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www.tlctrainingsolutions.com.au



New South Wales Student Course Guide 2019 Children's Services



Train
Learn
Connect



Dear Potential Student,

Having worked in the training industry for many years and having been a student myself on several occasions, I understand how important it is to select a training college that will not only deliver the qualification of your choice, but do so in a supportive, professional and innovative way.

TLC Training Solutions is jointly owned by a group of 5 passionate women who have worked together for a number of years in previous training roles, share a united belief in high quality, trainer supported learning models, that reflect the individual learning style of the student and ensures the study journey is both enjoyable and rewarding. In order to continue offering the workplace model we love and strongly endorse, we decided to form our own company in 2009. So, with combined determination and an abundance of industry support - TLC Training Solutions was born!

Our Training Consultants have all worked in the industry in which they provide training and assessment and love sharing their own experiences with you. When choosing TLC you can be sure you have chosen a group of professionals who will be there for you all the way and you can be certain you have made the right choice.

TLC values lifelong learning and a holistic approach to training. Some think of **TLC** as supporting their clients training by providing some **Tender Loving Care**, and whilst we like to think we do just that, TLC is also reflective of the services we can offer.

T= Train. We provide training in a number of nationally accredited courses which are recognised across Australia.

L = Learn. If you need to or want to know more about the industry in which you are employed, TLC offers a variety of professional development workshops that cover many topics of interest related to your industry. If we don't advertise one you are after - ask us - we are developing new courses all the time and are only more than happy to accommodate your needs where able.

C = Connect. If you need to connect to your staff through team building workshops, we can assist. If you want to access pre-employment programs to connect to the workforce, we are there to help.

For whatever reason you have come to find out more about TLC Training Solutions, we thank you and are pleased to present our program of qualifications.

Please do not hesitate to contact our office on 1300 327 708, visit our website at www.tlctrainingsolutions.com.au or email us at info@tlctrainingsolutions.com.au should you require further clarification on anything you find in the Student Course Guide.

Oh, and don't forget to like us on Facebook!



Kind Regards,

Teena Sapwell
Managing Director

Congratulations! You've chosen a career that will see you working with children.

It takes a special person to devote their career to caring for our 0 - 12 year olds. Will your career choice take you to the magical world of a nursery filled with our youngest Australians? Will you become an outside school hour's carer where you become involved in the lives of energetic 6 – 12 year olds whose next journey will be that of high school? Will you be part of the dynamic preschool years where life is one big adventure? How about converting your home to an innovative and nurturing family day care environment? Or, do your dreams see you as managing these types of services in your role as an Educational Leader or Nominated Supervisor? Wherever your study takes you, it is assured it will be one that is both challenging and rewarding that will significantly impact on many lives including parents, children, co-workers and the community.

Educators are professionals. They are warm, friendly approachable human beings, who demonstrate patience, understanding, imagination and energy.

If that's you – then a career working with children has been a perfect choice. Welcome aboard and enjoy the wonderful world of Early Childhood.

Studying Through TLC Training Solutions

TLC Training Solutions prides itself on offering flexibly delivered workplace based training that is nationally accredited. That means – we come to you! All Training Consultants employed by TLC have extensive industry experience and have all worked in child care and/or education at some stage of their career. We understand therefore the multi-faceted roles of those working in the field and how exhausting keeping up with children can be. Training Consultants draw on their experience as well as current practices to enhance every student's learning and development. To support consistency, familiarity and develop long term, supportive relationships, all Training Consultants are assigned to regions in which will deliver TLC services. In addition, all Training Consultants are qualified and trained to deliver most of TLC's products and services, so whether you seek training in an accredited qualification or professional development courses, choose a traineeship or apprenticeship, or have the experience to complete a recognition process, then TLC is your one stop shop and once again your regional Training Consultant will be able to assist you!

To have us come to you, assess you in your daily role, and mark all assessment tools on site means you don't have to try and fit us into your life, we fit ours into yours.

