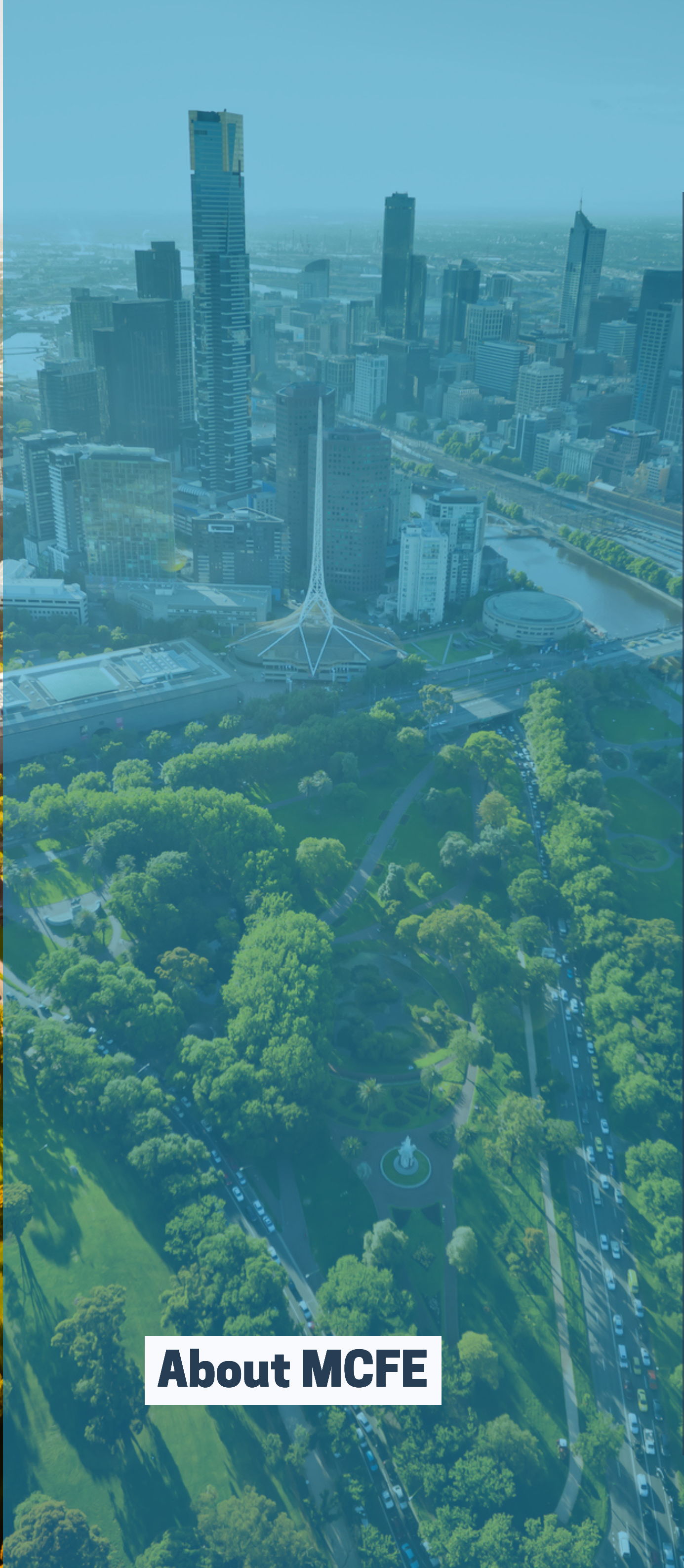




MELBOURNE
COLLEGE
OF FURTHER EDUCATION

CHC30121

**Certificate III Early Childhood
Education and Care**



About MCFE

The MCFE philosophy

Melbourne College of Further Education (MCFE) is a small and trusted RTO with over 20 years' experience in training, supporting and inspiring students to succeed in their chosen pathway. We believe in real skills for real jobs, we take the extra time to customise our course materials and create new and innovative ways of delivering course content.

