

1300 327 708

[www.tlctrainingsolutions.com.au](http://www.tlctrainingsolutions.com.au)



# Queensland Student Course Guide 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 4 passionate women who have worked together for many 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. 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 many 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 short courses that cover many topics of interest related to your industry. If we do not advertise one you are after - ask us - we are exploring new courses all the time and are only more than happy to accommodate your needs where able.

**C = Connect.** If you need to connect your staff to training and career pathway programs, we can assist. If you want to access pre-employment programs to connect to the workforce, we are there to help.

So 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](http://www.tlctrainingsolutions.com.au) or email us at [info@tlctrainingsolutions.com.au](mailto:info@tlctrainingsolutions.com.au) should you require further clarification on anything you find in the Student Course Guide.

Oh, and do not forget to like us on Facebook! 

Kind Regards,

Teena Sapwell  
Managing Director



---

## **Congratulations! You have 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 is 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 childcare 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 do not 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 will not 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 textbooks, training sessions with your training consultant and assessment tools and tasks that are industry relevant.

If you like a class based model, then we can combine a class program with vocational placement so you not only have face to face, trainer directed learning, but you still have us supporting you in a host workplace for that very important hands on learning component.

Please note: ALL our children's services courses 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, a class based program, complete via recognition of prior learning, are registered as a trainee or apprentice, 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 are not yet employed, so will commence study externally, you will still be required to attend an approved workplace to undergo vocational 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. Class timetables can be found on our website and are only offered if there is demand.

We do offer study hubs which will be advertised on our website. Study Hubs are for students to meet with peers, have quality trainer time and get assistance if needed.

### Traineeships and Apprenticeships

TLC Training Solutions offers both Fee for Service and State Funded Traineeships and Apprenticeships\* to eligible applicants.

State funded **Traineeships** are for Certificate III level courses and are paid for in most part by the State with a State determined student contribution fee that must be paid for by the student and/or employer. With 'Fee for Service' Traineeships, although you will still be registered as a Trainee, ALL fees will need to be met by you and/or your employer. No fee applies for those under 21 years of age.

State funded **apprenticeships** are for Diploma level courses and are paid for in most part by the State with a State determined student contribution fee that must be paid for by the employer. With 'Fee for Service' Apprenticeships, although you will still be registered as an Apprentice, ALL fees will need to be met by your employer.

Please note: No fee applies for those under 21 years of age.

---

The modern award now requires employers to pay for all student fees relevant to Apprentices in QLD. How and when an employer pays the fee (whether initially or elects to have the Apprentice pay in the first instance and then reimburses the Apprentice on completion), is a decision to be made between the apprentice and his/her employer on enrolment.

It should be understood though that if the Apprentice fails to make reasonable progression, the employer has the right to not reimburse the Apprentice for any fees paid.

Please call our office to discuss eligibility and enrolment process for either enrolment type.

\* TLC has a Skills Assure Supplier agreement with the Department Employment, Small Business and Training (DESBT) to support State Funded Traineeships and Apprenticeships.

### Free Apprenticeships for Under 21's

Free apprenticeships for under 21s offers fully subsidised training for priority apprenticeship and traineeship qualifications in areas such as electrical, plumbing and engineering as well as early childhood, aged and disability care.

The government will contribute the training fees for all eligible young people until they complete their apprenticeship or traineeship, including those that complete after the age of 21 years.

Eligible qualifications:

- ✓ CHC30113 Certificate III in Early Childhood Education and Care
- ✓ CHC50113 Diploma of Early Childhood Education and Care.

### Skills for QLD - Great training for quality jobs

TLC Training Solutions offers the Certificate 3 Guarantee\* and Higher-Level Skills\* funding to eligible applicants. This enables funding for both the Certificate III and Diploma in Early Childhood Education and Care. The courses are offered in a variety of modes of study including Recognition of Prior Learning (RPL), workplace based, external and class based (where there are sufficient numbers of class participants). The training is paid for in most part by the State, but a student co-contribution fee applies. It is important to note that this course requires a prominent level of commitment as students can only access each subsidy level funding once!

Please call our office to discuss the eligibility and enrolment process or visit [desbt.qld.gov.au/ training](https://desbt.qld.gov.au/training) to access the student fact sheets.

\* TLC has a Skills Assure Supplier agreement with the Department of Employment, Small Business and Training to support the Certificate 3 Guarantee and Higher-Level Skills funding. As part of this initiative, within 3mths of completing or discontinuing the course you will be required to complete a Student Employment survey.

