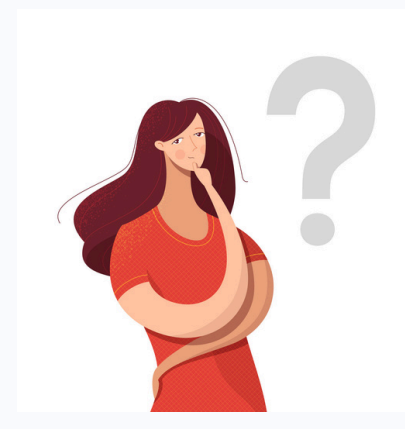


**CHC50125**

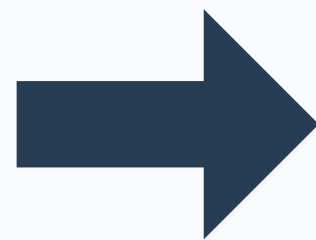
# **Diploma of Early Childhood Education and Care**



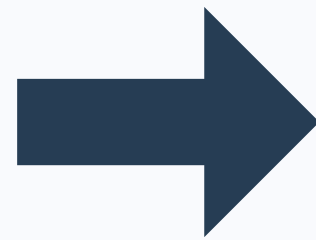
**Its easy to get started with MCFE**



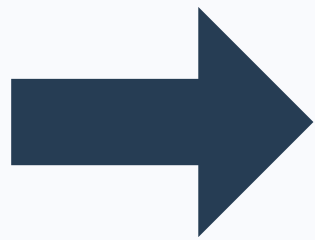
**Enquire**



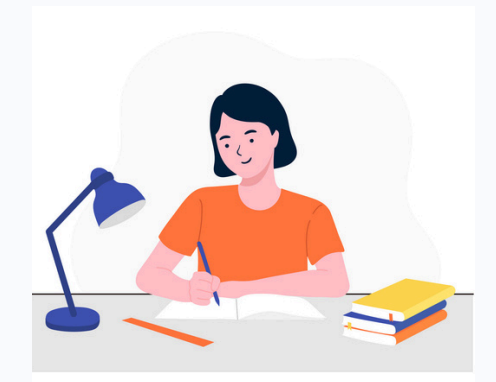
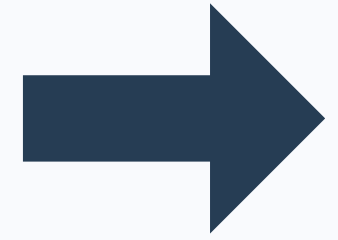
**Phone or Online Information Session**



