



CHC50302 Diploma of Children's Services Child Care Group Leader (Centre Based Care)/Coordinator (Family Day Care or School Aged Care)

Campus Location

Bundaberg Campus

Walker Street

Gympie Campus

Cartwright Road

Hervey Bay Campus

Urraween Road

Method of Study

Blended Delivery

On Campus

Off Campus

Recognition of Prior Learning (RPL)

Program Description

Studying at Diploma level, you will develop a substantial depth of knowledge and theory, in areas such as programming, managing occupational health and safety, ensuring quality of the work of others, and managing the responsibility for groups of children in your care.

After completing your Diploma, your qualification will earn you the classification of a "Qualified Child Care Worker."

This program offers opportunities for specialisation in:

- * Centre Based Care
- * Family Day Care
- * Outside School Hours Care

Career Opportunities

You could work in the following positions: Group Leader in Centre Based Care, Coordinator in Family Day Care, Leader/Coordinator in Out of School Hours Care.

Entry Requirements

Minimum Education Level: Year 10 or equivalent
A sound achievement in English is recommended

You must be 17 years of age to work in the Childcare industry. However, if you are under 17, you may still complete your studies and vocational placement for your practical assessment, prior to commencing employment.

Mature Age Entry (18 years of age and over)

If you do not meet the standard entry requirements but

your age and experience indicate a reasonable chance of success in a program, you may be offered a place. Ask a Customer Care Officer for further details.

Pre-requisites: Completion of competencies from CHC30402 - Certificate III Children's Services. (The first year of the Diploma is generally equivalent to the qualification CHC30402 Certificate III in Children's Services. The competencies from this first year are pre-requisites for the second year of the Diploma).

You should possess the study skills to complete the formal study program, as well as, the physical, mental and emotional health to interact positively with children and parents. Adequate levels of literacy, responsibility for your own learning and communications skills are also required.

Program Intake

Semester 1

Semester 2

Rolling Start

Program Duration

FULL TIME: 2 years

PART TIME: 4 years

OFF CAMPUS: 2-4 years (self-paced)

Admission Method

QTAC/Application

First year applicants must apply through the Queensland Tertiary Admissions Centre (QTAC).

Phone: (07) 3368 1166

Email: qtac@qtac.edu.au

Web: www.qtac.edu.au

Entry to the program for full time students is initially by allocation of a place through the QTAC process. However, once QTAC allocations have been filled, a limited number of additional places may be available.

You can apply for a place once QTAC offers have been finalised by requesting an application form be posted to you, by providing details to a Customer Service Officer over the phone or by completing an online application via the internet. You will also be required to attend an interview with your teacher. This interview can help identify the appropriate levels of enrolment and ensure you are undertaking the most suitable program.



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Requirements to Achieve Qualification

Core Competencies: 13

Elective Competencies: 7

Other Activities: Students work in children's services for approximately a day per week for the duration of study (part-time and external), or in blocks for full time. You take part in all the normal activities of a service. The work you undertake will depend on the competencies you are currently enrolled in and your level of study. This will include cleaning the environment, supervision of children, observing children, planning and implementing developmentally appropriate experiences, and taking responsibility for the whole group. All competencies are assessed on the job, as well as off-the job.

PRE-REQUISITE COMPETENCIES FROM CHC30402 - CERTIFICATE III CHILDREN'S SERVICES:

- CHCCHILD1C Identify and respond to children and young people at risk of harm
- CHCCN1D Ensure children's health and safety
- CHCCN2C Care for children
- CHCCS301A Work within a legal and ethical framework
- CHCFC1C Support the development of children in the service
- CHCIC1C Interact effectively with children
- CHCOHS301A Participate in workplace safety procedures
- CHCORG3B Participate in the work environment
- CHCPR1C Deliver services/activities to stimulate children's development and enhance their leisure
- CHCPR3C Develop an understanding of children's interests and development and enhance their leisure
- HLTFA1A Apply basic first aid