### Free TAFE for Year 12 Graduates

Please note the term TAFE used here does not refer to the institution but to the terminology: Technical and Further Education. It is the program name given by the Department of Small Business, Education and Training through whom TLC Training Solutions has a contract to deliver this funded option to eligible participants.

Year 12 graduates will be able to access fee-free training through the Certificate 3 Guarantee (Certificate III level qualifications).

The fee-free training will be available for Year 12 graduates for training in high priority qualifications who:

- ✓ have completed Year 12 in Queensland in 2019 and hold a Senior Statement issued by the Queensland Studies Authority
- ✓ enrol and start training with an approved training provider within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12)
- ✓ are a Queensland resident.

---

### 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 [enquiries@asqa.gov.au](mailto:enquiries@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 do not 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 or apprentice. This will enable us to give you additional one on one mentoring and tutor support.

If this is not an available option to you, we sometimes offer classes which may suit your learning needs better. If no class is currently available, depending on demand, we offer Student Support Hubs (Tutorial sessions) at various locations in Brisbane at which a training consultant is available to answer any questions or help with tasks. See our website for dates and venues.

If for some reason your trainer is unavailable, and you have a question or need some support, email us on [support@tlctrainingsolutions.com.au](mailto:support@tlctrainingsolutions.com.au) and we will try and assist. Alternatively, come and visit us on campus at 1 / 15 Corporate Place, Hillcrest.

---

## 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 were not contained in previous First Aid courses.*

**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 placement is with the under 2 age group. If you are employed in a childcare facility, your workplace hours are counted in time but if they do not cater for under 2's you will need to do a placement elsewhere. The same applies to the Diploma though vocational placement hours are 240 as a minimum.*

**Q: How do I pay my fees?**

*A: Fees and payment options are outlined in the payment schedule. Different modes of study and different funding programs 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.:*

*For amounts under \$2000 - Ezidebit (a direct debit option)*

*For amounts over \$2000 – Study Loans (a student loan scheme) TLC can check eligibility and submit an application on your behalf.*

*We also accept VISA or Mastercard Debit / Credit Card – EFTPOS (over phone with TLC)*

*For more information regarding Study Loans, visit <https://studyloans.com.au>*

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

*A: Yes, as long as you are not 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 Brisbane metropolitan area, the Gold Coast, Caboolture region, Bayside and Ipswich. 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,*

**Q: What if I have not studied in many years or I need some assistance with language and literacy?**

*A: If you are worried about any language or literacy issues or have not studied for many years and are nervous about completing tasks and assessments, our trainers understand everyone learns differently and can even adjust tasks accordingly.*

**Q: How much time a week do I need to allocate to my studies?**

*A: Based on TLC's model of delivery and resources, and using a 12mth enrolment as a guide, we advise students to be prepared to allocate approximately 23hrs a week to their studies. This time will include all trainer time, personal study time, on the job placement and completion of assessments.*

*Time required will increase or decrease depending on mode of study and any credits awarded.*

## **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 Traineeships) incur an additional non-refundable resource fee of \$100 for issue of all resources associated with the course or \$75 if e-book option selected. RPL (full course) incurs a \$50 resource fee.

Fees below include a non-refundable enrolment fee of \$150 or \$100 (where eligible concession applies.)

No enrolment fee applies to traineeships.

<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, no entry requirements
<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>	\$2190 (not including HLTAID004)
<i>Workplace Based Course Duration</i>	Enrolment valid for 18 months
<i>Workplace Based Fees</i>	\$2700 (not including HLTAID004)
<i>'Certificate 3 Guarantee' Course Duration (Workplace, RPL or External)</i>	Enrolment valid for 18 months
<i>Total 'Certificate 3 Guarantee' Fees (Workplace, RPL or *External)</i>	\$240 (including HLTAID004) or \$154 with concession *\$700 fee applies for students outside TLC's delivery region
<i>'Certificate 3 Guarantee' Course Duration (Class Based)</i>	Enrolment valid for 9 months (Actual class duration is approx. 27 weeks incl. placement)
<i>Total 'Certificate 3 Guarantee' fees (Class Based)</i>	Fees as per above for Certificate 3 Guarantee Classes not offered to students outside TLC's delivery region
<i>External Course Duration</i>	Enrolment valid for 24 months
<i>*External Fees</i>	\$2700 (not including HLTAID004) *\$700 fee applies for students outside TLC's delivery region
<i>Traineeship Course Duration</i>	Enrolment valid for 12 – 24 months
<i>Total Traineeship Fees (State funded only)</i>	\$1500.80* or \$600.32* with eligible concession (*including HLTAID004 and selecting Option One Elective), or  \$1484.80** or \$593.92** with eligible concession (**including HLTAID004 and selecting Option Two Elective)

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 supervisor
- Childhood educator

### Compulsory Units (15)

CHCDIV002	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, Bridging and Apprenticeships) incur an additional non-refundable resource fee of \$100 for issue of all resources associated with the course, or \$75 if e-book option is selected. RPL (full course) incurs a \$50 resource fee.

