



Certificate III in Children's Services (CHC30402)

Productivity Places Program

Who is eligible for a free training place?

- People need to be currently looking for work
- Australian citizen or a permanent resident of Australia
- Over the age of 15
- Have been assessed by an employment service provider or training organisation as having capacity to benefit from the training.
- Please note, full-time students and people who are self employed are not eligible for the free training program.

What happens if you are not eligible?

If you not eligible you can still participate in the training and pay a fee which can be done through a payment plan. Please talk to Laura or Sharon about this.

Course Details

This course provides basic training for people who wish to assist higher-qualified staff in the provision of education programs and quality care for children, from infants to 12 years within Children's Services settings including:

- Centre-based Care
- Out of School Hours Care
- Occasional Care
- Family Day Care

Course Duration: The course is full time – 2 days a week plus homework and placement.

Participants are also required to complete 100 hours of work placement.

Dates: TBA, rolling intakes

Location: All Classes will be conducted from 9.15 am - 3.00pm in Pakenham and Latrobe Valley and Warragul

Units:	Nominal Hours
CHCOHS301A - Participate in workplace safety procedures	30
CHCCN2C – Care for children	70
CHCCN4C – Respond to illness, accidents and emergencies	30
CHCCN5C – Care for babies	40
CHCCS301A – Work within a legal and ethical framework	50
CHCCHILD1C – Identify and respond to children and young people at risk of harm	30
CHCRF1C – Work effectively with families in caring for the child	25
CHCPR1C – Deliver services/activities to stimulate children's development and	40

enhance their leisure	
CHCCPR3C – Develop an understanding of children’s interests & developmental needs	20
CHCCN3C – Prepare nutritionally balanced food in a safe and hygienic manner	20
HLTFA2A - Apply advanced First Aid	30
CHCORG3B – Participated in the work environment	20
CHCIC1C – Interact effectively with children	70
CHCFC1C – Support the development of children in the service	20
CHCCN1C – Ensure children’s health and safety	30
Total Hours:	525

Recognition of Prior Learning (RPL): Students wishing to apply for RPL need to indicate this on the Enrolment Form. Education Centre Gippsland may grant RPL or Credit Transfer under our mutual recognition obligations. RPL Application Forms are available from the Course Co-ordinator.

Credit Transfer: Credit Transfer is the recognition and acknowledgment of modules or units of competency acquired through prior formal credentialed training (identical academic experience).
ECG grants Credit Transfer under our Mutual Recognition obligations.

Course Delivery: This course is predominately classroom based training, with an additional 100 hours of work-placement to be completed throughout the course. Students need to obtain a Police Check prior to commencing work-placement. Assessments will be conducted throughout the course, with some occurring in the workplace.

Tuition Fee: This course is free to those who are eligible for Productivity Places Program

Student Records: All students that enrol at ECG will have a file created manually and electronically. Manual files are secured in a locked environment and electronic files are password protected and only accessible via our Student Records employees. If you wish access to your files, you may do so by arranging this with your course Manager and/or Coordinator. Files are not to be taken off site, and from time to time, may be audited for compliance by a Third Party person or government auditor.

Material Requirements: Students will need to bring pen and paper to each class with a lever arch folder to place handouts in.

Additional Information: It is recommended that you contact your local doctor to be advised about immunizations appropriate for working in Children’s Services. Students will be required to complete level 2 first aid. To be advised

Pathways: Employment opportunities after completing the course may include; Child Care Assistant Level II, Parent Educator, Support Worker. Students interested in further study after the completion of this course may go onto the Diploma of Community Services (Children’s Services).

Support with Language, Literacy & Numeracy Needs: If you need help with your language, reading & writing or maths to successfully complete your studies, ECG can arrange support through our Adult Literacy Program. Support may involve attending group classes or individual tutoring, depending on what is best for you. Contact the Course Coordinator or the Trainer.

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Access & Equity: In accordance with Equal Opportunity legislation, ECG treats every student fairly and without discrimination in the training environment. For further information on:

- Access to training
- Appeals, complaints and grievances
- Disciplinary procedures
- Student Support Services
- Refunds

Refer to our Student Information Code of Practice page on our website www.ecg.vic.edu.au or refer to ECG for a hard copy.

Contact: Manager: Sharon Clements Email: sharonc@ecg.vic.edu.au
 Coordinator : Laura Carson Email: laurac@ecg.vic.edu.au

 Phone: 56226000

Nationally Recognised Training
Productivity Places Program is an Australian Government initiative-
www.productivityplaces.deewr.gov.au

For further information about ECG, visit our website: www.ecg.vic.edu.au

