

Important Student Information

Trainees and Employed (Non-Trainee) Educators

Overview of Student Training and Assessment

The CHC30121 Certificate III in Early Childhood Education and Care is an entry level qualification and requires students to show the beginning qualities of an Educator, demonstrate autonomy and judgement, and to take limited responsibility within the workplace.

Learning and assessment activities are structured to identify key concepts relative to required knowledge and skills. Under this structured learning and assessment framework, students are required to *Remember, Understand and Apply* these key concepts.

Students who successfully complete all of the requirements for a qualification are issued with the appropriate nationally recognised award. Students who complete part of a qualification are issued with a Statement of Attainment.

Entry Requirements

Students within this cohort **must be employed in a regulated Early Childhood Education and Care service** as either a Trainee or an Educator in a Pre-school or Long Day Care Centre (full or part-time).

In addition to this:

- Student must be a minimum age of 16 to be eligible for enrolment.
- Students need to be physically fit as the role involves providing direct personal care, lifting and other physically demanding activities.
- Working with Children Check is a requirement.

Duration and AQF Volume of Learning

This qualification requires a Volume of Learning consistent with the AQF descriptors between 1200 to 2400 hours of training.

To allow for appropriate learning opportunities and completion of required assessment, the standard duration for this student cohort is 18 to 36 months.

A shortened duration may be acceptable where the students hold higher-level qualifications or are experienced in the workplace and have most of the required skills and knowledge.

Expected Hours for Training and Assessment

As a trainee or employed educator, students enjoy the benefits of extended hours in a workplace setting. Students will need to allow approximately 4 hours per week of self-paced study in addition to workplace training and assessment completion.

Students may complete the program earlier than these timelines through RPL, CT or extended application to studies.

NOTE: Employed (Non-Trainee) Educators must provide evidence of workplace hours.

Resources and Training Materials

Students are provided with **all** learning and assessment materials required for successful completion of the course including the textbooks "Birth to Big School" and "The Big Picture".

Types of Assessment

Students must complete **all** required tasks as part of their learning experience. This assessment evidence forms part of the overall competence judgement.

There are 3 forms of assessment used:

- Theory tasks (knowledge evidence)
- Workplace tasks (practical skills evidence)
- Observation tasks (observed skills evidence)

Education Pathway

There is a direct pathway between this qualification and a higher-level qualification.

Students may undertake a higher-level qualification such as the CHC50121 Diploma of Early Childhood Education and Care or continue their training through to a Bachelor of Teaching (EC).

Government Subsidies and Loss of Entitlement

Traineeships are subsidised by the NSW Government. Under this arrangement, trainees may be required to pay a contribution towards the cost of training through an admin fee. Traineeships are available to eligible students in NSW and are not impacted by previous qualification attempts or alternate traineeship undertakings.

The Government provides alternate funding programs for employed educators who are not trainees under the Entitlement model for Smart and Skilled. *This training is subsidised by the NSW Government.* Under this arrangement, students may be required to pay a contribution towards the cost of training through an admin fee. Entitlement programs are available to eligible students in NSW. Where students have a previous qualification or have attempted an alternate qualification under the Entitlement program, students will remain able to access subsidies but be required to pay a higher admin fee for the second qualification.

Third-Party Arrangements

International Child Care College has approved third-party arrangements in place to support the facilitation of required training and assessment. Regardless of the approved third-party arrangement, ICCC is responsible for all aspects of the training. Refer to the appendices below for further details.