Fees below include a non-refundable enrolment fee of \$200 or \$150 (where eligible concession applies.) No enrolment fee applies to apprenticeships.

N.B. 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 10. All other versions of CHC30113 will need to be quoted individually.

## Qualification Outline: Diploma of Early Childhood Education and Care Cont.

<i>Name of Qualification</i>	Diploma of Early Childhood Education and 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 Adv. Entry
<i>Workplace Based Course Duration</i>	Enrolment valid for 18 - 24 months
<i>Workplace Based Fees</i>	\$4250 (not including HLTAID004) or \$2750 with Advanced Entry
<i>'Higher Level Skills' Course Duration #Adv Entry (Workplace, RPL or External)</i>	Enrolment valid for 12 months
<i>Total 'Higher Level Skills' Fees - #Adv Entry (Workplace, RPL or *External)</i>	\$285 or \$201 with concession *\$700 fee applies for students outside TLC's delivery region
<i>Higher Level Skills' Course Duration NO Adv Entry (Workplace, RPL or External)</i>	Enrolment valid for 18 - 24 months
<i>Total 'Higher Level Skills' Fees – NO Adv Entry (Workplace, RPL or *External)</i>	\$340 (including HLTAID004) or \$234 with concession *\$700 fee applies for students outside TLC's delivery region
<i>Higher Level Skills' Course Duration (Class Based)</i>	Enrolment valid for 18 months or 12 months with Adv Entry Class theory delivered over 3 – 6mths
<i>Total Higher-Level Skills' Fees (Class Based)</i>	Fees as per above for Higher Level Skills Classes not offered to students outside TLC's delivery region
<i>External Course Duration</i>	Enrolment valid for 24 months
<i>*External Fees</i>	\$4250 (not including HLTAID004) or \$2750 with Advanced Entry *\$700 fee (or \$1000 with no Adv. Entry) applies for students outside TLC's delivery sites
<i>Apprenticeship Course Duration</i>	Enrolment valid for 24 – 36 months
<i>Total Apprenticeship Fees (State funded ONLY)</i>	Refer to page 16.

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

### Core Units (23)

Those students who already hold the latest CHC30113 - Certificate III in Early Childhood Education and Care will be awarded credit transfers for the following 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

## **Qualification Outline: Early Childhood Teacher - Bridging Program** **Diploma of Early Childhood Education and Care**

N.B. There is no set textbook for the Bridging Program but there are strongly recommended texts. The Department of Education and Training advise the following texts would greatly assist students in completing assessments and provide useful resources for the role of early childhood educator or teacher.

1. Walker, L., Miller, S., & Tansey, S. (2014). The Early Childhood Educator for Certificate III.
2. Walker, L., Miller, S., & Tansey, S. (2014). The Early Childhood Educator for Diploma.

As the texts aren't compulsory, TLC Training Solutions does not supply any texts as part of the resource fee. TLC can purchase these texts for you for \$200 or you can source resources independently.

Primary teachers are eligible to enrol in the Bridging Program if they hold all the following:

- ✓ a primary teaching qualification that includes at least a focus on children aged 5 to 8 years old (for example, a qualification with a focus on children aged 3 to 8 or 5 to 12) AND
- ✓ teacher registration in Australia (or accreditation in New South Wales) AND
- ✓ a current first aid certificate or will gain one prior to completion of the program (HLTAID004).

<b><i>Name of Qualification</i></b>	Diploma of Early Childhood Education and Care
<b><i>National Course Code</i></b>	CHC50113
<b><i>Packaging Rules</i></b>	28 units including 23 core & 5 electives
<b><i>Commencement</i></b>	Commence at any time of the year
<b><i>Workplace / External Based Course Duration</i></b>	Enrolment valid for 18 months
<b><i>Workplace / *External Based Fees</i></b>	\$4250 (not including HLTAID004) \$4400 (including HLTAID004) \$50 resource fee *\$1000 fee applies for students outside TLC's delivery sites
<b><i>'Higher Level Skills' Course Duration</i></b>	Enrolment valid for 18 months
<b><i>Total 'Higher Level Skills' Fees</i></b>	\$335 (not including HLTAID004) or \$231 with concession (not including HLTAID004)  \$340 (including HLTAID004) or \$234 with concession (including HLTAID004)  \$50 resource fee applies *\$1000 fee applies for students outside TLC's delivery sites

A customised Bridging Program has been developed to assist Queensland registered primary trained teachers, who wish to work in Early Childhood services, gain Early Childhood Education and care qualifications. This program recognises that the skill set of these teachers is relevant to the Early Childhood Education and Care Vocational Education and Training qualifications. It is acknowledged that people with primary teaching qualifications have already gained many of the critical skills and knowledge necessary to work as an educator in an early childhood education and care or in school-age care service.

