



MELBOURNE  
COLLEGE  
OF FURTHER EDUCATION

**CHC30125**

**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, and 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 ways that best suits their lifestyle.

Our trainers are dedicated and highly qualified, with extensive practical industry experience, and are committed to providing quality outcomes to our students, ensuring that 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*

# 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.

### Entry requirements

- Complete a pre-training review & language literacy and numeracy test (entry AQF level 2)
- Have access to a computer and the internet
- Intermediate digital literacy skills (navigate the internet, use word, upload and download, make online bookings, complete online assessments on a learning management system, use email)
- Obtain a Working With Children Check (WWCC) prior to undertaking placement
- Ability to undertake 160 hours practical placement at regulated children's service
- Ability and time to travel to and from practical placement and skills sessions (placement must be in Victoria)
- Self-motivated and organized to complete this course if enrolling as a self-paced student

*Being able to meet these entry requirements is important to completing this course.*

*If you have further questions about these requirements please do not hesitate to contact us.*



#### 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).



### Course Delivery Models Available

We have several options for how you can undertake this course:

1. Class-based Blended: Online Zoom classes + Practical Skills
2. Self-Paced Model: Online Theory + Practical Skills
3. Traineeship

Course duration is up to 15 months depending on the delivery model selected and student commitment.

Check the timetable to determine which class-based delivery modes are available.

Further details on the next page.

### 2026 Classes & Locations

Check the timetable on our website for upcoming classes

The workplace if a trainee



# Class-Based Model



12-15 months average duration



- 26x 5-hour theory sessions
- 11 x Industry workshops
- 4 x 5hr Classroom-Based Practical Skills Sessions
- 1 x 8hr first aid for education and care class
- 160 hours of practical placement
- 2 x assessor workplace visit



Assessment includes:

- Online Theory questions using Canvas, our Learning Management System
- Oral questions
- Projects
- Observations of skills
- Logbook



Recommended 15 hours of self-paced learning per week



160 hours of work placement in a regulated children's service

You can commence placement in your final group of units, you must have completed all theory for your previous groups and have attended at least 2 skills assessments.

## Traineeships

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. We have a separate course page and brochure for traineeships.

# Self-Paced Model



9-15 months average duration



- Onboarding session (Online)
- Self-paced theory
- Study plans available for 9-month fast track or 14-month standard duration
- 4 x 5hr Classroom-Based Practical Skills Sessions
  - These can be booked after all theory for the group is completed.
- 1 x 8hr first aid for education and care class
- 160 hours of practical placement
- 2 x assessor workplace visit



Assessment includes:

- Online Theory questions using Canvas our Learning Management System
- Oral questions
- Projects
- Observations of skills
- Logbook



Self-paced learning hours will depend on your level of availability and commitment



160 hours of work placement in a regulated children's service

You can commence placement after you have completed all theory and skills assessments, with the exception of first aid.

### Onboarding Session

To commence your course you will book an onboarding session with an Early Childhood trainer. In this session, they will show you how to use the systems, navigate our learning management system, submit assessments, and seek help. They will explain your desired study plans and provide you access to your first group of units.

# Practical Placement

160 hours of work placement in a regulated children's service. Placement times will generally be Monday to Friday between 6.00 am and 6 pm, however, these could differ between centres.

When you can start placement will depend on your delivery model. You will need to complete a placement agreement and have your school approved BEFORE starting your hours.

You will require your own mode of transport to get to and from shifts. You should meet current industry vaccination requirements and hold a working with children check.

A trainer and assessor will conduct a workplace visit and observations. You must leave enough hours for placement after classes are completed to book in your visit.

MCFE can provide support to help you find a placement, if you meet the pre-placement support requirements. MCFE centres will be within Metro Melbourne and limited to centres we have regular contact with.

### Travel Fees

Fees are charged for practical placement visits greater than 50km from the head office address in West Melbourne or your face-to-face class location.

Visits are limited to Victoria locations.

Fees are:

- \$3 per kilometre over 50 kilometres from the head office address or face-to-face class location. Charged for travel two ways.

Plus, if applicable:

- Visits 300 kilometres + from head office address, an extra \$150 accommodation fee.



## Other Information



### Digital Resources & Digital Skills

All learning content and assessments for this course are completed 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, manage files, use word processing software, complete typed assessments online, and regularly correspond with your trainer online and via email.