We believe that learning comes from doing. Whilst we will provide you with the essential knowledge ensuring understanding of the skills you undertake, we will also be providing extensive opportunities for you to practice skills on a regular basis.

All of us have mentors and supervisors in our working lives and at TLC we believe in engaging these people in your learning journey by providing them with the opportunity to observe your practical skills and support you in your ongoing development.

Students won't all necessarily have the same learning needs or bring with them the same level of experience. TLC therefore works with you at enrolment to determine what study mode suits you best. Some may have the skills to be assessed via a recognition process whilst others may need to complete the qualification through learning and assessment provided in carefully selected text books, training sessions with your training consultant and assessment tools and tasks that are industry relevant.

Please note: ALL our children's services course require an on the job component regardless of mode of study.

Study Modes to Suit Your Lifestyle and Learning Needs

There is a saying that goes – *“I hear, but I may forget, I see and I may remember, but I do and I understand”*

TLC believes this saying is the core to quality training and assessment in terms of vocational education that is competency based. Whether you commence study via a pre-employment program, complete via recognition of prior learning, are registered as a trainee, or are yet to find regular employment in the industry, you will be involved in workplace training and/or assessment where you will implement and understand all that we teach you.

Many of our students are existing workers, and their workplace becomes a crucial part of their training. If you aren't yet employed, so will commence study externally, you will still be required to attend an approved workplace to undergo practicum placement.

Workplace Based

Workplace based training is most commonly referred to when you are employed in an industry directly linked to your course, and your workplace from day one is going to be both your learning and assessment environment. TLC will provide, as part of your learning and assessment tasks, activities and assessment that incorporates your everyday job role and functions, workplace policies and procedures, and the government legislative requirements that are applicable to your state or service. Your trainer will conduct learning and assessment in your own workplace. Workplace based also applies to those students who are not yet working in the industry but have access to a suitable workplace and a Vocational Placement Agreement is in place. In both cases, Workplace Based students are within regions that TLC trainers regularly access.

External

External simply means that you are working and / or living in a region that TLC does not currently offer regular training visits to. If we can still get a trainer to you for on the job assessment visits, then learning will be offered with your trainer via skype or phone with assessments required to be sent to us for marking. You will still be required to attend an approved workplace to undergo vocational placement if you aren't working in the industry, and part of your assessment will be conducted there. In addition, a face to face enrolment visit is required. External students will be charged an additional fee to cover these visits due to distance and time in travelling.

Class Based

In a classroom delivery model, you will be trained and assessed through a combination of group discussions, personal reflections, trainer lead discussions, learning guides, assessment booklets and practice scenarios. Class based, although more structured is a very interactive and supportive mode of study. Classes are only offered if there is demand.

Traineeships

TLC Training Solutions offers both Fee for Service and State Funded Traineeships* to eligible applicants for both the Certificate III and Diploma in Early Childhood.

State funded traineeships are paid for in most part by the State but with Fee for Service Traineeships, although you will be registered as an Australian Apprentice, fees will need to be met by you and/or your employer. Please call our office to discuss eligibility and enrolment process for either enrolment type.

* TLC has a Smart and Skilled contract with Training Services NSW to support State funded traineeships.

Contact us for more information or visit the Smart and Skilled Website:

<https://smartandskilled.nsw.gov.au/for-students/apprenticeships-traineeships>

Smart and Skilled Fee Free Scholarships

The NSW Government's Reskilling NSW initiative includes the creation of Smart and Skilled Fee-Free Scholarships.

Commencing 1 July 2015, Fee-Free Scholarships are designed to help people (15-30 years old) who are *eligible for concession fees* to complete their training under Smart and Skilled without paying a student fee.

Qualifications from Certificate I to IV level will be considered.

Concession eligible means you receive a Commonwealth Government payment or allowance, or you hold a pensioner concession card issued by Centrelink. In addition, you are also eligible if your parent, guardian, partner or spouse receives a Commonwealth Government payment and you are listed on their card. Contact us for more information or visit the Smart and Skilled Website <https://smartandskilled.nsw.gov.au/for-students/fee-free-scholarships>

Recognition of Prior Learning (RPL)

RPL is an assessment process that acknowledges a person's skills and knowledge required through previous training both formal and informal, and life skills which enables a student to demonstrate competence in a unit of study.