CORE COMPETENCIES

- CHCCHILD2C Support the rights and safety of children within duty of care requirements
- CHCCN11C Establish, manage and monitor the implementation of a safe and healthy environment
- CHCCN8B Plan care routines
- CHCFC2C Foster and enhance children's development
- CHCFC3C Foster and enhance children's social emotional and psychological development
- CHCFC5C Foster and enhance children's cognitive and language development
- CHCIC10C Establish and implement plans for developing responsible behaviour
- CHCIC12C Plan the inclusion of children with additional

needs

- CHCOHS501A Manage workplace occupational health and safety management system
- CHCPR10C Design, implement and evaluate programs of the service
- CHCPR2C Arrange/organise experiences which facilitate and enhance children's development
- CHCPR9C Document, interpret and use information about children
- CHCRF11B Work in partnership with families to care for the child

ELECTIVE COMPETENCIES

FAMILY DAY CARE COORDINATOR

Compulsory Family Day Care Specialisation:

- CHCAL23C Manage home based care administration requirements
- CHCCN20B Advocate for the rights and needs of children and young people
- CHCPR14B Observe children and interpret observations
- CHCCS405A Work effectively with culturally diverse clients and co-workers
- CHCIC11B Implement and promote inclusive policies and practices
- CHCCN3C Prepare nutritionally balanced food in a safe and hygienic environment

CHCFC6C and CHCFC7C are recommended if you are likely to run a play group with Family Day Care (see Centre Based Care list).

Other Competencies:

- CHCPOL2A Contribute to Policy Development
- CHCINF7B Meet information needs of the community

GROUP LEADER - CENTRE BASED CARE

Recommended for Centre Based Care Specialisation.

- CHCFC6C Provide experiences which facilitate children's expressive development
- CHCFC7C Use music as a medium to enhance children's experiences and development
- CHCFC8C Provide experiences which enhance children's development and learning

OTHER ELECTIVES (Choose 4 from below list)

- CHCCN20B Advocate for the rights and needs of children and young people



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CHCPR14B Observe children and interpret observations

CHCCS405A Work effectively with culturally diverse clients and co-workers

CHCIC11B Implement and promote inclusive policies and practices

CHCORG5B Maintain an effective work environment

CHCCN3C Prepare nutritionally balanced food in a safe and hygienic environment

CHCPOL2A Contribute to policy development

Assessment Method

Written/Theoretical

Practical

On-site Assessment

Recognition of Prior Learning

Third Party Reports.

Industry Licences, Tickets and Compliances

Students must organise a suitability/blue card before they commence this program (see details below). The student will need to phone the number below to submit an application. Note that this is a prerequisite.

WORKING WITH CHILDREN CHECK (Blue Card)

Commission for Children and Young People Act 2000 (Qld) contains a new law to help ensure that people seeking to work with children are suitable. This is called 'the working with children check'. Any person wanting to work in regulated employment, as a paid employee, a volunteer, or a person carrying on a regulated business, will have to fill out an application form consenting to a criminal history check prior to his or her appointment or engagement. Further details can be obtained from the Commission for Children and Young People online at childcomm.qld.gov.au or by telephone on 1800 688 275 (Free call).

Further Study

CHC60202 Advanced Diploma of Children's Services

Some universities have articulation agreements between the University awards and the TAFE Diploma. Applicants should approach universities to find out the credit arrangements, as these vary from one University to another.

Information Sessions

BUNDABERG

Date: 12/11/08

Time: 7-8pm

Location: Room G1.017, Walker Street Campus, Bundaberg

HERVEY BAY

Date: 03/12/08

Time: 10.00 am

Location: Room J2, Urraween Road, Hervey Bay Senior College Campus

Important Dates

Semester 1 2009:

BUNDABERG

First Day of Class: 16/02/09

Last Day of Class: to be advised

Last Day for Applications: 03/12/08

HERVEY BAY

First day of Available Study: 16/02/09

GYMPIE

First Day of Available Study: 11/02/09

MARYBOROUGH

First Day of Available Study: 16/02/09

Orientation

ON CAMPUS

HERVEY BAY

Dates: 10/02/09 and 11/02/09

Time: 9.30am to 2.30 pm

Location: Room J2, Urraween Road, Hervey Bay Senior College Campus

OFF CAMPUS

Orientation will take place via an external orientation booklet which will be forwarded to you after enrolment. If possible an orientation interview, either face-to-face or by phone, will be arranged.

