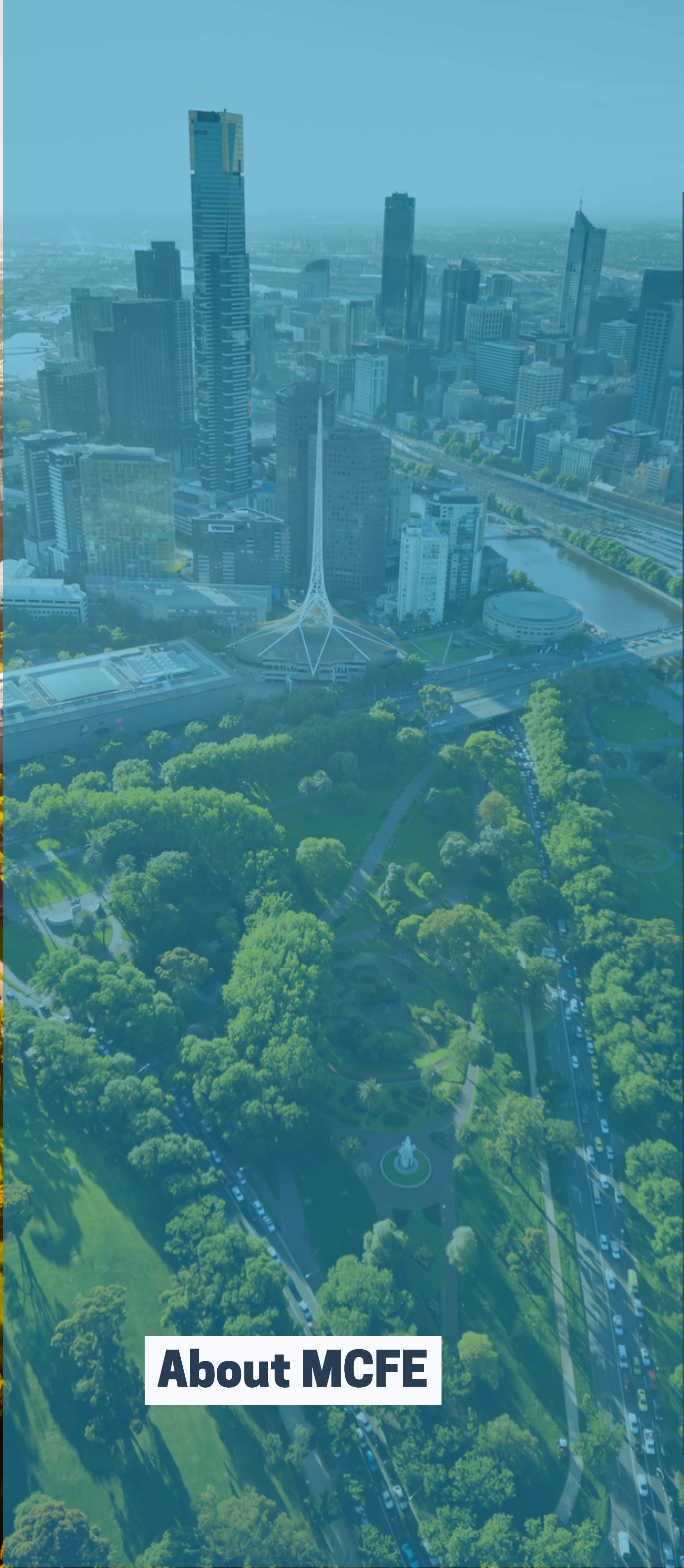




MCFE

# TRAINEESHIPS





## 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](mailto:info@mcfce.com.au)  
[www.mcfce.com.au](http://www.mcfce.com.au)

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

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



## What is a Traineeship?

Traineeships combine training and employment, leading to skills and qualifications that are recognised across Australia.

You will complete your qualification whilst employed, your employer will provide you time to complete your qualification during paid work hours.

If you and your employer are interested in further information please contact our head office.



## Financial Support & Incentives for the Trainee

Eligible Australian Apprentices can claim up to four six-monthly payments over the first two years of the Australian Apprenticeship according to the following schedule and rates (further criteria will apply):

Full time: 6 months = \$1,750, 12 months = \$1,750, 18 months = \$750, 24 months = \$750

Part-time: 6 months = \$875, 12 months = \$875, 18 months = \$375, 24 months = \$375

## Structured Training Withdrawal Tasks (STWTs)

You will be withdrawn from routine work activities a nominal amount of hours per week based on your type of employment. Generally 3 hours per week if full-time.

During this withdrawal time you will complete formal theory sessions with MCFE, learning tasks in your workplace and complete your assigned assessment tasks.

You will need to log ALL withdrawal dates, hours and tasks and have your employer sign these off monthly. We will contact your employer monthly for this.

## Progress Meetings & Visits

At least 4 times a year your MCFE trainer & assessor will meet with you the trainee and your employer together to discuss your progress towards completing the qualifications. This meeting will often co-incide with your structured workplace observations/assessment visit.

In this meeting all parties must be present and we will go through your task/assessment submission, attendance and overall progress toward your training plan. It's a chance to ask for help, seek further direction and customise your training plan if required.