As a Registered Training Organisation [RTO] qualifications completed with MCFE are recognised nationally. Qualifications achieved through the Australian VET system are also very highly regarded internationally. Our mission is to provide pathways into industry to contribute to a successful, skilled and innovative workforce.

MCFE offers high quality training both face to face and via a blended online model, offering students options to undertake our courses in a way that best suits their lifestyle.

Our trainers are dedicated and highly qualified with extensive practical industry experience and committed to providing quality outcomes to our students and ensuring that all training is both engaging and enjoyable.

Our student support team are extremely passionate and committed to helping students succeed. They are always on hand to help with any questions and provide students with the support they may need to complete the course, especially if circumstances change.



U39/617-643 Spencer St, West Melbourne, Vic, 3003
1300 368 883

info@mcfce.com.au

www.mcfce.com.au

Monday - Friday 9:00am - 4:00pm

MCFE is a division of iAscend Polytechnic Pty. Ltd. RTO no. 21340

Early Childhood

Education and Care


Course overview

Start a purposeful career working with children! This qualification reflects the role of educators in early childhood education and care who support children's wellbeing, and development in the context of an approved learning framework. Students will learn how to use organisational policies, procedures and individual children's profiles to conduct activities and provide care to children; facilitating their leisure and play and enabling them to achieve their developmental outcomes in an inclusive way.


Job outcomes include; educator, recreation assistant, playgroup supervisor, kindergarten assistant.

Duration delivery & assessment

 12 months average duration

 35 Sessions

- 30 x 5-hour theory sessions (classroom or live online)
- 4 x 5-hour classroom-based practical skills sessions
- 1 x 8-hour classroom-based first aid session
- 2 x assessor workplace visits

 Assessments include written and oral questions, projects, role plays and observation of skills

 Recommended 15 hours of self-paced learning per week

 160 hours of work placement within a regulated children's education and care service within Australia.

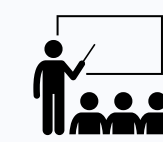
Entry requirements

- The ability to travel to and from your placement – these shifts can include early starts
- Access to a computer and the Internet to complete your studies, and a camera if completing a blended class
- Digital skills
- Obtain a Working With Children Check (WWCC) prior to commencing your placement
- The required Language, Literacy and Numeracy skills to complete a Certificate III level course. This will be assessed in your pre-training review during enrolment

Being able to meet these entry requirements is important to completing this course. If you have further questions about these requirements please don't hesitate to contact us.



Course delivery



Choose the model that suits you:

- Classroom-based
- Blended (live online classes + classroom practical sessions)
- Traineeship - complete the course whilst employed as a registered trainee with your workplace

Locations

We offer courses all around Melbourne:

- Blended: Live online sessions + classroom practical
- West Melbourne
- Werribee
- Hoppers Crossing
- Fawkner
- Somerton
- Caroline Springs
- Clyde North
- Dandenong



Units

Core Units

- CHCECE056 Work effectively in children's education and care
- CHCECE055 Meet legal and ethical obligations in children's education and care
- CHCECE030 Support inclusion and diversity
- CHCECE034 Use an approved learning framework to guide practice
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- HLTWHS001 Participate in workplace health and safety
- HLTAID012 Provide first aid in an education and care setting
- CHCPRT001 Identify and respond to children and young people at risk
- CHCECE032 Nurture babies and toddlers
- CHCECE031 Support children's health, safety and wellbeing
- CHCECE035 Support the holistic learning and development of children
- CHCECE036 Provide experiences to support children's play and learning
- CHCECE038 Inform practice
- CHCECE033 Develop positive and respectful relationships with children
- CHCECE037 Support children to connect with the environment

Electives

- HLTFSE001 Follow basic food safety practices
- BSBTWK301 Use inclusive work practices

Extra Electives - Delivered with First Aid in an Education and Care Setting

- HLTAID009 Provide cardiopulmonary resuscitation
- HLTAID011 Provide first aid

Units are clustered for more streamlined delivery and assessment. You will be provided with a timetable showing a delivery structure in your information and enrolment session.



NATIONALLY RECOGNISED
TRAINING



Hiba Attal
MCFE Student

I have always felt supported during my course by my fantastic trainer Laila and all the staff in the head office.

