of competency with the same course and unit code. The student must supply a certificate of attainment from a registered training organisation. The RTO will verify the provided documents and complete a credit transfer form.

If you would like further information about the RPL assessment process, please contact a Trainer and Assessor at PEAK Training.

## Resources

All Textbooks and learning resources will be provided by PEAK Training and are included in the course cost.

## RTO Closure

In the event PEAK Training ceases operation or is unable to deliver any part of the training product, Students will be reimbursed any amounts owing, issued a Statement of Attainment for all completed units and supported to complete their studies with another provider.



# GENERAL INFORMATION

## **General Complaints Procedure**

PEAK Training will monitor any feedback you provide to us and if necessary, initiate remedial action to ensure that any problems are corrected as soon as is practicable. A student who has a complaint is advised to raise the matter in the first instance with a Trainer and Assessor to resolve the issue, who will record the matters of concern.

If the student is not satisfied with the response, the student must complete Student Complaint Form and submit it to the PEAK Training Manager for review. A written response will be issued to the student by the PEAK Manager within 5 working days from receipt of the Student Complaint Form.

Students, who wish to take the matter further, may put a written submission to the CEO of the NSW Family Day Care Association Inc. Submissions to the CEO must be received within 10 working days from the date of the written response from the PEAK Training Manager to the student.

## **Assessment Appeal Procedure**

A student has a right to appeal against a decision in regard to an assessment result. If following feedback discussions with their Trainer and Assessor, both parties do not come to an agreement, the student can appeal to the PEAK Training Manager by completing the Assessment Appeal Form and attaching all relevant written assessment items originally submitted.

Any re-assessments will be done by a different Trainer and Assessor and the student will be advised in writing by the PEAK Training Manager of the re-assessment outcome within ten (10) working days from receipt of the appeal.

# GENERAL INFORMATION

If the outcome of the re-assessment comes back as the same as the original result, the student will be provided with support and counselling by a Trainer and Assessor or the PEAK Training Manager.

Students who wish to appeal the re-assessment results can lodge a written submission to the CEO of the NSW Family Day Care Association Inc. within ten (10) working days from the date of the written re-submission result sent by the PEAK Training Manager to the student.

## **Disciplinary Procedures**

PEAK Training reserves the right to terminate the training and/or assessment of any student found guilty of academic misconduct (e.g. plagiarism). This policy is set out in detail in the Student Handbook.





# PEAK COURSE LIST



Get in demand skills with on demand learning.

Want to refresh your knowledge or learn something new? Check out some of our most popular accredited & PD courses by scanning the QR code.

RTO #90869

# LET'S KEEP IN TOUCH



Simply scan the QR codes to access our social pages and website.

On these sites, you can read more information about who we are, the courses we offer, and enrolment.

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