## Who is involved in a traineeship?

There are 4 main stakeholders involved in a traineeship:

1. Trainee
2. Employer
3. Apprentice Connect Australia Provider (ACAP)
  - a. ACAP's are contracted by the Commonwealth Government to administer the Australian Apprenticeships program and:
  - b. Provide information and advice to employers and other interested parties regarding qualifications, delivery of training and funding available
  - c. Link Employers with appropriate Registered Training Organisations (RTO's)
  - d. Register the National Training Contract with State Training Services
  - e. Manage Incentives to employers and trainees
4. Registered Training Organisation - MCFE & your trainer & assessor

## Entry requirements for traineeships

- Be employed in a part-time or full-time capacity
- Be registered with your employer and the Australian Apprenticeship Support provider as a "Trainee"
- Be an Australian citizen or resident
- Not have previously completed a traineeship or apprenticeship, other qualifications you have recently completed, or have enrolled in could affect eligibility
- Other specific criteria may apply - check with your Apprentice Connect Australia Provider
- MCFE can commence your training when you receive your official trainee registration number, called an Epsilon Number
- Access to a computer with a camera, microphone and the internet
- Digital skills to participate in online theory sessions, complete assessments online and conduct research via the internet
- Meet current industry vaccination requirements

## Financial Support & Incentives for the Employer

You and your employer could access financial support whilst undertaking your traineeship/apprenticeship. Available support will be dependent on the type of traineeship, qualification being undertaken and your personal circumstances. Your Apprentice Connect Australia Provider will provide current information and eligibility.

Priority hiring incentive (Certificate III and Diploma of ECEC are priority qualifications)

A payment for employers of Australian Apprentices training towards an occupation and qualification on the priority list.

You may be eligible to receive a Priority Hiring Incentive of up to \$5000 in the first year of an apprenticeship, paid over two instalments of:

- \$2,000 at 6 months and \$3,000 at 12 months (full-time)
- \$1,000 at 6 months and \$1,500 at 12 months (part-time)

The Priority Wage Subsidy is a wage subsidy for employers of Australian Apprentices training towards an occupation listed on the priority list. You may be eligible to receive:

- 10% of your apprentices wages paid to you for the first 24 months (up to \$1500 per quarter)
- 5% of your apprentices wages paid to you for the third 12 month period (up to \$750 per quarter)

## 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



18 months average duration



19 x 3 hour live online theory sessions (held monthly) + 1 x 8 hour first aid class



Assessments include theory and oral questions, workplace projects, observation of skills & a logbook



4 x Workplace assessor visits



Recommended 15 hours of self-paced learning per month



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

## Additional entry requirements

- Be employed as a trainee
- Obtain a Working With Children Check (WWCC)
- 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
- Meet current industry vaccination requirements

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.

# 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

## Bonus Electives

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.*

## Pathways

On completing the course you may wish to progress to a Diploma of Early Childhood Education and Care or a Bachelor.



# Fees & Funding

**Government funded \$1500**

**Government Funded Concession \$300**

**Fee for service \$4000**

\*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.

More information about funding eligibility can be found on our website.

Discounts may apply for class sizes greater than 5 trainees. Refer to the statement of fees on our website.



# 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

-  18 months average duration
-  19 x 3 hour live online theory sessions (held monthly)
-  Assessments include theory and oral questions, workplace projects, observation of skills & a logbook
-  4 x Workplace assessor visits
-  Recommended 15 hours of self-paced learning per month
-  280 hours of work placement within a regulated children's education and care service within Australia.

## Additional 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.
- Obtain a Working With Children Check (WWCC)
- The required Language, Literacy and Numeracy skills to complete a Diploma level course. This will be assessed in your pre-training review during enrolment
- Meet current industry vaccination requirements

## 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.*

## Pathways

On completing the course you may wish to progress to a Bachelor of Early Childhood Education.



## Fees & Funding

**Government funded \$1500**

**Fee for service \$4000**

\*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.

More information about funding eligibility can be found on our website.

Discounts may apply for class sizes greater than 5 trainees. Refer to the statement of fees on our website.





### 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.

### Location

As you are employed when undertaking a traineeship your workplace is your physical training location.

Theory sessions are delivered live online via Zoom and your practical skills and observations will be undertaken in your workplace.

### 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 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.

### 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 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 our website under the student information tab.



### How do we support our students?

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

#### Student support bookings

Students can request to repeat a 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.

#### Trainers / Assessors

Trainers are available for questions and additional help between your theory classes.



Assessments submitted will be marked by the trainer according to the marking guidelines. Your trainer will provide feedback on your assessments online via canvas.

#### 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.



# 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.

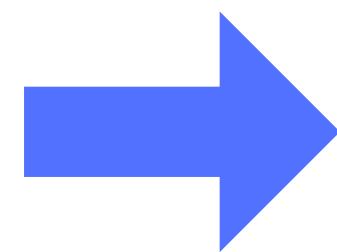
## It's easy to get started at Melbourne College of Further Education



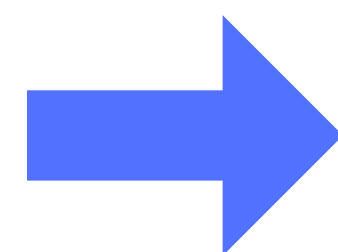
**Enquire with your Employer and Apprenticeship Centre**



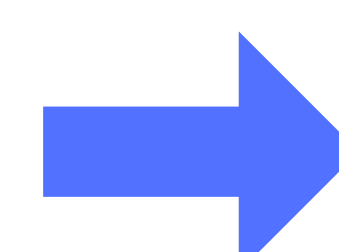
**Complete your registration as a trainee with the Apprenticeship Centre**



**Attend online information session with MCFE & Complete Enrollment Form**



**Receive your official traineeship registration number (Epsilon Number)**



**Sign your training plan & Start your first class with our trainer & assessor**

