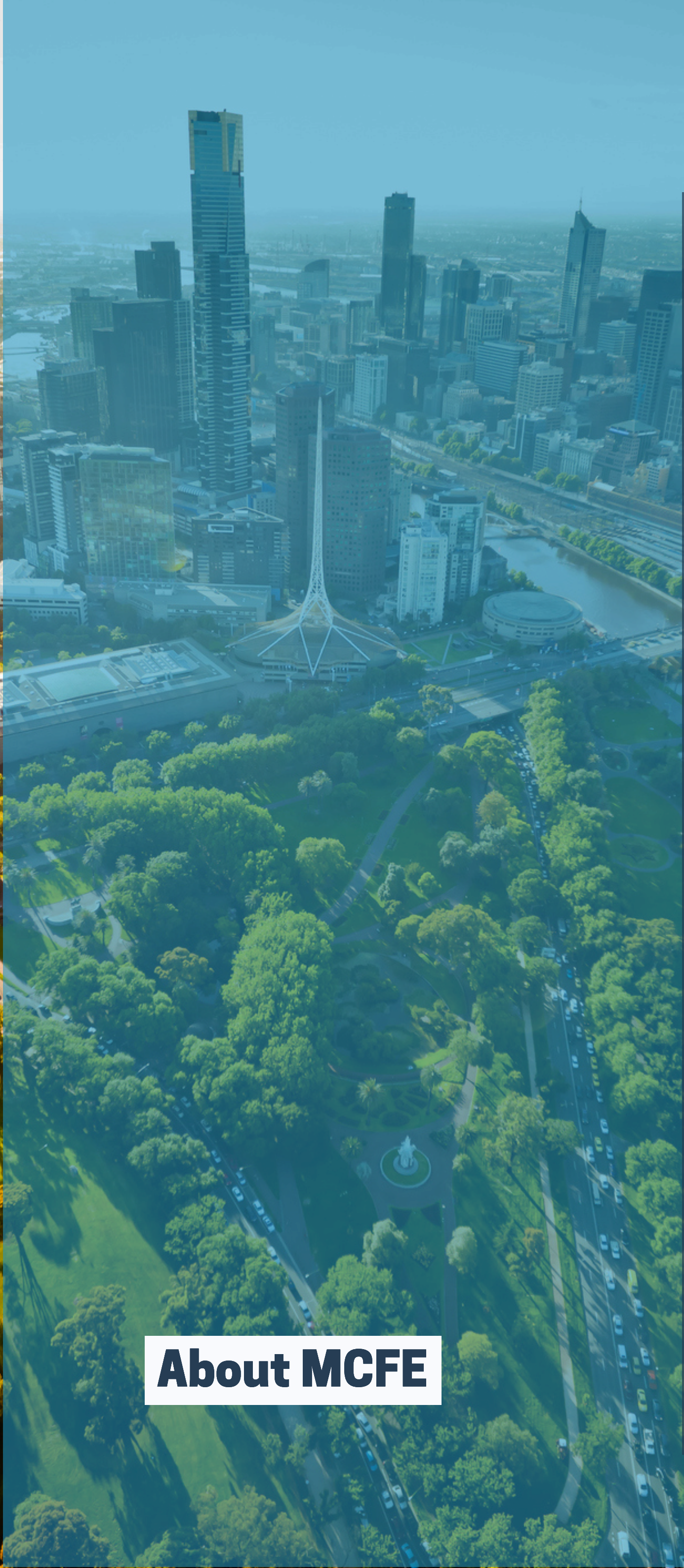




MCFE

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.



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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



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

When you train in a priority occupation you may be eligible for an incentive to support you to complete your apprenticeship and offset the cost of living. Childcare workers are currently on this list.

Seek advice from your ACAP to see what financial support you could be entitled to, if full-time this could be up to \$5,000 (\$1,250 every 6 months for the first 2 years). Further incentives and support could be available.

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)

Other incentives may be available check with your ACAP.

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

-  18 months average duration
-  16 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
-  4-6 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 employe 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 an Care or a Bachelor.



Fees & Funding

Fee for service \$4900

\$500 Enrolment Fee + \$4,400 Tuition Fee paid in instalments



CHC50121 *Diploma*

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
-  15 x 3 hour live online theory sessions (held monthly)
-  Assessments include theory and oral questions, workplace projects, observation of skills & a logbook
-  4-6 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

Fee for service \$4900

\$500 Enrolment Fee + \$4,400 Tuition Fee paid in instalments



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 you 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 if available.

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.