The Bridging Program is based on the current CHC Community Services Training Package. The Queensland College of Teachers Australian Professional Standards for Teachers were mapped against units of competency in CHC50113 Diploma of Early Childhood Education and Care. Credits were then granted for the following 4 units.

CHCECE001	Develop cultural competence (Core Unit)
CHCPOL003	Research and apply evidence to practice (Elective Unit)
CHCPRP003	Reflect on and improve own professional practice (Elective Unit)
CHCINM002	Meet community information needs (Elective Unit)

In addition, a further credit will be applied for those students holding:

HLTAID004	Provide an emergency first aid response in an education and care setting (Core Unit)
-----------	--

Gaps in training were identified and the missing units of competency (together with the credits awarded) formulate the Bridging Program.

#### Core Units (a further 21)

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
CHCPRT001	Identify and respond to children and young people at risk
CHCLEG001	Work legally and ethically
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

The Department of Education and Training (QLD) has pre-selected the following electives to ensure graduates gain diverse experience relevant to early childhood settings and their workplace.

#### Elective Units (a further 2)

BSBLED401	Develop teams and individuals
CHCDIV001	Work with diverse people

## **Skill Set Outline: Building Inclusive Practices in Early Childhood Education and Care Settings**

This is a skill set (not a full Qualification) and is designed for workers with existing experience or qualifications in early childhood education and care roles seeking to broaden their skills.

<b><i>Name of Skill Set</i></b>	Building Inclusive Practices in Early Childhood Education and Care Settings
<b><i>National Course Code</i></b>	CHCSS00072
<b><i>Packaging Rules</i></b>	6 units
<b><i>Entry Requirements</i></b>	Must be currently employed in an Early Childhood setting Must hold a Certificate III or higher industry relevant qualification
<b><i>Commencement</i></b>	Commence at any time of the year
<b><i>RPL Course Duration</i></b>	Enrolment valid for 3 months
<b><i>Total RPL Fees</i></b>	\$920 (includes a non-refundable \$200 enrolment fee)
<b><i>Workplace Based Course Duration</i></b>	Enrolment valid for 9 months
<b><i>Workplace Based Fees</i></b>	\$1100 (includes a non-refundable \$200 enrolment fee)
<b><i>'Higher Level Skills' Course Duration (Workplace, RPL or External)</i></b>	Enrolment valid for 9 months
<b><i>Total 'Higher Level Skills' Fees (Workplace, RPL or *External)</i></b>	\$230 or \$168 with concession (includes a non-refundable enrolment fee) *\$700 fee applies for students outside TLC's delivery region
<b><i>'Higher Level Skills' Course Duration (Class Based)</i></b>	Enrolment valid for 3 months (Actual class duration is approx. 7 weeks plus placement)
<b><i>Total 'Higher Level Skills' fees (Class Based)</i></b>	\$230 or \$168 with concession Classes not offered to students outside TLC's delivery region

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. This includes focusing on children's abilities rather than their needs, viewing family and cultural diversity as a strength, and seeking ways to maximise children's engagement, rather than modifying experiences to cater for perceived deficits or limitations. Ensuring inclusive practices is an ongoing journey that requires professional commitment and focused reflection. It requires consideration for different perspectives and frameworks that enable educators to respond to new challenges and complexities.

The following units provide credit towards a range of qualifications in the CHC Community Services Training Package. Completion of this skill set will provide 6 credits towards CHC50113 Diploma of Early Childhood Education and Care.

### **Compulsory Units (6)**

CHCECE007	Develop positive and respectful relationships with children
CHCECE020	Establish and implement plans for developing cooperative behaviour
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
CHCECE021	Implement strategies for the inclusion of all children
CHCECE026	Work in partnership with families to provide appropriate education and care for children
CHCPRP003	Reflect on and improve own professional practice

**Course Fees – Full Courses ONLY (Skill Set not shown on table below)**

When calculating course fees using per unit fee table, a unit fee must not be applied to HLTAID004. First Aid delivered outside a traineeship / apprenticeship / Certificate 3 Guarantee or Higher-Level Skills is \$150 per student.