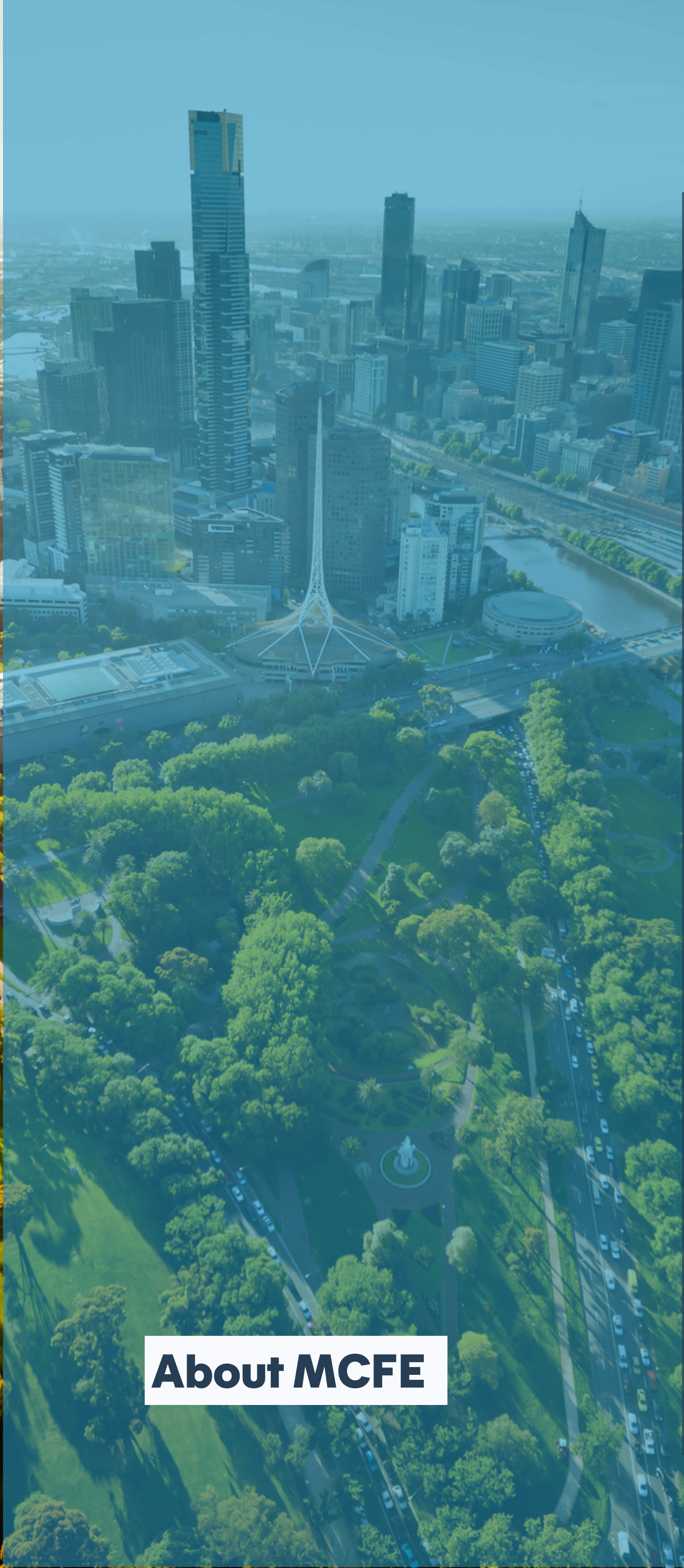
**Enrol**



**Receive Welcome Course Information**



**Start Studying**



## About MCFE

### The MCFE philosophy

Melbourne College of Further Education (MCFE) is a small and trusted RTO with over 23 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*

### 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

### Entry requirements

- Must hold the entry-level qualification
- Self-paced model: Must be working in a centre in the role of an Educator to undertake the self-paced model (Family Day Care will not be suitable)
- Complete a pre-training review & language literacy and numeracy test (entry AQF level 4)
- 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 280 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

### 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).



### Entry Level Qualification

Entry to this qualification is open to individuals who hold:

- CHC30121 Certificate III in Early Childhood Education and Care, OR
- CHC30113 Certificate III in Early Childhood Education and Care.

Alternatively, individuals may hold:

- An Australian diploma in Early Childhood Education and Care, OR
- An Australian diploma or certificate III in Children's Services.

AND

- Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence,

OR

- Hold the CHCSS00147 Entry into Diploma of Early Childhood Education and Care.

### 2026 Classes & Locations

Check the timetable on our website for upcoming classes



# Class-Based Model



12-15 months average duration



## Delivery

- 4 Groups delivered over 4 terms
  - 25 x 5-hour theory sessions
  - 11 x Industry workshops
- 280 hours of practical placement
- 2 x assessor workplace visits



## Assessment includes:

- Online Theory questions using Canvas, our Learning Management System
- Oral questions
- Projects & workplace tasks
- Observations of skills in the workplace
- Logbook



Recommended 15 hours of self-paced learning per week



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

You can commence placement at the start of your course if you have access to a workplace.

# Self-Paced Model



10-14 months average duration



- Onboarding session (Online)
- Self-paced theory
- Study plans available for 10-month fast track or 14-month standard duration
- 280 hours of practical placement
- 2 x assessor workplace visits



## Assessment includes:

- Online Theory questions using Canvas our Learning Management System
- Oral questions
- Projects & workplace tasks
- Observations of skills in the workplace
- Logbook



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



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

You can commence placement at the start of the course as you will already be employed as an Educator.

## 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

280 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.

You can start placement towards the start of the course. You will need to complete a placement agreement and have your centre 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.

You can book your 1<sup>st</sup> workplace visit in your third group of units and your 2<sup>nd</sup> visit after all classes have been completed or if self-paced all theory assessments have been completed. You must leave enough hours for placement after classes are completed to book 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 with which we have regular contact.

## 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.

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!**



# 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.

Delivery: 8 Online Zoom Classes + 4 workplace visits

We have a separate course page and brochure for traineeships.

## 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

- 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.*

### 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:

Government Funded \$400

- Pay up-front or a 10-week payment plan

OR

Self-funded (fee for service) \$3900

- 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

*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, access your funding 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@mcfe.com.au](mailto:info@mcfe.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

The government-funded tuition fee is refundable if:

- You formally withdraw before the cooling-off period

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.



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

1300 368 883

[info@mcfe.com.au](mailto:info@mcfe.com.au)

[www.mcfe.com.au](http://www.mcfe.com.au)

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