It is important to note, that RPL should not be viewed as an 'easier' option to gaining a qualification. Whilst there are no learning guides to complete, you will be required to demonstrate competency through the provision of evidence. Training Consultants will validate your competency against required skill sets (clusters of units of similar related outcomes). Validation may occur through a combination of interviews, verbal questioning, evidence, references, a resume, and professional development or third-party reports.

TLC strongly believes 'seeing is believing' so we make every attempt to ensure direct observation is an integral part of our RPL process. TLC does not promote an excessive evidence portfolio approach.

Credit Transfer

TLC Training Solutions recognises all statements of attainment and qualifications issued by Registered Training Organisations (RTO's) within Australia. Credit Transfer is a process for recognising formal training outcomes that have been achieved previously. If credit transfers are granted, the student may be awarded credit to the unit/s.

It will be necessary if applying for credit transfer to provide a certified copy of each transcript. Please be aware that whilst some units may map across to the qualification being undertaken, others may need to be examined through performance criteria and learning outcomes to determine the extent to which the unit completed can provide credit in a similar unit of study.

Please appreciate that TLC cannot just 'take your word' that you have completed units with another RTO nor can we just accept cover pages, training plans or similar documents. We need an actual transcript that has been certified. Credits and any applicable fee credit will not be applied without a certified transcript. Should you have difficulty in obtaining this from a previous RTO (for example, they may have ceased operation) you can apply for records of prior training outcomes from the Australian Skills Quality Authority by either the ASQA Info line on 1300 701 801 or by email at studentenquiries@asqa.gov.au. Linking us to your USI account will also assist us in obtaining any credits for units completed in QLD within the past few years.

Support Services

TLC Training Consultants are available via email or mobile outside of your visits. Please understand they have other students so if they don't respond straight away, they will get back to you ASAP.

We understand that you may at times need support in addition to your trainer's regular visits / contact. If you have a condition that can be supported by a letter from your Doctor, we recommend you apply for Disabled Australian

Apprenticeship Wage Support (DAAWS) funding if you are registering as a trainee. This will enable us to give you additional one on one mentoring and tutor support.

If for some reason your trainer is unavailable and you have a question or need some support, email us on support@tlctrainingsolutions.com.au and we will try and assist.

If you are worried about any language or literacy issues or haven't studied for many years and are nervous about completing tasks and assessments, our trainers understand everyone learns differently and can even adjust tasks accordingly.

Frequently Asked Questions

Q: I have a First Aid certificate but it is not HLTAID004. Will I still get a credit transfer against HLTAID004?

A: Unfortunately 'No'. The First Aid unit in this course includes many new skills and knowledge that weren't contained in previous First Aid courses. Depending on the First Aid course you completed, we may be able to award some RPL and complete additional requirements through gap tasks.

Q: If I have additional learning needs, can I get assistance?

A: Of course! At time of enrolment the Training Consultant will discuss this with you and if you disclose any additional need, he/she will work with you and your employer and/or parent to discuss how these needs can be met. If your need is identified as a medical condition, and you are a trainee, you may be eligible for additional tutorial support through DAAWS funding.

Q: Can I complete the whole qualification through RPL?

A: Yes, RPL can be applied to a single unit or the whole qualification.

Q: Will I need to do vocational placement?

A: Yes you will. The Certificate III requires a minimum of 120 hours in an approved service. Most students require more. You will also need to ensure that part of this prac is with the under 2 age group. If you are employed in a child care facility, your workplace hours are counted in time but if they do not cater for under 2's you will need to do some prac elsewhere. The same applies to the Diploma though prac hours are 240 as a minimum.

Q: Can I do the Certificate III via a traineeship and then a second traineeship for the Diploma?

A: Yes you can. As long as your employer agrees

Q: How do I pay my fees?

