

## Recognition of Prior Learning

### **Definition**

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

### **Policy**

Continuing Education and Arts Centre of Alexandra (CEACA Inc.) ensures that an individual's prior learning is recognised irrespective of how or where the learning has taken place. Applications for RPL will be managed and assessed by a person or persons with relevant qualifications.

### **Principles**

Individuals who are granted RPL will be issued with the relevant qualifications as appropriate.

There will be two types of applications;

- A) Standard exemptions/Credit for previous formally recognised training
- B) Recognition of work and life experiences, including non-formally recognised training.

Charges levied for a (B) type RPL application include administration fee and assessment fees.

See Skills recognition pamphlet.

### **RPL will be granted for**

~ Modules where it can be substantiated that the applicant has achieved the key learning outcomes/units of competence.

### **Procedure**

Applications for RPL should be lodged to the CEACA office with relevant documents attached. See skills recognition pamphlet.

An assessment and verification of the application will be undertaken. Applicants may appeal a decision. Appeals should be lodged with CEACA Inc.

### **Course fees for 2010**

\$1130 or \$440 concession (including tuition \$810/\$120, materials \$220, use of resources & facilities \$120).  
A \$200 deposit must be paid on enrolment to secure your place. Numbers are strictly limited.

### **Refunds**

Will be given depending on timing of withdrawal. An administration fee of \$20 will be charged. Please see refund policy & student handbook.

### **Contact us**

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# Nationally Accredited

## Certificate III in Children's Services CHC30708 2010



Through MACE, RTO No 3928



December 2009

## Course Aims

This course is recognised as the appropriate training for people wishing to work as childcare assistants or who wish to be qualified as a childcare worker.

## Career opportunities

There are many opportunities in childcare in both centre and home based care, kindergarten and nanny positions.

## Pathways

Employment and further study eg Diploma of Children's services.

## Entry requirements

Prerequisites for entry to this course are literacy skills to meet demands of the workplace.

## Delivery/Attendance

Two evenings per week for 10 months, no classes in school and public holidays.

Refer to timetable.

Additional time will be needed for study out of class time, plus work placement.

## Course Materials

The course materials are included in your fees.

## Use of Facilities at CEACA

Students are entitled to free use of computers and internet for work related to their course.

## Tutors

Tutors for the course have a mixture of Teaching, Industry Experience and Workplace Training Qualifications. They are available by arrangement for additional assistance outside scheduled class times.

## CHC30708 Certificate III in Children's Services

### Unit Code

### Title

#### Core

CHCCHILD401A  
CHCCN301A  
CHCCN302A  
CHCCN303A

Identify and respond to children and young people at risk  
Ensure the health and safety of children  
Provide care for children  
Contribute to provision of nutritionally balanced food in a safe and hygienic manner  
Work within a relevant legal and ethical framework  
Support the development of children  
Interact effectively with children  
Provide experiences to support children's play and learning  
Develop understanding of children's play and learning  
Apply first aid  
Contribute to OHS processes

#### Elective Units

CHCCN305A  
CHCCHILD301A  
CHCORG303A  
CHCCS310A

Provide care for babies  
Support behaviour of children and young people  
Participate effectively in the work environment  
Support inclusive practice in the workplace

## Assessment

An assessment is made for each module.

This may take the form of:

- ~ an assignment to be completed and handed in for assessment
- ~ specific tasks to be carried out under observation from the tutor
- ~ short question and answer test
- ~ project design and production by a group



Adult Education in  
the Community



Victorian Registration &  
Qualifications Authority



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TRAINING