Mode of Study	CHC30113	CHC50113
RPL	Enrolment fee \$150	Enrolment fee \$200
	Resource fee \$50	Resource fee \$50
	Per unit fee \$120	Per unit fee \$120
Workplace Based and External	Enrolment fee \$150	Enrolment fee \$200
	Resource fee (Hard Cover Texts) \$100 Resource fee (e-books) \$75	Resource fee (Hard Cover Texts) \$100 Resource fee (e-books) \$75
	Per unit fee \$150	Per unit fee \$150
Traineeships and Apprenticeships (Options are defined by elective options selected)	<u>Option One</u> Total Course Fees \$1500.80 Concession Holders \$600.32 School based \$NIL <u>Option Two</u> Total Course Fees \$1484.80 Concession Holders \$593.92 School based \$NIL	Total Course Fees - ALL 28 Units Option One: \$3132.80 or \$1253.12 (Conc.) Option Two: \$3132.80 or \$1253.12 (Conc.) Option Three: \$3244.80 or \$1297.92 (Conc.) Option Four: \$3436.80 or \$1372.82 (Conc.)  Total Course Fees with Advanced Entry REMAINING 17 Units Option One: \$2208 or \$883.20 (Conc.) Option Two: \$2208 or \$883.20 (Conc.) Option Three: \$2320 or \$928 (Conc.) Option Four: \$2512 or \$1004.80 (Conc.)
	Non-concession (Inc. enrolment fee) \$240 Concession (Inc. enrolment fee) \$154 Resource fee (if hard cover books) \$100 Resource fee (if e-books) \$75 RPL resource fee \$50 2019 year 12 graduate \$Nil	
Certificate 3 Guarantee		
Higher Level Skills		<b>Adv Entry</b> Non-concession (Inc. enrolment fee) \$285 Concession (Inc. enrolment fee) \$201 <b>Without Adv Entry</b> Non-concession (Inc. enrolment fee) \$340 Concession (Inc. enrolment fee) \$234  Resource fee (if hard cover books) \$100 Resource fee (if e-books) \$75 RPL resource fee \$50
Higher Level Skills - Bridging Program		Non-concession including First Aid \$340 Concession including First Aid \$234 Resource fee \$50
Gap Training Assessment for Workplace Based or RPL	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 Part of the resource fee may include provision of a textbook or books. Should you lose or damage any textbook during your course and require a replacement a \*\*\$100 fee will be charged and payable prior to textbook issue for each textbook needing to be replaced. Please note: NO discount on the resource fee is given should you already have the textbook as fee covers a variety of resources including enrolment costs and materials. \*\* *Price subject to change depending on distributor fees of the textbook*

All enrolment and resource fees are **NON Refundable** should you cancel your enrolment or your enrolment expires prior to completion

Please note: Where textbooks are on loan for a specific course (some class and school based programs or where a few units only are being completed) students will be charged a textbook replacement fee if issued book is lost or damaged and requires replacing.

## How to Enrol

- Step 1. Go online and click the Get Started Now button. Alternatively, contact our office on 1300 327 708 to speak with an enrolments officer. If you have already spoken to one of our trainers and have already decided on what study option suits you best, still call our office as we will send you the link to the pre-enrolment application available online or arrange to email the application to you. Alternatively, you can visit our website [www.tlctrainingsolutions.com.au](http://www.tlctrainingsolutions.com.au) and access the link there.
- Step 2. Carefully read 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. All documents are available on our website.
- 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. You will need to provide any supporting information requested. Certified copies of your results of previous units completed are absolutely necessary if you are applying for credit transfers. 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. Link TLC to your USI account to assist in this process. ID and other eligibility evidence are required for Certificate 3 Guarantee and Higher-Level Skills programs.
- Step 5. If not completed via our online tool, forward the completed pre-enrolment application to our office and call us when all items on your student checklist are ready.
- Step 6. Once we have processed your application and know that you have everything else ready to finalise your enrolment (including payment of relevant fees) a trainer will call you to confirm your enrolment visit. The office will discuss your fees and method of payment, complete a payment schedule and provide the trainer with the rest of your enrolment paperwork and training materials.
- Step 7. During the visit, the trainer will ensure all paperwork related to your Acceptance of Enrolment is completed and answer any further questions. They will provide you with your textbook, learning materials, or assessment tools should you be completing via RPL, discuss and implement a training plan, and commence your training. If you opted to pay during this visit, they will call our office for you to do so.
- Step 8. You will receive by email a Confirmation of Enrolment letter and a receipt for fees paid. Further invoices if applicable will be sent direct via MYOB and payable within 7 days.  
Please note: Statements of fees 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.