I would heartily recommend MCFE!



Third Parties / Brokers

Our approved third parties/brokers can refer students to this course. MCFE staff members will undertake the following;

- Complete pre-training reviews and assess individual capabilities to undertake this course
- Enrolment and information sessions; including reviewing enrolment paperwork and confirming acceptance in the course
- Undertake training and assessment activities and sign off competency

Approved third parties/brokers are listed on our website.



How do we support our students?

If you need support with progress throughout your course (including finding a placement) or other personal issues, we have a student services officer who can help or direct you to the most appropriate.



Trainers / Assessors

Trainers are available for questions and additional help offered at the end of class. Assessments submitted will be marked by the trainer according to the marking guidelines. Your trainer will provide feedback on your assessments at your next session or, if face to face classes have finished, via phone call or email.



Dedicated Placement Coordinator

Our Placement Coordinator, will work closely with you to offer assistance in finding placement, if required. Whilst we cannot promise to find you placement, we pride ourselves on offering as much support as possible with this process.



Student support bookings

Students can request to repeat a classroom session with another class at no cost and MCFE offers open reflection classes run by trainers at each location.

MCFE can offer support to students who need additional language, literacy or numeracy support. These services can vary depending on individual student requirements. One-on-one sessions are available with your direct trainer if extra assistance is required, these can incur a fee.



Administration team

The administration team located at our Head Office are available from Monday – Friday from 9:00am – 4:00pm (public holiday excluded) for any queries you may have in relation to their class or course. The team are always willing to assist as much as we can.

Tuition



Government Funded \$250

Concession Government Funded \$50

Fee for Service \$5,000

Materials

Paper Material Fee \$150

No charge for Digital Materials

*This training is delivered with Victorian and Commonwealth Government funding. The course fees depend upon eligibility for a government subsidy, via the Skills First funding program. Please visit our website for a complete list of fees and charges.

Please be aware that using a funded place can affect access to future funding.

Digital Resources & Digital Skills

All learning content and assessments are on Canvas our Learning Management System (LMS) for this course.

When enrolling in this course you must have access to a laptop or desktop computer and the internet. If you are undertaking blended training you will need access to a device with a camera and microphone.

You will need to be able to; navigate the internet easily, use search engines for research, store passwords, file management, use word processing software, complete typed assessments online, and regularly correspond with your trainer online and via email.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

You can ask for your relevant existing skills, qualifications and experiences to be assessed and taken into account when your level of competency is being evaluated. There will be a cost associated, refer to the statement of fees and charges. If you have previously completed a unit with the same code in your new course, you will be eligible for a credit transfer and you will not have to repeat that unit. There is no cost associated with this process.

Traineeship

Traineeships combine training and employment, leading to skills and qualifications that are recognised across Australia. If you and your employer are interested in further information please contact our head office.

Funding information



Check your eligibility for Skills First Funding

Skills First Funding Eligibility Criteria – Qualifications and Skill Sets

- Evidence of citizenship/residency, you must be either:
 - an Australian citizen;
 - a holder of a permanent visa; or
 - a New Zealand citizen
- You can enrol in a maximum of 2 funded qualifications and 2 funded skills sets in one year
- You can undertake up to 2 funded programs at one time
- At MCFE we require you to be 17 and over and not enrolled in high school to access funding

Cooling Off Period

- We report your government-funded place after attending your second session for qualifications and 24 hours for skill sets.

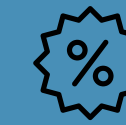


Discounts for Fee For Service Students (Not Funded)

We offer a range of discounts for fee for service tuition fees, for qualifications.

- 30% discount of total tuition fees, If you pay \$1400 up front
- 20% discount of total tuition fees, If you pay \$1000 up front
- 10% discount of total tuition fees, If you pay \$500 up front

For the discount to apply you must make the upfront payment before your second session.



Concession

If you are entitled to a concession we cannot charge more than 20% of our standard government-funded tuition fee. Skill Sets and programs at the Certificate IV level and below are entitled to a concession.

