

Certificate III in Early Childhood Education and Care - CHC30113

Part-time



The [Certificate III in Early Childhood Education and Care](#) is a nationally accredited course for those looking for the skills and expertise required for a successful and rewarding career working with young children aged up to six years. It covers all the relevant health and safety, nutrition, communication and care-related skills you will need to be awarded as a Level 3 Early Childhood Educator (minimum entry qualification for domestic students to work in the industry).

Course Information
Intake: VET Mar Intake
Start date: 1st March 2021
Location: Croydon Campus
Duration: 12 months part-time

Course Structure:
 The Certificate III in Early Childhood Education and Care requires eighteen (18) units to complete. This course is made up of fifteen (15) core units and three (3) electives.

How to use your Course Planner

Refer to the below guide to help you work out the correct units to enrol into for each Teaching Period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course

<p>Core Units</p> <p>A set of 15 compulsory units you MUST complete as part of your Course.</p>
<p>Elective Units</p> <p>A structured set of 3 units specific to your Course.</p>
<p>Clusters</p> <p>A sub-structured set of 2 or more units delivered together specific to your Course.</p>

To ensure a **successful** enrolment experience follow the steps below. If you cannot see units on the **My Enrolment Tab** ensure you have accepted your offer on the **Offer Tab** and the **Terms and Conditions** on the **My Enrolment Tab**

Step 1 Pre-Enrolment:

To view timetable options for your course select the **'Group Registration'** button on the right side of the screen

P Course Code - Course Title	Admitted 2020, VET Mar Intake, Wantirna, Classroom based	Group Registration
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Step 2 Select **'View Timetable'** to select your timetable option

Step 3 To select your timetable option and register into classes select **'Choose'** on the right side of the screen

CourseCode_0001 - Cert XX Course Code Name-Grp1	View Timetable ;; *Please note that timetables are subject to change	Choose
CourseCode_0002 - Cert XX Course Code Name-Grp2	View Timetable ;; *Please note that timetables are subject to change	Choose

Step 4 Select **'Register in selected Group'**

Register in selected Group(s)

Step 5 Complete enrolment into units:

Select year, All Study Periods and All Location. See below for an example. You must **enrol in every unit** on your study plan

Enrol in units for 2021 All Study Periods **Select** Search

Enrolling into Clusters:

1. Select the Cluster by ticking the top box on the far right hand side of the Cluster

CL-ITESSEN001 - IT Essentials 1 Cluster

2. The units will automatically tick and the Cluster and the units will become green

CL-ITESSEN001 - IT Essentials 1 Cluster

ICTSAS426 - Locate and troubleshoot ICT equipment, system and software faults

BSBWHS304 - Participate effectively in WHS communication and consultation processes

3. Click the Enrol button

Enrol

4. Click the Confirm Enrolment Button

Confirm Enrolment

5. Click the View Enrolment Button

View Enrolment

6. Repeat Steps 1-5 for all six (6) clusters delivered in this course

Stage 1 - All four (4) clusters must be selected in stage 1

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-WRKPRC001	Workplace Practice 1 Cluster	1/03/2021	1/08/2021	VE Block 6
Units included in the Cluster	HLTWHS001 - Participate in workplace health and safety BSBWOR301 - Organise personal work priorities and development			
CL-HLTSAF001	Health and Safety 1 Cluster	1/03/2021	1/08/2021	VE Block 6
Units included in the Cluster	CHCECE002 - Ensure the health and safety of children CHCECE004 - Promote and provide healthy food and drinks			
CL-NURCRE001	Nurture and Care 1 CHC30113 Cluster	1/03/2021	1/08/2021	VE Block 6
Units included in the Cluster	CHCECE003 - Provide care for children CHCECE005 - Provide care for babies and toddlers CHCECE026 - Work in partnership with families to provide appropriate education and care for children			

Units are subject to change and may not be timetabled every Teaching Period

Stage 1 - All four (4) clusters and one (1) core unit must be selected in stage one

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-EYLFPLAY001	EYLF Play 1 CHC30113 Cluster	1/03/2021	1/08/2021	VE Block 6
Units included in the Cluster	CHCECE009 - Use an approved learning framework to guide practice			
	CHCECE018 - Nurture creativity in children			
	CHCECE011 - Provide experiences to support children's play and learning			

Stage 2 - All two (2) clusters and two (2) core units must be selected in stage two

Unit Code	Unit Title	Start Date	End Date	Teaching Period
CL-CULDIV001	Culture & Diversity Cluster	2/08/2021	19/12/2021	VE Term 4
Units included in the Cluster	CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety			
	CHCECE001 - Develop cultural competence			
CL-DEVDOC001	Development and Documentation 1 CHC30113 Cluster	2/08/2021	19/12/2021	VE Term 4
Units included in the Cluster	CHCECE007 - Develop positive and respectful relationships with children			
	CHCECE010 - Support the holistic development of children in early childhood			
	CHCECE013 - Use information about children to inform practice			
CHCLEG001	Work legally and ethically	11/10/2021	19/12/2021	VE Term 4
CHCPRT001	Identify and respond to children and young people at risk	11/10/2021	19/12/2021	VE Term 4
HLTAID004	Provide an emergency first aid response in an education and care setting	30/08/2021	3/10/2021	VE Sep Block

Useful Information

Practical placement

This course requires a minimum of 120 hours placement for full-time enrolment. As some units have specific placement hours attached part-time students may be required to complete additional hours depending on the units enrolled in.

How do I enrol into units online?

For help on how to enrol in units on your Study Plan, please refer to our [online help guide](#).

When do my classes start?

Classes for units will commence in the week of 1st March 2021.

Can I study a unit not listed in this guide?

If you would like to speak with someone about selecting alternative units, please contact [studentHQ](#) to make an appointment with an Enrolment Advisor.

How do I get recognition for my existing qualifications or experience?

Learn more about [Advanced Standing \(Academic Credit\)](#).

How will I be assessed?

You will be given a unit outline for each unit via our online learning system (Canvas). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks, presentations and group work.

Do I need any special equipment?

Students are required to purchase a Swinburne Early Childhood polo top to wear when on placement

What happens if I stop studying before I complete my course?

If you do not intend to continue with your course, you must submit a [Withdrawal from Course application](#). If you stop studying before completing the course requirements, you can request to be issued with a [Statement of Attainment](#) that lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?

Our [Current Students webpage](#) contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/fees?

Our [Fees website](#) contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study

Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about [pathways](#).

What if I have any other questions?

For further assistance please contact [studentHQ](#).