

STUDENT SUPPORT

The tutors and staff of Park Orchards Learning Centre are all highly experienced, qualified and understand the pressures and needs of adults who return to study. They are here to assist you when and if needed. Course and career information also available, please speak to the Education Co-ordinator.

INFORMATION SESSION

Tuesday 11th October 7pm

Bookings are essential for this session.

Please phone to secure your place.

Phone: 9876 4381

**PARK ORCHARDS LEARNING CENTRE
572 Park Road (Postal P.O. Box 68)
PARK ORCHARDS 3114**

**Phone: 9876 4381 Fax: 9876 3263
Email: pochi@parkorchards.org.au
Website: www.parkorchards.org.au**



15 UNITS - 11 Compulsory & 4 Elective

COMPULSORY UNITS

- CHCCHILD401 A Identify and respond to children and young people at risk
- CHCCN301A Ensure children's health and safety
- CHCCN302A Provide care for children
- CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner.
- CHCCS400A Work within a relevant legal and ethical framework
- CHCFC301A Support the development of children
- CHCIC301D Interact effectively with children
- CHCPR301A Provide experiences to support children's play and learning.
- CHCPR303D Develop understanding of children's interests and develop mental needs.
- HLTFA301B Apply first aid
- HLTOHS300A Contribute to OHS processes
- ELECTIVE UNITS**
- CHCCN305A Provide care for babies (NB: Compulsory for Childcare work in Victoria)
- CHCRF301D Work effectively with families to care for the child
- CHCORG303A Participate effectively in the work environment
- CHCCHILD301A Support behaviour of children and young people

DELIVERY OF COURSE:

**FACE to FACE: 294 Hrs WORK PLACEMENT: 105 Hrs
ASSESSMENT & HOMEWORK: 159 Hrs (Approx)**

A detailed copy of units and their content is available from the Learning Centre or can be accessed on-line at www.training.com.au Students will be provided with a handbook outlining details of individual course units,



Registered Training Organisation 4008

Want a career in Children's Services??

If so we have the course for you-
**Certificate 111 in Children's
Services CHC30708**



**AUSTRALIAN
NATIONAL TRAINING
AUTHORITY**

Certificate 111 in Children's Services CHC30708

This is the course required to qualify as a childcare assistant, Kindergarten assistant, after school hours care and as a Nanny. Park Orchards Learning Centre will be offering this course in 2012. Classes will be held twice a week Tuesdays and Thursdays 9.00-3.30pm (½ hour lunch break included). Certificate 111 in Children's Services is also the prerequisite to the Diploma in Children's Services. The course covers 15 modules including First Aid and 105 hours work placement. All students must complete **Level 2 First Aid** or provide evidence if completed elsewhere.

FEES AND CHARGES

Government Funded places will be offered to eligible applicants as indicated by Skills Victoria. People with disabilities are encouraged to apply. For more information visit www.skills.vic.gov.au Our charges are based on the minimum amount.

COSTS: \$ 435.00, (Skills Victoria Funded if eligible) or Fee for Service **\$3200.00** (Costs incl: tuition, learning materials, an excursion, First Aid level 2 including textbook plus amenities fee).

Fees payable on enrolment.

A deposit of \$100.00 is required on enrolment and the balance to be paid one month prior to course commencement. (Students can talk to the Manager if they need to pay the course off)

REFUNDS

For detailed information about refunds see the booklet "General Course Information for Students". This is available on our website www.parkorchards.org.au

COURSE ADMISSION REQUIREMENTS

There are no formal entry requirements. Although prospective students will be expected to attend course information session at which time application forms will be provided.

Appropriate Literacy & Numeracy skills and basic computer skills including internet and email are required. Individuals with Literacy or Numeracy difficulties will be referred to other organisations that can provide the appropriate support as needed. A National Police Check and a Working with Children Check will be required prior to commencing work placement.

CERTIFICATION

To gain the Certificate III in Children's Services a student will need to complete all compulsory units and 4 elective units.

WORK PLACEMENTS

All participants must undertake work placements for a minimum of 105 hours. All participants doing work placements will be required to submit a Working with Children Check and a Police Check before commencing work placement. Students will be required to seek their own work placement, although the Tutor and Park Orchards Learning Centre will provide you with contacts, support and assistance.

ASSESSMENT

Assessment will be conducted using a number of different methods, including written assignments, class exercises, observation, role plays, group work, projects, case studies and journals. All assessment will be directly linked to the unit / module learning outcomes.

RECOGNITION OF CURRENT COMPETENCIES (RCC) & RECOGNITION OF PRIOR LEARNING (RPL)

Students enrolling in a nationally accredited course, previous work experience or studies, may entitle them to exemptions from some modules. Contact the Education Coordinator if you believe you may be eligible to claim RPL / RCC for any of the units. A fee will be charged if it is agreed that RPL / RCC will be conducted.

RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER RTOS

Park Orchards Learning Centre recognises Statements of Attainment and Qualifications issued by all other Registered Training Organisations.

REPLACEMENT CERTIFICATES

Requests for replacement Certificates or Statement of Attainments must be made in writing with full details of the lost Certificate (including names, course name & date of course completed). There will be a \$10 administration charge for replacement.

LEGISLATION & TRAINING INFORMATION

Please refer to the following websites that will provide you with legislation information that may significantly affect your participation in Nationally Accredited Courses: www.skills.vic.gov.au, or www.training.com.au.