Appendix	Company	Summary
1	Early Childhood & Co Pty Ltd	This arrangement ensures that ICCC students with Bright Beginnings – Maitland, Little Treasures – Greta, and Little Treasures – Singleton receive timely support and assessment services.
2	Early Learning Institute Pty Ltd (Trading as Fit Kidz)	This arrangement ensures that ICCC students with Fit Kidz Learning Centres receive timely support and assessment services.
3	Explore & Develop Pty Ltd	This arrangement ensures that ICCC students with Explore & Develop receive timely support and assessment services.
4	The Hub: Preschool & Early Education Academy Pty Ltd	This arrangement ensures that ICCC students with The Hub: Preschool & Early Education Academy Pty Ltd receive timely support and assessment services.
5	Inspire Wagga Incorporated	This arrangement ensures that ICCC students with Inspire Wagga Incorporated receive timely support and assessment services.
6	Sanctuary Early Learning Centre Pty Ltd	This arrangement ensures that ICCC students with Sanctuary Early Learning Centre and Thornton North Early Learning Centre receive timely support and assessment services.
7	St Philip's Christian Education Foundation Ltd	This arrangement ensures that ICCC students with St Philip's Christian Education Foundation Ltd receive timely support and assessment services.
8	Tillys Play and Development Pty Ltd	This arrangement ensures that ICCC students with Tillys Play & Development and Tillys Play & Education centres receive timely support and assessment services.
9	Turtle & Co Pty Ltd	This arrangement ensures that ICCC students with Turtle & Co receive timely support and assessment services.
10	Business Wise First Aid Training (RTO ID: 45193)	This arrangement ensures that the First Aid component of the course is delivered and assessed by current Trainer and Assessor Paramedics.
11	Corporate Training Solutions (RTO ID: 4256)	This arrangement ensures that the First Aid component of the course is delivered and assessed by current Trainer and Assessor Paramedics.
12	Surf Life Saving NSW (RTO ID: 90394)	This arrangement ensures that the First Aid component of the course is delivered and assessed by current Trainer and Assessor Paramedics.

Third-Party Arrangement Information - Appendix 1

Company Name	Early Childhood & Co Pty Ltd		
Details	CEO: Lauren Marvig		
Address	PO Box 158, Branxton, NSW 2335		
Contact	Email: lauren@earlychildhoodandco.com.au Web: www.earlychildhoodandco.com.au		
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.		
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students working at Bright Beginnings – Maitland, Little Treasures – Greta, and Little Treasures – Singleton only.		
Roles and Responsibilities	Under this arrangement, Early Learning Institute Pty Ltd has the following student responsibilities: <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 		
Scope of Approved Third-party Arrangements	Under this arrangement, Early Learning Institute Pty Ltd is approved to assess students via observation in the below listed units of competency:		
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Third-Party Arrangement Information - Appendix 2

Company Name	Early Learning Institute Pty Ltd (Trading as Fit Kidz)			
Details	General Manager: Rachel Emphield			
Address	179 Annangrove Road, Annangrove NSW 2156			
Contact	Email: info@fitkidz.com.au Web: www.fitkidz.com.au			
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.			
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students working at Fit Kidz Learning Centres only.			
Roles and Responsibilities	Under this arrangement, Early Learning Institute Pty Ltd has the following student responsibilities: <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 			
Scope of Approved Third-party Arrangements	Under this arrangement, Early Learning Institute Pty Ltd is approved to assess students via observation in the below listed units of competency:			
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Third-Party Arrangement Information - Appendix 3

Company Name	Explore & Develop Pty Ltd																																											
Details	CEO: Belinda Ludlow																																											
Address	Level 4, 10 Tilley Lane, Frenchs Forest, NSW 2086																																											
Contact	Email: admin@exploreanddevelop.com.au Web: www.exploreanddevelop.com.au																																											
Purpose of Third-party arrangement:	Ensures that students have access to timely study and assessment support.																																											
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students employed by Explore & Develop centres only.																																											
Roles and Responsibilities	<p>Under this arrangement, Explore & Develop Pty Ltd has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 																																											
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Third-Party Arrangement Information - Appendix 4

Company Name	The Hub: Preschool & Early Education Academy Pty Ltd																																											
Details	Owner/Approved Provider: Raylee Davies																																											
Address	2/4 Edge Street, Boolaroo, NSW 2284																																											
Contact	Email: headoffice@thehubpreschool.com.au Web: www.thehubpreschool.com.au/																																											
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.																																											
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students employed by The Hub: Preschool & Early Education Academy Pty Ltd only.																																											
Roles and Responsibilities	<p>Under this arrangement, The Hub: Preschool & Early Education Academy Pty Ltd has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 																																											
Scope of Approved Third-party Arrangements	Under this arrangement The Hub: Preschool & Early Education Academy Pty Ltd is approved to assess students via observation in the below listed units of competency:																																											
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Third-Party Arrangement Information - Appendix 5