A: Fees and payment options are outlined in the payment schedule. Different modes of study have differing fee requirements. We do understand that the cost of study can put added strain on someone's budget. To ensure study is available to everyone we accept many methods of payment including Ezidebit (a direct debit option) for amounts under \$2000 or TLC has a partnership arrangement with Study Loans for amounts over \$2000.

Q: I have English as a second language, can I still enrol?

A: Yes, as long as you aren't in Australia on a study VISA as TLC is not registered for International students. Generally, as a guide, you will need an intermediate level (IELTS Level 6) of English to undertake a Certificate III level course.

Q: Where does TLC deliver training and assessment?

A: TLC currently provides training and assessment options to students located within the Sydney metropolitan area, the Tweed, and some northern NSW regions. Students who will be accessing an Early Childhood facility (for work or vocational placement) outside these areas can be enrolled as an External student, but only if we can reasonably provide trainer access to your area and if so, additional fees will apply,

Qualification Outline: Certificate III in Early Childhood Education and Care

N.B. In addition to course fees listed below, all Certificate III courses (apart from RPL and Smart and Skilled Programs) incur an additional resource fee of \$200 for issue of all resources associated with the course.

<i>Name of Qualification</i>	Certificate III in Early Childhood Education and Care
<i>National Course Code</i>	CHC30113
<i>Packaging Rules</i>	18 units including 15 core & 3 electives
<i>Entry Requirements</i>	Not applicable
<i>Commencement</i>	Commence at any time of the year
<i>RPL Course Duration</i>	Enrolment valid for 12 months
<i>Total RPL Fees</i>	\$1900 (not including HLTAID004)
<i>Workplace Based Course Duration</i>	Enrolment valid for 18 months
<i>Workplace Based Fees</i>	\$2800 (not including HLTAID004 or resource fee)
<i>External Course Duration</i>	Enrolment valid for 24 months
<i>*External Fees</i>	\$2800 (not including HLTAID004 or resource fee) *\$700 fee applies for students outside TLC's delivery region
<i>Smart and Skilled Fee Free Duration</i>	12 – 24 months depending on study mode
<i>Smart and Skilled Fee Free Scholarship</i>	\$NIL (subject to meeting eligibility criteria)
<i>Traineeship Course Duration</i>	Enrolment valid for 12 – 24 months
<i>Total Smart and Skilled Traineeship Fees (State Funded only)</i>	Refer to page 12
<i>Total Smart and Skilled Entitlement Duration</i>	12 – 24 months depending on study mode
<i>Total Smart and Skilled Entitlement Fees</i>	Refer to page 12

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

The Certificate III in Early Childhood Education and Care is regarded as the entry level qualification to a career in the early childhood industry.

Vocational outcomes for graduates of this qualification may include;

- Early childhood educator
- Family day care educator
- Nanny
- Out of school hours care educator
- Playgroup educator
- Childhood educator

Compulsory Units (15)

CHCDIV000	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
HLTWHS001	Participate in work health and safety
CHCLEG001	Work legally and ethically

Elective Units (3) – TLC has pre-selected the following electives to ensure graduates gain diverse experience relevant to childcare settings:

BOTH of these units:

CHCECE006	Support behaviour of children and young people
CHCPRP003	Reflect on and improve professional practice

Plus **ONE** of the following:

CHCECE012	Support children to connect with their world
CHCECE014	Comply with family day care administration

Qualification Outline: Diploma of Early Childhood Education and Care

N.B. In addition to course fees listed below, Diploma courses (apart from RPL and Smart and Skilled programs) incur an additional resource fee of \$200 for issue of all resources associated with the course.

Reference to "Advanced Entry" in relation to fees listed below is for those students commencing the course who already hold the latest version of CHC30113 – Certificate III in Early Childhood Education and Care and have completed the 11 units listed on page 9. All other versions of CHC30113 will need to be quoted individually.

