

Certificate III in

# Community Services (Children's Services)

National Course Code: **CHC30399**

## General Information

The Certificate III in Children's Services aims to provide an accredited training program for people to work effectively as assistants in Centre Based Care, Long Day Care, Occasional Care, Pre-school Centres and Family Day Care.

## Career Opportunities

Graduates can work as assistants in Long Day Care, Occasional Care, Centre Based Care, Pre-school Play Programs, out of school hours care as Family Day Care Providers or Aides for children with additional needs.

## Mode of Study and Location

This course is offered at the SMB and Horsham campuses over a one year period. The Horsham campus delivers by Distance Learning. The course also consists of 2 Practicum components. This is completed in registered children's services centres.

The Certificate III may also be delivered as a traineeship.

## Entry Requirements

The course is available to:

- persons working in children's services;
- persons from non-English speaking backgrounds;
- school leavers – successful completion of Year 11;
- All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Selection Criteria:

Applicants must demonstrate maturity including the ability to be responsible for the care of children.

## Course Structure

Students undertake 600 hours of training in a range of competencies, including approximately 180 hours of on the job training. Successful students may apply for entry into the Diploma of Community Services (Children's Services).

## Course Content

Unit Code	Modules
CHCCN1A	Maintain a healthy and safe environment
CHCCN2A	Provide physical care
CHCCN4A	Respond to illness, accidents and emergencies
CHCCN6A	Travel with children safely
CHCCN7A	Foster children's self-help skills
CHCFC1A	Support the development of children in the services
CHCIC1A	Interact positively with children
CHCIC2A	Guide children's behaviour
CHCIC4A	Work collaboratively with children
CHCICAA	Communicate with Children
CHCORG3A	Participate in the work environment
CHCPR1A	Facilitate play and leisure
CHCPR3A	Organise experiences for children
CHCRF1A	Communicate with family members about their child
CHCADMIN2A	Provide administrative support
CHCCN3A	Prepare food
CHCCN5A	Support the emotional wellbeing of babies/infants
CHCCNAA	Support babies needs
CHCFC2A	Foster the Physical Development of Children
CHCFC3A	Foster Social Development of Children
CHCFC4A	Foster the Emotional and Psychological Development of Children
CHCORG4A	Follow the organisations OH&S Policies

**Total Nominal Hours** **600**

## Assessment

Competency Based Training

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

### **Application Information**

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

### **Course Enquiries**

For further information and/or an application package please contact:

#### **Horsham Campus**

Marie Krelle  
School of Human Services – Children's Services  
Telephone (03) 5362 2628

#### **SMB Campus – Ballarat**

Geraldine McDonald  
School of Human Services – Children's Services  
Telephone (03) 5327 8250

Diploma of

# Community Services (Children's Services)

National Course Code: **CHC50399**

## General Information

The Diploma in Community Services (Children's Services) is designed to provide the skills, knowledge and understanding required for those who wish to work with children. Childcare graduates provide care for the social, emotional, physical and educational needs of infants and children up to the age of 12. They also work closely with parents in fostering children's development.

Work in the childcare field is both demanding and extremely rewarding. Prospective students should enjoy being with children and possess qualities such as patience, understanding, imagination, cheerfulness, energy, adaptability and a willingness to take on responsibility. Child Care workers must also be physically fit as they are on their feet frequently.

This qualification is highly regarded in the child care area and entitles graduates to work in the children's services field in the capacity of qualified staff.

## Career Opportunities

The majority of graduates work in child care centres, although some gain positions in family day care schemes, private homes, pre-school play centres, out of school hour programs and aides with children with special needs.

Graduates may also receive credits into Degree Courses offered at some Universities.

## Mode of Study and Location

The course is offered on campus at the SMB campus or by distance learning at the Horsham Campus on a full-time basis for two years, or part-time equivalent/distance learning.

## Entry Requirements

Current Year 12 students - satisfactory completion of the VCE.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

## Course Structure

Students undertake a range of core and elective competencies including an on-the-job training component.

## Course Content

Unit code	Modules - Competency
CHCCHILD2A	Support the rights and safety of children within duty of care requirements
CHCCN10A	Support the emotional needs of children
CHCCN11A	Guide the establishment & maintenance of safe environment
CHCCN4A	Respond to illness, accidents & emergencies
CHCCN5A	Support the emotional wellbeing of babies/infants
CHCCN8A	Plan care routines
CHCFC1A	Support the development of children in the service
CHCFC2A	Foster the physical development of children
CHCFC3A	Foster the social development of children
CHCFC4A	Foster the emotional and psychological development of children
CHCFC5A	Foster Children's cognitive development
CHCFC6A	Foster Children's language development
CHCFC7A	Foster children's aesthetic and creative development
CHCIC10A	Establish plans for development responsible behaviour
CHCIC11A	Implement and promote inclusive policies and practices
CHCIC12A	Plan the inclusion of children with additional needs
CHCIC14A	Facilitate children's communication skills
CHCIC1A	Interact positively with children
CHCIC2A	Guide children's behaviour
CHCIC4A	Work collaboratively with children
CHCICAA	Communicate with children
CHCPR2A	Organise experiences for children
CHCPR3A	Observe children
CHCPR4A	Provide opportunities and experiences to enhance children's development
CHCPR5A	Enhance children's play and leisure
CHCPR9A	Use observations and records
CHCSD10A	Develop new approaches for providing service
CHCADMIN3A	Undertake administrative work
CHCCD3A	Meet information needs of the community
CHCCN1A	Maintain a healthy and safe environment
CHCCN20A	Advocate for the rights and needs of children
CHCCN2A	Provide physical care
CHCCN3A	Prepare food
CHCCNAA	Support babies needs
CHCORG17A	Implement & monitor OH&S policies, procedures & programs

CHCORG4A	Follow the organisations OH&S policies
CHCORG5A	Maintain an effective work environment
CHCORG7A	Manage workplace issues
CHCPR10A	Facilitate the design of programs of the service
CHCPR11A	Coordinate the implementation of programs
CHCPR12A	Monitor and evaluate programs
CHCPR13A	Facilitate the development of programs for children
CHCPR14A	Observe children and interpret observations
CHCPF11A	Work in partnership with families to care for the child
CHCRF1A	Communicate with family members about their child

**Total Nominal Hours** **1640**

## Assessment

### Competency Based Training

Competency Based Training is concerned with assisting people to gain specific competencies that are required in the workplace.

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## Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

## Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

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Marie Krelle  
School of Human Services – Children's Services  
Telephone (03) 5362 2628

### SMB Campus - Ballarat

Geraldine McDonald  
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