

Communities@Work

Frequently Asked Questions

About **CHC30113 Certificate III** and **CHC50113 Diploma** in Early Childhood Education and Care

Communities@Work's Registered Training Organisation, Centre of Professional Learning and Education (RTO 88148) is registered with the Australian Skills Quality Authority (ASQA). We pride ourselves in delivering exceptional training opportunities through professional development and nationally recognised training. Our quality, evidence based approach to delivering qualifications consists of a combination of face-to-face classroom education and workplace learning which aligns with the National Quality Standards (NQS). As an RTO, we have an obligation to support learners and ensure the quality of the training and assessment we deliver enhances their learning experience.

What qualifications do you offer?

We currently deliver the following qualifications from the CHC – Community Services Training Package (Release 3.0)

- **CHC30113 Certificate III in Early Childhood Education and Care**
This is an entry level qualification into a career in early childhood education and care. The Certificate III will provide you with foundation skills and knowledge of the sector. There is a combination of written assessment items, practical hours, on-the-job activities and attendance required at class. The expected course completion is 6 – 12 months.
- **CHC50113 Diploma of Early Childhood Education and Care**
This qualification is designed for a career in early childhood education and care. The Diploma is targeted towards educators who manage staff, guiding curriculum and who have an understanding of compliance. There is a combination of written assessment items, practical hours, on-the-job activities and attendance required at class. The expected course completion is 12 – 24 months.

Can I enrol in the CHC50113 Diploma of Early Childhood Education and Care without completing the CHC30113 Certificate III in Early Childhood Education and Care?

It is recommended if you are new to working in the industry you enrol into the CHC30113 Certificate Early Childhood Education and Care. However under the new CHC training package you can enrol directly into the CHC50113 Diploma of Early Childhood Education and Care.

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What does our training cost?

Fee subsidies may apply if you meet eligibility. Fees charged are non-negotiable and vary for the funding arrangement in which you enrol. Fees charged include all administration and course materials. Any optional textbooks or materials that may be recommended, but are not required for completion of the course are not included in the course fees. Centre of Professional Learning and Education do not offer student loans however we do offer payment plans where fees can be paid off through instalments. For further information around fees you can refer to our fee policy.

What funding arrangements are available for enrolment?

Centre of Professional Learning and Education offers training to learners that is subsidised through Government funding as well as fee for service arrangements.

- **Skilled Capital Funding**

Skilled Capital is an ACT Government training initiative, funded by the ACT and Australian Governments'. Skilled Capital provides subsidised training in a selection of qualifications from the ACT Skills Needs Lists. Skilled Capital is available to eligible learners wanting to enrol into a nationally recognised qualification. Skilled Capital funding is subject to available places. For further information please visit the [ACT Government Skilled Capital website](#).

- **User Choice Funding**

User Choice is a national funding policy for Australian Apprenticeships, 'Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments'. User Choice funding arrangements provide subsidised apprenticeships and traineeships through a selection of qualifications. User Choice is available to eligible learners who are undertaking a nationally recognised qualification. These learners must be employed part time or full time working a minimum of 15 hours per week, have supervision in the workplace and must be released to attend off the job training.

- **Fee For Service (FFS)**

This is an arrangement that is not linked to any Government funding or subsidised fees. Learners who do not meet eligibility through Government funding arrangements can enroll through FFS arrangements.

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Can I receive recognition of previous training?

The Australian Governments' Standards for Registered Training Organisations (RTO's) 2015 requires RTOs, such as the Centre of Professional Learning and Education, to authenticate VET qualifications, Statement of Attainments and transcripts that are provided by learners for the purposes of granting credit transfer (CT) or Recognition of Prior Learning (RPL). This means that students must provide original certified *copies* of qualifications, Statements of Attainments and transcripts to Communities@Work if they wish to apply for CT or RPL. We will then verify and assess documentation, if eligible CT or RPL will be granted to the learner.

What assessment is involved?

Detailed student instructions are provided with each assessment, including assessment due dates. Your Training Facilitator can also assist you with any questions you have in relation to completing your assessments. If you are a learner not employed within the sector, you will be required to arrange a work placement.

Assessment items to be completed are;

- Workshop Task
- Project
- Workplace Observations
- Practical Hours

Each assessment task will be assessed as either Satisfactory (S) or Not Yet Satisfactory (NYS). To achieve overall competence Competent (C), each assessment item completed will need to have a (S) result. If you are deemed with a NYS result for one or more of your assessments, you can have 2 further attempts to complete the assessment to achieve a satisfactory outcome. However, if you are still assessed as NYS, you will need to complete additional training and assessment to support you in achieving a competent outcome.

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How do I enrol into a qualification?

Centre of Professional Learning and Education approach to enrolment and induction is to provide a pathway for students to make informed decisions about their learning options and to enter a training pathway that is suitable for the learner and their current or future employment. Enrolment intakes occur throughout the year.

Prior to enrolment learners are required to attend an information session with the Centre of Professional Learning and Education. During these sessions we will be required to complete a series of eligibility checks to ensure the learner meets eligibility for their chosen qualification. Eligibility checks consist of;

- Enrolment form and any other forms requested
- Supply ID documents
- Undertake a Language, Literacy and Numeracy (LLN) assessment

Language, Literacy and Numeracy Assessment (LLN)

Learners are required to complete a Language, Literacy and Numeracy assessment prior to formal enrolment for their elected qualification. In line with the Australian Qualifications Framework, Centre of Professional Learning and Education assess the initial skills of the learner through their LLN to ensure they have the adequate skills to complete their training. The assessment outcome of the LLN will indicate if the learner requires training strategies to be put in place during their enrolment to help support their learning needs to successfully complete their qualification.

Unique Student Identifier (USI)

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI) on enrolment and supply this to their Registered Training Organisation. For further information please visit <http://usi.gov.au>

Enrolment

Successful applicants will be contacted by the Centre of Professional Learning and Education to inform them that their enrolment application is eligible. Learners will receive a confirmation pack containing all relevant enrolment information along with a class schedule.

Do you offer professional development training?

Centre of Professional Learning and Education design and tailor professional development and mentoring packages to meet your service needs. These flexible training sessions can be delivered as a part of staff meetings or professional development days. For more information please refer to our website.