<i>Name of Qualification</i>	Diploma of Early Childhood Education & Care
<i>National Course Code</i>	CHC50113
<i>Packaging Rules</i>	28 units including 23 core & 5 electives
<i>Commencement</i>	Commence at any time of the year
<i>RPL Course Duration</i>	Enrolment valid for 18 months or 12 months with Adv Entry
<i>Total RPL Fees</i>	\$3440 (not including HLTAID004) or \$2240 with Advanced Entry
<i>Workplace Based Course Duration</i>	Enrolment valid for 24 months
<i>Workplace Based Fees</i>	\$4300 (not including HLTAID004 or resource fee) or \$2800 with Advanced Entry

External Course Duration	Enrolment valid for 24 months
*External Fees	\$4300 (not including HLTAID004 or resource fee) or \$2800 with Advanced Entry *\$700 fee (or \$1000 with no Adv. Entry) applies for students outside TLC's delivery sites
Traineeship Course Duration	Enrolment valid for 24 – 36 months
Total Smart and Skilled Traineeship Fees (State funded ONLY)	Refer to page 12
Total Smart and Skilled Targeted Priority Duration	12 – 24 months depending on study mode
Total Smart and Skilled Targeted Priority Fees	Refer to page 12

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services.

In doing so, they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

They may have responsibility for supervision of volunteers or other staff.

Vocational outcomes for graduates of this qualification may include;

- Authorised supervisor (children's services)
- Childhood educator
- Director (children's services)
- Early childhood educator
- Centre manager (children's services)

Core Units (23)

Those students who already hold CHC30113 - Certificate III in Early Childhood Education and Care will be awarded credit transfers for the 11 units on producing a certified copy of either a Statement of Attainment or the complete qualification with a statement of results. No fee applies to units where a Credit Transfer is applied. Depending on mode of study, overall fees may therefore be reduced.

The below 11 units are core units within CHC30113.

CHCECE001	Develop cultural competence
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE004	Promote and provide healthy food and drinks
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE009	Use an approved learning framework to guide practice
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCPRT001	Identify and respond to children and young people at risk
CHCLEG001	Work legally and ethically

The following 12 units complete the required 23 core units:

CHCECE016	Establish and maintain a safe and healthy environment for children
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood

CHCECE018	Nurture creativity in children
CHCECE019	Facilitate compliance in an education and care services
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE021	Implement strategies for the inclusion of all children
CHCECE022	Promote children's agency
CHCECE023	Analyse information to inform learning
CHCECE024	Design and implement the curriculum to foster children's learning and development
CHCECE025	Embed sustainable practices in service operations
CHCECE026	Work in partnership with families to provide appropriate education and care for children
HLTWHS003	Maintain work health and safety

Elective Units (5) – TLC has pre-selected the following electives to ensure graduates gain diverse experience relevant to early childhood settings and their workplace.

BOTH of these units:

BSBSUS501	Develop workplace policy and procedures for sustainability
CHCPOL002	Develop and implement policy

Plus **THREE** of the following:

BSBINN502	Build and sustain an innovative work environment
BSBLDR403	Lead team effectiveness
CHCPRP003	Reflect on and improve own professional practice
CHCSAC005	Foster the holistic development and wellbeing of the child in school age care
BSBLDR502	Lead and manage effective workplace relationships
CHCDIV001	Work with diverse people

Course Fees – When calculating course fees using per unit fee table, prices below should not be applied to HLTAID004.