Company Name	Inspire College Wagga Incorporated	
Details	Approved Provider: Brendan McMartin	
Address	555 Kooringal Road, Wagga Wagga, NSW 2650	
Contact	Email: director@inspirewagga.com.au Web: www.inspirewagga.com.au	
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.	
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students employed by Inspire College Wagga Incorporated only.	
Roles and Responsibilities	Under this arrangement, Inspire College Wagga Incorporated has the following student responsibilities: <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 	
Scope of Approved Third-party Arrangements	Under this arrangement Inspire College Wagga Incorporated is approved to assess students via observation in the below listed units of competency:	
BSBWRT311 Write simple documents CHCECE030 Support inclusion and diversity CHCECE031 Support children's health, safety and wellbeing CHCECE032 Nurture babies and toddlers CHCECE033 Develop positive and respectful relationships with children CHCECE034 Use an approved learning framework to guide practice CHCECE035 Support the holistic learning and development of children CHCECE036 Provide experiences to support children's play and learning CHCECE037 Support children to connect with the natural environment CHCECE038 Observe children to inform practice CHCECE039 Comply with family day care administration requirements CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures CHCECE055 Meet legal and ethical obligations in children's education and care CHCECE056 Work effectively in children's education and care CHCDIV001 Work with diverse people CHCPRP003 Reflect on and improve own professional practice CHCPRT001 Identify and respond to children and young people at risk CHCPRT025 Identify and report children and young people at risk HLTFSE001 Follow basic food safety practices HLTWHS001 Participate in workplace health and safety HLTWHS006 Manage personal stressors in the work environment		
		BSBSTR501 Establish innovative work environments BSBTWK502 Manage team effectiveness BSBTWK503 Manage meetings CHCECE041 Maintain a safe and healthy environment for children CHCECE042 Foster holistic early childhood learning, development and wellbeing CHCECE043 Nurture creativity in children CHCECE044 Facilitate compliance in a children's education and care service CHCECE045 Foster positive and respectful interactions and behaviour in children CHCECE046 Implement strategies for the inclusion of all children CHCECE047 Analyse information to inform children's learning CHCECE048 Plan and implement children's education and care curriculum CHCECE049 Embed environmental responsibility in service operations CHCECE050 Work in partnership with children's families CHCECE053 Respond to grievances and complaints about the service CHCDIV003 Manage and promote diversity CHCINM002 Meet community information needs CHCPRP003 Reflect on and improve own professional practice
These units form part of the following training packages: CHC30121 Certificate III in Early Childhood Education and Care, CHC30125 Certificate III in Early Childhood Education and Care, CHC50121 Diploma of Early Childhood Education and Care., CHC50125 Diploma of Early Childhood Education and Care.		

Third-Party Arrangement Information - Appendix 6

Company Name	Sanctuary Early Learning Centre Pty Ltd	
Details	Owner/Director: Sheryn Mulford	
Address	37 Tibin Drive, Fletcher, NSW 2287	
Contact	Email: enrol@sanctuaryelc.com.au Web: www.sanctuaryelc.com.au	
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.	
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students employed by Sanctuary Early Learning Centre and Thornton North Early Learning Centre only.	
Roles and Responsibilities	<p>Under this arrangement, Sanctuary Early Learning Centre has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 	
Scope of Approved Third-party Arrangements	Under this arrangement Sanctuary Early Learning Centre Pty Ltd is approved to assess students via observation in the below listed units of competency:	
BSBWRT311 Write simple documents CHCECE030 Support inclusion and diversity CHCECE031 Support children's health, safety and wellbeing CHCECE032 Nurture babies and toddlers CHCECE033 Develop positive and respectful relationships with children CHCECE034 Use an approved learning framework to guide practice CHCECE035 Support the holistic learning and development of children CHCECE036 Provide experiences to support children's play and learning CHCECE037 Support children to connect with the natural environment CHCECE038 Observe children to inform practice CHCECE039 Comply with family day care administration requirements CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures CHCECE055 Meet legal and ethical obligations in children's education and care CHCECE056 Work effectively in children's education and care CHCDIV001 Work with diverse people CHCPRP003 Reflect on and improve own professional practice CHCPRT001 Identify and respond to children and young people at risk CHCPRT025 Identify and report children and young people at risk HLTFSE001 Follow basic food safety practices HLTWHS001 Participate in workplace health and safety HLTWHS006 Manage personal stressors in the work environment		
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Third-Party Arrangement Information - Appendix 7