To be eligible for a concession you will hold a:

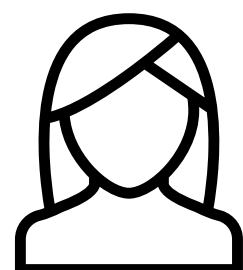
- Health Care Card issued by the Commonwealth;
- Pensioner Concession Card; or
- Veteran's Gold Card.

A dependant spouse or dependant child of a card holder is also entitled to the Fee Concession.

Student journey



Come with Jane on her journey through Melbourne College of Further Education



Jane's pathway

Jane has decided she would like to start a career in early childhood.. She would like to complete the Certificate III of Early Childhood Education and Care and go on to become an educator. Melbourne College of Further Education has a clear path to guide her on this journey.



Enrol & start learning

Jane attends an information session and enrolls into the Certificate III of Early Childhood Education and Care course at MCFE and begins studying.



Placement & extra qualifications

Jane starts placement whilst studying, so she can have most of her hours completed when the theory classes finish.

Jane also decides she wants some extra qualifications to boost her resume. She enrolls in some additional courses at MCFE:

- CHC40221 Certificate IV School Based Education Support



Complete qualification

Jane finishes her qualification with MCFE and is now qualified for a number of roles within the industry.



Continue Studying

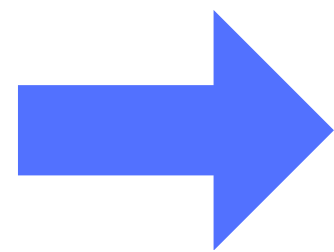
Wanting to continue working towards her goal Jane decides to enrol into the CHC50121 Diploma of Early Childhood Education and Care to gain extra skills.

Get started

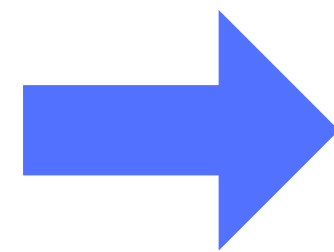
It's easy to get started at Melbourne College of Further Education



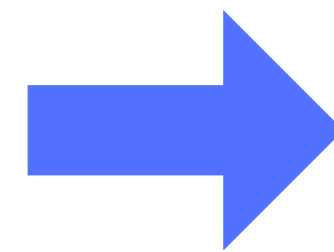
Enquire



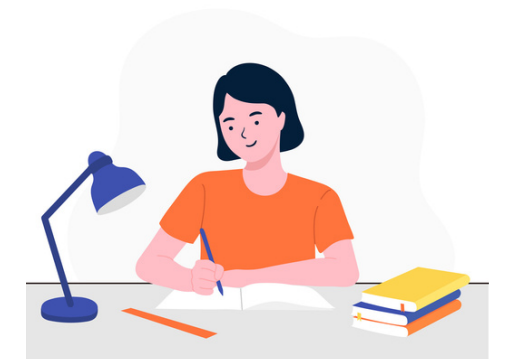
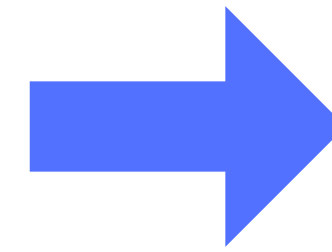
Attend
Information Session



Enrol



Receive
Welcome Pack



Start Studying

Information sessions



Our information sessions are a fantastic opportunity to learn everything you need to know about this course.

Varying enrolment times run online weekly, from Monday to Thursday with our Enrolment Officers.

You can book an information session by calling us at 1300 368 883 or online at www.mcfecollege.com.au/information



Unique Student Identifier (USI)



A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. If you're at university, TAFE or nationally recognised training, you need a USI. Without one, you can't get Commonwealth financial assistance or your qualification or statement of attainment.

If you do not currently have a USI you can visit the following website and follow the prompts to obtain one.

<https://www.usi.gov.au/students/get-a-usi>

Further Student Information



View our student handbook on our website for information about; your rights & obligations, fees, payment terms, cancellations, refunds, complaints, support services and much more.

Information relating to fees, charges, payment plans and skills first funding is also available on the website under the student information tab.

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