



RTO ID 152095 NTIS 90013
 Phone: 02 6684 3374
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www.byroncollege.org.au

Certificate III in Children's Services (CHC30708)



Certificate III in Children's Services is the national qualification for child care workers and will prepare you to work in early childhood with the knowledge and skills to support child development.

This course covers interesting aspects of child development, play support, behaviour management and health and safety. Students will complete work experience in a child care facility as part of completing this course.

Successful students can work as a Child Care Assistant / Child Care Worker, Family Day Care or Nanny.



Course Information



Entry Requirements	No previous experience or knowledge is required, a competent level of literacy and numeracy is required to complete this qualification and a willingness to work with children.
Course Length, Dates & Hours	18 weeks; Mondays & Tuesdays, 6th February to 26th June (no classes during NSW school holidays), 9 am - 4 pm. This course requires you to undertake work experience in a Child Care Facility. We will assist you arrange your work experience.
Enrolment and Fees	<p>This course is Austudy Approved.</p> <p>Enrolment is confirmed on payment of a deposit against the course fee.</p> <ul style="list-style-type: none"> • Full fee \$ 2,250 • Concession \$ 1,950 • Early Bird \$ 1,800 (local residents only) <p>Course fee does not include text book costs.</p>
Required Units of Study	Certificate III requires you to complete 15 units, 11 of which are compulsory and 4 electives. See below for a list of units.
About Course Fees	Course fees are fully inclusive of: Course administration; and tuition. Note the course fee does not include text book costs.

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<p>Paying course fees</p>	<p>Course fees must be paid in the following way.</p> <ul style="list-style-type: none"> • First payment: \$500 at enrolment. • Second payment: 1/3 of total course fees and must be made two weeks after the course start date. • Final payment is the remainder of course fees and is required to be paid half way through the course. <p>Please note that students will be asked to leave the course if fees are not paid on time and Certificates will not be issued unless full payment has been received.</p>
<p>Guarantee of Course Completion</p>	<p>Byron Region Community College will only commence a course when the minimum number of students required for the course to be financially viable for the College has been met. Once the course has started the College guarantees to complete the course within the period advertised. Should the course need to be cancelled due to poor enrolments, the College will reimburse all students the fees already paid to the college. If the course teacher is unable to complete teaching the course, as per their contract with the College, the College will arrange for an alternative teacher or make reasonable arrangements to assist all enrolled students complete their studies.</p>
<p>Refund Policy</p>	<p>The College will refund all course fees paid if the course fails to achieve the minimum number of enrolments required and does not go ahead. If you decide to withdraw from the course your course fees will be fully refunded as long as you withdraw one week prior to the course commencement date. If you withdraw after one week prior to commencement of the course or once the course has started you will need to apply to the Operations Manager for a refund as the college has a NO REFUNDS POLICY ONCE A COURSE HAS STARTED OR UNDER ONE WEEK PRIOR TO COMMENCEMENT DATE OF A CERTIFICATE COURSE.</p>
<p>Issuing Certificates</p>	<p>If you complete the course successfully you will receive your Certificate, by post, to the address you provided at enrolment. Certificates will be posted within one month of the course finishing. If you misplace your certificate and need a replacement certificate you will need to pay an administration fee of \$30.</p>
<p>Student Support Services</p>	<p>The Byron Region Community College has Student Support Officer who can assist you with literacy or other issues affecting your study.</p>
<p>Recognition of Prior Learning</p>	<p>You can apply for recognition of your prior learning and work experience. To do this contact the Student Support Officer or speak to the tutor once you start the course.</p>
<p>Appeals and Complaints Procedures</p>	<p>You have the right to appeal an assessment decision made by a tutor. Full information about how to appeal an assessment decision will be covered in the course Orientation (first class). The Byron Region Community College listens to</p>

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	students' complaints and has a client friendly appeals and complaints procedure detailed in the Student Handbook.
Assessment Requirements	Students need to complete tasks set by the tutor. Assessments are designed to allow the student to exhibit competence in the course material and will be based on classroom activities, home assignments and project work. Information about assessment requirements will be given out in the first class and explained clearly by the teacher. You can appeal an assessment outcome

Units of Study Required for this Qualification

Compulsory Units	
<i>Unit Code</i>	<i>Unit Title</i>
CHCCHILD401A	Identify and respond to children and young people at risk of harm
CHCCN301A	Ensure the health and safety of children
CHCCN302A	Provide care for children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400A	Work within a relevant legal and ethical framework
CHCFC301A	Support the development of children
CHCIC301D	Interact effectively with children
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop an understanding of children's interests and developmental needs
HLTFA301B	Apply First Aid
HLTOHS300A	Contribute to OHS processes
Elective Units	
<i>Unit Code</i>	<i>Unit Title</i>
CHCCN305A	Provide care for babies
HLHIR403B	Work effectively with culturally diverse clients and co-workers
CHCORG303A	Participate effectively in the work environment
CHCRF301D	Work effectively with families in caring for the child (required for centre based care and family day care in some)

For further information about this course call the College Office on 66843374.

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