



MELBOURNE
COLLEGE
OF FURTHER EDUCATION

CHC50121

Diploma of Early Childhood Education and Care





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.

About MCFE

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

CHC50121 Diploma of Early Childhood

Education and Care

Course overview

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations.

Our course is designed to train students in advanced skills like leadership, health and safety management, developing curriculum and implementing programs for children including those with additional needs. Crucially you'll learn how to ensure a facility follows the regulations of the National Quality Framework. This course has an ideal balance of theory and practical skills to help you build the confidence required to advance in the workplace.

Job outcomes include; Educational leader, family day care coordinator, centre manager, supervisor

Duration delivery & assessment



Standard: 12 months average duration
Extended: 15 months average duration (8 extra sessions)



- Standard: 29 x 5-hour Theory Sessions, or
- Extended: 37 x 5-hour Theory Sessions
- Classroom-based, or online sessions
- 2 x Assessor visits in the workplace



Assessments include; written and oral questions, projects and observations of skills



Recommended 15 hours of self-paced learning per week



280 hours of work placement at a regulated education and care service in Australia

Entry requirements

- Entry to this qualification is open to individuals who hold a CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care.
- The ability to travel to and from your placement – these shifts can include early starts
- Access to a computer or laptop and the internet to complete your studies.
- Digital skills.
- Obtain a Working With Children Check (WWCC) prior to commencing your placement
- The required Language, Literacy and Numeracy skills to complete a Diploma level course. This will be assessed in your pre-training review during enrolment



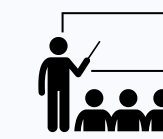
Locations

We offer courses all around Melbourne:

- Blended: live online + classroom practical
- West Melbourne
- Fawkner
- Caroline Springs



Course delivery



Choose the model that suits you:

- Classroom-based
- Blended (live online classes + assessor visits)
- The extended model (37 sessions over 15 months) will suit students who would like extra trainer support and time
- Traineeship - complete the course whilst employed as a registered trainee with your workplace

Who will benefit from this course?

- Current childcare workers looking to upgrade their existing skills and knowledge
- Anyone who would like to become a coordinator, team leader or supervisor
- Anyone who wants to gain entry into a related bachelor degree
- Family day care coordinators



Units

Core Units

- CHCECE042 Foster holistic early childhood learning, development and wellbeing
- CHCECE043 Nurture creativity in children
- CHCECE047 Analyse information to inform children's learning
- CHCECE048 Plan and implement children's education and care program
- CHCECE045 Foster positive and respectful interactions and behaviour in children
- CHCECE046 Implement strategies for the inclusion of all children
- CHCECE050 Work in partnership with children's families
- CHCECE041 Maintain a safe and healthy environment for children
- CHCPRP003 Reflect on and improve professional practice
- CHCECE049 Embed environmental responsibility in service operations
- BSBTWK502 Manage team effectiveness
- CHCECE044 Facilitate compliance in a children's education and care service

Electives

- CHCDIV003 Manage and promote diversity
- CHCINM002 Meet community information needs
- BSBPEF502 Develop and use emotional intelligence

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.

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?

Should you need support with progress throughout your course (including finding a placement) or other personal issues, our student services officer can help or direct you.



Trainers / Assessors

Trainers are available for questions and additional help 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 concluded, 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 in another class at no additional cost. MCFE trainers offer open reflection classes at each location.

At MCFE we 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 trainer if extra assistance is required. This may incur a fee.



Administration team

The administration team located at our Head Office is available for any queries you may have in relation to your class or course, from Monday – Friday from 9:00am – 4:00pm (public holidays excluded).



Tuition Fees



Category	Tuition Fee	Payment Plan
Skills First Funded	\$400	\$40 per week - 10 weeks
Skills First Funded Concession	NA	NA
Fee for Service (FFS)	\$4,000	\$100 per week - 40 weeks

Other fees and charges may apply, refer to the statement of fees on our website. To secure your place in the class a \$100 enrolment fee will be charged.

Digital Resources & Digital Skills

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

When enrolling in this course, you must have access to the internet and a laptop or desktop computer. 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 as 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.

Fee & 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:
 - 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 calendar year
- You can undertake up to 2 funded programs at one time
- To access funding, at MCFE we require you to be 17 and over and not enrolled in high school.

Further Information

- Funding rules may differ slightly for courses on the foundation's skills list and apprenticeships.
- You must be physically present in Victoria whilst participating in training and assessment.

Cooling-Off Period

- Your enrolment is reported & confirmed after you attend your second qualification session, and after 24 hours for skill sets.

*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. Funded places are limited, if a funded place is not available you can still enrol as a fee for service student and access a payment plan. 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.

Discounts for Fee for Service Students (Not Funded)

If you pay \$1000 up front, you will receive a 25% discount.

Up-front is when fees are paid prior to your first class, and you have signed the direct debit payment plan prior to your course starting.

Enrolment Fee

Enrolment fees will be charged to secure your place in the class. Your enrolment will not be processed until this payment is completed.

Fee Waiver

A fee waiver is when we do NOT charge any government-funded tuition fees, material fees & enrollment fees are still applicable. A fee waiver must be granted in the following scenarios, refer to the website for more information on eligibility for a fee waiver:

- Skills First Aboriginal Access fee waiver'
- Judy Lazarus Transition Centre
- Young people on community-based orders

Concession

If you are entitled to a concession, you will be charged no 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 must hold a:

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

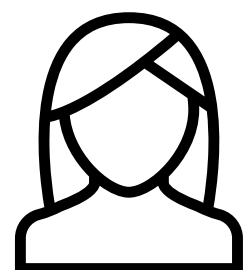
A dependant spouse or dependant child of a card holder is also entitled to the Fee Concession.

Further concessions may be granted under the Asylum Seeker VET Program.

Student journey



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



Jane's pathway

Jane has decided she would like to further her career in early childhood. She would like to complete the Diploma of Early Childhood Education and Care and go on to become an educational leader. 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 a Diploma of Early Childhood Education and Care 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 an additional course at MCFE:

- CHC40221 Certificate IV School Based Education Support

Complete diploma

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

Join the industry

Jane joins the industry and begins work. She has flexibility in her career choices and could also look at other jobs such as:

- Centre manager
- Educational leader
- Family day care coordinator
- Supervisor

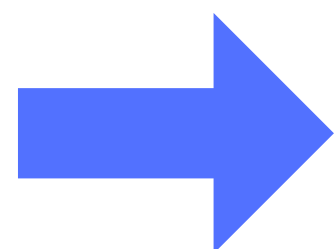
Get started



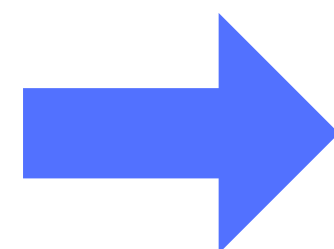
It's easy to get started at Melbourne College of Further Education



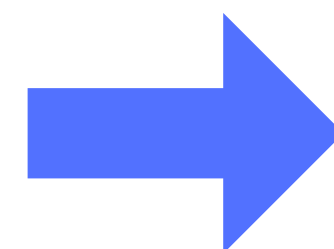
Enquire



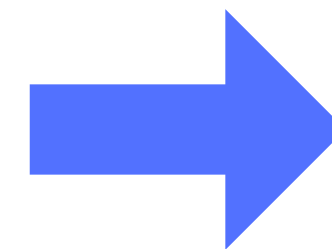
Attend
Information Session



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.mcfec.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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