

Traineeship

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



Train your
new employee
with us!

RTO 88148

Communities@Work

Trading as Centre of Professional Learning and Education

What is the traineeship?

Communities@Work (RTO 88148) is offering eligible candidates the opportunity to enrol into our Early Childhood Education and Care courses under a User Choice funded traineeship.

The CHC30113 Certificate III in Early Childhood Education and Care is an entry level qualification into a career in early childhood education and care. The Certificate III will provide you with the foundation skills and knowledge of the sector. You will gain skills and knowledge around organisational policies and procedures, workplace safety and planning activities to educate children.

The CHC50113 Diploma of Early Childhood Education and Care qualification is designed for a career in the education and care industry. The Diploma is targeted towards educators who manage staff, guide curriculum and understand compliance in accordance with licensing, accreditation, and duty of care requirements. Upon completion, you will be able to supervise other staff and work in positions such as a Room Leader, Coordinator, or a Centre Manager.

Gain a qualified, high quality educator by training them with us!

Cost of the program:

The cost of the traineeship is \$400 payable by the trainee or employer. This amount is non-refundable and includes the cost of the textbook and all learning and assessment resources.

A fee concession is available to eligible students who either hold a current and valid:

- Australian Government Health Care Card;
- Australian Government Low Income Health Care Card;
- Australian Government Pensioner Concession Card;
- Veteran's Gold Card.

Trainees who meet eligibility criteria under the ACT Australian Apprenticeship Guidelines may be eligible for a completion incentive of up to \$300 on successful completion of their traineeship.

Conditions for enrolment:

Trainees must:

- be employed for a minimum of 18 hours per week on a part-time or permanent basis.
- be employed in an ACT registered early learning service.
- be an Australian Citizen or Permanent Resident.
- be 18 years of age or older.
- have a desire to work with children.
- possess a positive attitude and a willingness to learn.
- show professionalism in class and in the workplace.
- follow all policies and procedures.
- attend at least 90% of all scheduled classes (failure to do so will result in a review of enrolment).
- submit all assessments by their due date.
- have excellent time management skills.

All trainees must pass a Language, Literacy and Numeracy (LLN) assessment before enrolment can be offered.

Benefits of the program:

- Your new employee earns and learns via a User Choice funded traineeship with Communities@Work. They will be employed by you whilst learning with us.
- The delivery of face-to-face workshops will support your new employee in understanding the skills and knowledge required for their job role.
- A cost effective way for a new employee to study.
- A financial incentive for employers! Pending trainee eligibility, employers can receive an incentive of up to \$4000.00*. Partial payment will be issued on commencement and final payment on completion of the trainee's qualification. The amount quoted is for an employee who is classified as a new worker.

Enrolling your learner is as easy as 1,2,3...

- If all entry requirements and eligibility criteria are met, enrolment will be considered.

- **Communities@Work (RTO 88148)** will work with the employer to facilitate a contract signing between the trainee, employer and your chosen Australian Network Provider (ANP).[^]

3.

- **Select** your employee candidate.

- **Discuss** the course possibilities with them.

- **Confirm** their commitment to your service standards, organisational requirements and expectations.

1.

*(The LLN can take up to two hours for completion and must be completed in our training space)

- **Email us at**
cple@commsatwork.org
to inform us of your potential trainee.

- **We will make an appointment with them** to discuss the course and determine eligibility.

- **Organise** for the completion of all pre-requisite enrolment entry requirements.*

2.

“It’s so much more than studying... It’s made me grow as a person... I’ve found my career!”

Student with Communities@Work RTO

Payment of employer incentives with employees enrolled through User Choice Funding arrangements is subject to the Australian Apprentices eligibility. Eligibility criteria is set out in the Australian Apprenticeships Incentives Program Guidelines. For eligible employee's incentives, payment is made directly to the employer.

For further information on available classifications and Australian Government incentives, please visit the Australian Apprenticeships website www.australianapprenticeships.gov.au



Employer obligations:

- Trainees must work a minimum of 18 hours per week until the completion of the traineeship.
- Trainees must receive rostered days off to attend the face-to-face workshops.
- For Certificate III trainees, they must complete a minimum of 120 prac hours with children aged 0-2 years. This is in addition to hours working with children aged 2-6 years over the course of enrolment.
- For Diploma trainees, they must complete a minimum of 240 prac hours over the course of the enrolment. It is mandatory that 120 of the prac hours must be with children aged 0-2 years.
- Services must support the completion of Workplace Observation Reports after each module. These reports must be co-signed off by a trainer/assessor and a Diploma qualified educator who is in direct contact with the trainee, to ensure that the trainee possesses competent skills in line with workplace and qualification requirements.
- Services must support trainees to complete their workplace practical projects, including:
 - » taking photos and documenting children's play, learning environments and experiences.
 - » accessing and being mentored through service policies and procedures.
 - » participating in emergency drill procedures and WHS processes.
 - » observing and implementing service processes surrounding medication administration, allergies, illnesses and accidents.
 - » talking to parents, children and educators to enact care practices and quality interactions.
 - » attending staff meetings and discussing service processes.

Contacts

Communities@Work Registered Training Organisation 88148

Tuggeranong Community Centre
245 Cowlshaw St, Greenway ACT 2900

PO Box 1066
Tuggeranong ACT 2900

Phone: 02 6293 6220

Email: cple@commsatwork.org

^Australian Network Provider (ANP)

MEGT: 02 6274 0000

Sarina Russo
Apprenticeships: 1300 178 776

Apprenticeship Support
Australia: 1300 363 831

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real careers