Company Name	St Philip's Christian Education Foundation Ltd																																											
Details	Director: Graeme Irwin																																											
Address	57 High Street, Waratah NSW 2298																																											
Contact	Email: carlie.boyle@spcc.nsw.edu.au Web: www.spcc.nsw.edu.au																																											
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.																																											
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students employed by St Philip's Christian Education Foundation Ltd only.																																											
Roles and Responsibilities	<p>Under this arrangement, St Philip's Christian Education Foundation Ltd has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 																																											
Scope of Approved Third-party Arrangements	Under this arrangement, St Philip's Christian Education Foundation Ltd is approved to assess students via observation in the below listed units of competency:																																											
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These units form part of the following training packages: CHC30121 Certificate III in Early Childhood Education and Care, CHC30125 Certificate III in Early Childhood Education and Care, CHC50121 Diploma of Early Childhood Education and Care., CHC50125 Diploma of Early Childhood Education and Care.

Third-Party Arrangement Information - Appendix 8

Company Name	Tillys Play and Development Pty Ltd																																											
Details	CEO: Donna MacIntyre																																											
Address	84 Paterson Road, Bolwarra NSW 2320																																											
Contact	Email: college@tillyschildcare.com.au Web: www.tillyschildcare.com.au																																											
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.																																											
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students with Tillys Play & Development and Tillys Play & Education centres only.																																											
Roles and Responsibilities	<p>Under this arrangement, Tillys Play & Development Pty Ltd has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 																																											
Scope of Approved Third-party Arrangements	Under this arrangement, Tillys Play and Development Pty Ltd is approved to assess students via observation in the below listed units of competency:																																											
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These units form part of the following training packages: CHC30121 Certificate III in Early Childhood Education and Care, CHC30125 Certificate III in Early Childhood Education and Care, CHC50121 Diploma of Early Childhood Education and Care., CHC50125 Diploma of Early Childhood Education and Care.

Third-Party Arrangement Information - Appendix 9

Company Name	Turtle & Co Pty Ltd	
Details	CEO: Andrew French	
Address	42 Langtry Avenue, Auburn NSW 2144	
Contact	Email: turtleandco21@gmail.com	
Purpose of Third-party arrangement	Ensures that students have access to timely study and assessment support.	
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees, Entitlement and Targeted Priority Students with Turtle & Co Pty Ltd only.	
Roles and Responsibilities	<p>Under this arrangement, Turtle & Co Pty Ltd has the following student responsibilities:</p> <ul style="list-style-type: none"> • Ongoing support of student learning • Supporting implementation of 'at risk' student programs • Student observation assessments in a regulated children's service 	
Scope of Approved Third-party Arrangements	<p>Under this arrangement, Turtle & Co Pty Ltd is approved to assess students via observation in the below listed units of competency:</p>	
<p>BSBWRT311 Write simple documents CHCECE030 Support inclusion and diversity CHCECE031 Support children's health, safety and wellbeing CHCECE032 Nurture babies and toddlers CHCECE033 Develop positive and respectful relationships with children CHCECE034 Use an approved learning framework to guide practice CHCECE035 Support the holistic learning and development of children CHCECE036 Provide experiences to support children's play and learning CHCECE037 Support children to connect with the natural environment CHCECE038 Observe children to inform practice CHCECE039 Comply with family day care administration requirements CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures CHCECE055 Meet legal and ethical obligations in children's education and care CHCECE056 Work effectively in children's education and care CHCDIV001 Work with diverse people CHCPRP003 Reflect on and improve own professional practice CHCPRT001 Identify and respond to children and young people at risk CHCPRT025 Identify and report children and young people at risk HLTFSE001 Follow basic food safety practices HLTWHS001 Participate in workplace health and safety HLTWHS006 Manage personal stressors in the work environment</p>		<p>BSBSTR501 Establish innovative work environments BSBTWK502 Manage team effectiveness BSBTWK503 Manage meetings CHCECE041 Maintain a safe and healthy environment for children CHCECE042 Foster holistic early childhood learning, development and wellbeing CHCECE043 Nurture creativity in children CHCECE044 Facilitate compliance in a children's education and care service CHCECE045 Foster positive and respectful interactions and behaviour in children CHCECE046 Implement strategies for the inclusion of all children CHCECE047 Analyse information to inform children's learning CHCECE048 Plan and implement children's education and care curriculum CHCECE049 Embed environmental responsibility in service operations CHCECE050 Work in partnership with children's families CHCECE053 Respond to grievances and complaints about the service CHCDIV003 Manage and promote diversity CHCINM002 Meet community information needs CHCPRP003 Reflect on and improve own professional practice</p>
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Third-Party Arrangement Information - Appendix 10