Vocational Placement

Yes

200 hours (For those not employed in a Children's Service)

VOCATIONAL PLACEMENT

The Institute will help you arrange placement if required. Vocational Placement is completed during your program for a total of 200 hours. If you are currently working in a Children's Service position you may use this as your Vocational Placement. A Vocational Placement Agreement



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must be signed by all parties and returned to the college one week prior to your placement commencing.

Approximate Fees and Other Costs

Fees indicated are approximate and should be used as a guide only. Fees may alter due to program changes, CPI increases or other reasons. Exact fees can be supplied at the time of enrolment.

As some programs are subsidised by the Queensland Government for Queensland Residents, fees may vary for Non-Queensland Residents. Please inform our Customer Care Officer if you are a Non-Queensland Resident.

Full Fee: \$1755.65

Concession Fee: \$1045.14

Non Queensland Residents

Full Fee: \$5314.00

Additional Materials Required

Textbooks:

Allen and Marotz 1999, Developmental Profiles: Pre-birth through eight, 4th edition, Delmar. (Approx. \$70)

Egle, Caron 2004, A Practical Guide to Working with Children, Tertiary Press.

Year 2 Diploma

Dau, Elizabeth (ed) 2003, Enhancing Children's Development, Tertiary Press, Croydon, Vic.

Arthur et. al 1996, Programming and Planning in Early Childhood Settings, 2nd edition, Harcourt Brace (suggested but not compulsory)

Nixon and Gould 1996, Emerging, Child Development the First Three Years, Social Science Press

Nixon and Aldwinckle 1997, Exploring, Child Development from Three to Six Years, Social Science Press

Nixon and Gould 2000, Extending, Child Development 5-12, Social Science Press. (compulsory for school age care specialisation)

Tarrant and Jones, 1996, Before 9, after 3, Pademelon Press (suggested)

These textbooks can be purchased from Dymocks, Chippendalls and The Book Garden (Brisbane).

Additional Materials: You will be required to complete a Senior First Aid Certificate. If you already hold a current Senior First Aid Certificate you will need to provide evidence of this Certificate and current CPR certificate to a member of the Teaching Team.

Students also need to access the National Accreditation Principles and the Child Care Act 2002/Child Care Regulation 2003. These are both available on the internet. Students will be provided with details at orientation.

Other Information

EXCURSIONS/FIELD TRIPS

This program may include excursions/field trips to Brisbane to visit QUT Day Care Centre, Lady Gowrie Day Care Centre, Science and Technology Centre, Museum, Art Gallery, Kids Safety House and Mater Children's Hospital. Costs and dates will be confirmed and students notified after commencement of classes (Approximately \$40.00).

MARYBOROUGH TUTORIALS

Tutorials for Off Campus Students are held every Tuesday.

First Tutorial Date : 05/02/2008

Times: 9.00am to 3.00pm

Room: C2.02

GYMPIE ON CAMPUS TIMETABLE

The Child Studies Learning Centre is open twice a week for teaching and tutorial support in your study through the program.

Days: Wednesdays and Fridays

Times: 9:00 am - 3:30 pm

TUTORIAL SUPPORT FOR EXTERNAL STUDENTS

You will be able to access face to face tutorial support at you local campus after consultation with relevant teachers.

Important Information

Please note: Information is correct at time of creation but may change without notice.

Program commencement may be contingent on minimum enrolment numbers being achieved.



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WideBay TAFE regularly updates programs to ensure the latest training package is offered. In doing so, some programs may be in the process of registration.

Registration will be sought for the new National Training Package qualifications when they become available, at which time students will be transitioned to the new program as soon as it is feasible.

Recognition of Prior Learning

This means your existing knowledge, skills and/or training may be formally recognised and/or taken into account when you study our programs. Please contact customer care for further details.