Mode of Study	CHC30113 (18 units)		CHC50113 (28 units or 17 with Advanced Entry)	
RPL	Enrolment fee	\$200	Enrolment fee	\$200
	Per unit fee	\$100	Per unit fee	\$120
Workplace Based	Enrolment fee	\$250	Enrolment fee	\$250
	Resource fee	\$200	Resource fee	\$200
	Per unit fee	\$150	Per unit fee	\$150
External	Enrolment fee	\$250	Enrolment fee	\$250
	Resource fee	\$100	Resource fee	\$200
	Per unit fee	\$130	Per unit fee	\$130
Traineeships	Total Course Fees	\$1000	Total Course Fees (All 28 Units)	\$1000
	Concession Holders	\$240	Total Course Fees (With Advanced Entry)	\$POA^
	RPL (all or some units)	\$POA^	RPL (all or some units)	\$POA^
	Aboriginal and/or Torres Strait Islanders	\$NIL	Aboriginal and/or Torres Strait Islanders	\$NIL
	Those with a disability	\$NIL	Those with a disability	\$NIL
	Smart and Skilled Fee Free Scholarship	\$NIL		
<i>N.B No concession rate applies</i>				
*Gap Training Assessment for Workplace Based, External or RPL students	RPL for each transition unit	\$50	RPL for each transition unit	\$50
Reassessment fee following three results of 'not yet sufficient'	Fee for each task required	\$15	Fee for each task required	\$15
External Delivery Fee	\$700 travel fee applies to fees above for elected enrolment		\$1000 travel fee (or \$700 Adv Entry) applies to fees above for elected enrolment	

* Gap Training Assessment is ONLY applicable if gap units can be completed via RPL.

N.B All courses other than RPL include provision of 2 text books. Should ANY student lose or damage a text book during their course and require a replacement a **\$100 fee will be charged and payable prior to text book issue.

** Price subject to change depending on distributor fees of the text book

^POA - Credits from a previous enrolment or completed course - example those with Advanced Entry (CHC30113) who are enrolling into the Diploma - will have reduced fees calculated on application using the Smart and Skilled Fee Calculator. Students wishing to complete all or part of the qualification via RPL will also have fees adjusted on application using the Smart and Skilled Fee Calculator.

Other Qualifications of Interest:

TLC offers a variety of qualifications and many attracted to childcare have been interested in the following nationally accredited courses either to support their current job role or in preparation for future career goals.

Call our office for further information, refer to our Professional Development and Short Course guide or visit our website.

How to Enrol

- Step 1. Contact our office on 1300 327 708 to speak with an enrolments officer. If you have already spoken to one of our Training Consultants and have already decided on what study option suits you best, still call our office as we will send you the pre-enrolment application kit.
- Step 2. Read carefully the Student Handbook and the Student Course Guide so you are comfortable with all the policies, procedures and requirements that will relate to your enrolment and you as a student of TLC Training Solutions. Read in detail the outline of your preferred qualification, paying attention to any prerequisites or entry units required timelines for completion and all related fees.
- Step 3. Complete the pre-enrolment application, LLN and RPL application form (if applicable). Ensure all details are completed in full and use the RPL Candidate kit to guide you in making decisions regarding RPL. It's our commitment to you to stay in touch and help you progress through your application and enrolment but call us if you have questions and need to speak with us sooner.
- Step 4. Link TLC (and Training Services NSW if you will be registered as a Trainee) to your USI account. Instructions are found on page 3 of the pre-enrolment application.
- Step 5. You will need to provide any supporting information requested. Certified copies of your results of previous units completed are necessary if you are applying for credit transfer. This is known as a Statement of Attainment. If you have fully completed any courses, you will need a certified copy of the actual qualification plus a statement of results. ID and other eligibility evidence are required for Smart and Skilled Funded Courses.
- Step 6. Forward the completed pre-enrolment application to our office and call us when all items on your student checklist are ready.
- Step 7. Once we have processed your application and know that you have everything else ready to meet with a trainer, a Training Consultant will call you to book a visit. The office will discuss your fees and method of payment, complete a payment schedule and provide the Training Consultant with the rest of your enrolment paperwork and training materials.
- Step 8. During the visit the Training Consultant will ensure all paperwork is completed and answer any further questions. They will provide you with your text book, learning materials, or assessment tools should you be completing via RPL, discuss and implement a training plan, and commence your training.
- Step 9. You will receive by mail a Confirmation of Enrolment letter and invoice showing statement of fees due (or paid) and an invoice order showing expected issue dates of future invoices for each cluster as its commenced. Please note: Statements will be issued on completion of enrolment and then at completion of the course. Should you require a receipt at any other time during your course, please contact the office and we will be happy to email one to you or post it.