### Student Support

- Assessment feedback is provided by your assessor via Canvas our LMS
- Class-based: In-class support and feedback with your trainer
- Self-paced: Onboarding session at commencement
- Self-paced: You can request 2 x 1-hour Zoom help sessions per group of units with a trainer for extra support

### Student Handbook

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, refund, charges, payment plans and Skills First funding is also available on our website under the student information tab.

### Third Parties / Brokers

Our approved third parties/brokers can refer students to this course, they are listed on our webpage. MCFE staff members will undertake ALL of the following:

- Complete pre-training reviews, enrolment and assess individual capabilities to undertake this course
- Undertake training and assessment activities and sign off on competency

Third parties cannot offer incentives to students, employers or social organisations.

### 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>

## Units

### Core Units

- CHCECE033 Develop positive and respectful relationships with children
- CHCECE030 Support inclusion and diversity
- HLTWHS001 Participate in workplace health and safety
- CHCPRT025 Identify and report children and young people at risk
- CHCECE037 Support children to connect with the environment
- CHCECE032 Nurture babies and toddlers
- CHCECE056 Work effectively in children's education and care
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- CHCECE035 Support the holistic learning and development of children
- CHCECE055 Meet legal and ethical obligations in children's education and care
- CHCECE038 Observe Children to inform practice
- CHCECE036 Provide experiences to support children's play and learning
- CHCECE031 Support children's health, safety and wellbeing
- CHCECE034 Use an approved learning framework to guide practice
- HLTAID012 Provide first aid in an education and care setting

### 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.*

### 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 an associated cost. Please refer to the statement of fees and charges.

If your new course has a unit with the same code that you have previously completed, you will be eligible for a credit transfer and you will not have to repeat that unit. You will be provided with a discount if your credit transfer is applied at enrolment.





## Fees & How to Pay



### Enrolment Fee:

- \$100
- paid at enrolment and (non-refundable)

PLUS

### Tuition Fees:

Self-funded (fee for service) \$3910

- Priced at \$260 per unit - If you have a Credit Transfer (CT), you will be discounted per unit at enrolment.
- Pay upfront each term and receive 10% discount, if paid prior to the term start date, OR
- Pay via a payment plan of 50 weekly payments of \$78.20

*Payments must be made in full or payment plans signed prior to course commencement.*

### Cooling Off Period

If you request to cancel/withdraw from your program during the cooling off period, we will not report your enrolment or charge tuition fees.

The cooling off period is the 2nd session for class-based training or 2 weeks after commencement for self-paced courses.

Formal withdrawal must be lodged/emailed via [info@mcfce.com.au](mailto:info@mcfce.com.au) within this set timeframe.

### Refunds

Enrolment fee is refundable if:

- The course is cancelled or changed prior to commencement by MCFE
- Not refundable if you change your mind or can't commence

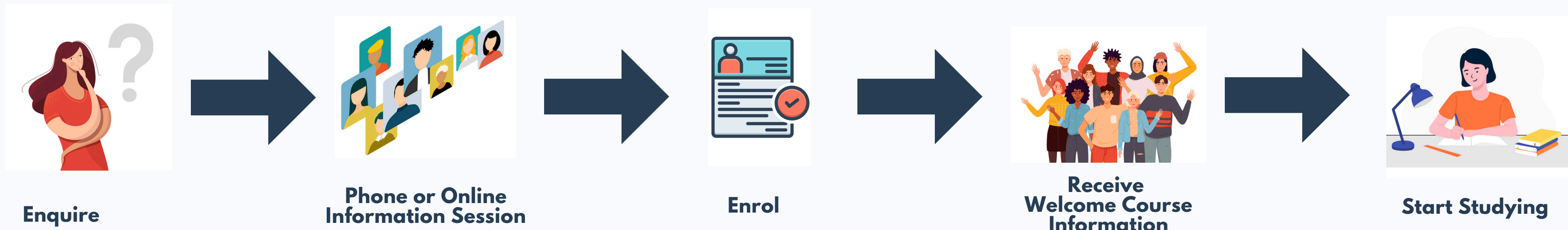
Self-funded (fee-for-service) fee:

- If on a payment plan, the date of withdrawal, we will cancel your payment plan, and no further charges will be incurred 5 days from formal notification
- Term fees refunded if you have NOT commenced the term/group of units and provided formal notification

For details on our refund policy and other fees and charges that may be applicable, view the Statement of Fees and Charges under the Student Information tab on our website.



# Its easy to get started with MCFE



## 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 (MCFE) 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 an additional course at MCFE:

- CHC40225 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 career, Jane Jane enrolls in the CHC50125 Diploma of Early Childhood Education and Care to gain extra skills.



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