Company Name	Business Wise First Aid Training
Details	RTO ID 45193 Managing Director: Greg Blume
Address	12 Daintree Close, Cardiff Heights NSW 2285
Contact	Email: admin@bwfat.com.au Web: www.bwfat.com.au
Purpose of Third-party arrangement:	Ensures that the First Aid component of the course, HLTAID012 Provide first aid in an education and care setting , is delivered and assessed by industry experts.
Who will be affected by this arrangement:	ICCC Trainees, School Based Trainees and Entitlement students who attend first aid training delivered by Business Wise First Aid Training.
Roles and Responsibilities	Under this arrangement, Business Wise First Aid Training has the following student responsibilities: <ul style="list-style-type: none"> • Providing enrolled students access to regular training and assessment sessions • Support student learning • Provide a notice of completion to ICCC for students who successfully complete the training and assessment requirements for the identified unit of competency
Scope of Approved Third-party Arrangements	Under this arrangement, Business Wise First Aid Training is approved to deliver training and assessment to students in: HLTAID012 Provide first aid in an education and care setting

Third-Party Arrangement Information - Appendix 11

Company Name	Corporate Training Solutions
Details	RTO ID 4256 Managing Director: Barry O'Regan
Address	5 Woollsia Court, Voyager Point, NSW 2172
Contact	Web: www.corporatetrainingsolutions.com.au
Purpose of Third-party arrangement	Ensures that the First Aid component of the course, HLTAID012 Provide first aid in an education and care setting , is delivered and assessed by industry experts.
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees and Entitlement students who attend first aid training delivered by Corporate Training Solutions.
Roles and Responsibilities	Under this arrangement, Corporate Training Solutions has the following student responsibilities: <ul style="list-style-type: none"> • Providing enrolled students access to regular training and assessment sessions • Support student learning • Provide a notice of completion to ICCC for students who successfully complete the training and assessment requirements for the identified unit of competency
Scope of Approved Third-party Arrangements	Under this arrangement, Corporate Training Solutions is approved to deliver training and assessment to students in: HLTAID012 Provide first aid in an education and care setting

Third-Party Arrangement Information - Appendix 12

Company Name	Surf Life Saving NSW
Details	RTO ID 90394 Managing Director: Holly Chave
Address	3 Narabang Way Belrose NSW 2085
Contact	Email: mpacey@surflifesaving.com.au Web: www.surflifesaving.com.au
Purpose of Third-party arrangement	Ensures that the First Aid component of the course, HLTAID012 Provide first aid in an education and care setting , is delivered and assessed by industry experts.
Who will be affected by this arrangement?	ICCC Trainees, School Based Trainees and Entitlement students who attend first aid training delivered by Surf Life Saving NSW.
Roles and Responsibilities	Under this arrangement, Surf Life Saving NSW has the following student responsibilities: <ul style="list-style-type: none"> • Providing enrolled students access to regular training and assessment sessions • Support student learning • Provide a notice of completion to ICCC for students who successfully complete the training and assessment requirements for the identified unit of competency
Scope of Approved Third-party Arrangements	Under this arrangement, Surf Life Saving NSW is approved to deliver training and assessment to students in: HLTAID012 Provide first aid in an education and care setting

