STUDENT CHILDCARE HANDBOOK

CONNECT: VOCATIONAL TRAINING

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

CHC50113
# Table of Contents

- **Introduction** ........................................................................................................... 3
- **Program Information** .............................................................................................. 3
- **Work Placement** ....................................................................................................... 4
  - **Work Commitments** ............................................................................................. 4
  - **Preparation for Work Placement** ......................................................................... 5
  - **Incident Reporting** .............................................................................................. 5
  - **Accommodation and transport** ............................................................................ 5
- **Students from diverse backgrounds including Aboriginal or Torres Strait Islands** ................................................................. 5
- **Supporting information for Aboriginal or Torres Strait Islander students** ................................................................. 5
- **Student services, facilities and support** ................................................................ 6
- **Recognition of Prior Learning (RPL) & credit transfer** ........................................ 6
- **Conduct** .................................................................................................................. 6
- **Course fees** ............................................................................................................. 6
- **Student Calendar** .................................................................................................... 7
- **Assessment requirements** ...................................................................................... 7
- **Progression and attendance requirements** ............................................................. 7
Introduction
Welcome to UOW College.

The information in this Student Handbook is part of the enrolment process for this course, and should be read in conjunction with the UOW College Vocational Student Handbook and the Diploma of Early Childhood Education and Care Course Outline.

Please take the time to read this handbook, the Course Outline and the Vocational Student Handbook prior to enrolment. Please also refer to the information contained in these handbooks whenever the need arises. For further assistance please see your Program Coordinator.

UOW College attempts to ensure that the information contained in this handbook is correct at the time of printing; however sections may be amended without notice by UOW College in response to changing circumstances or any other reason. It is also advisable that you check your UOW College email and eLearning space frequently.

Program Information
The Diploma of Early Childhood Education and Care (formerly Diploma of Children’s Services) is a highly regarded qualification for early childhood professionals or for those non-professionals that yearn for a rewarding career enhancing a young child’s formative years. The role of educators in this sector involves working with either children in early childhood in a range of education and care settings, or with school aged children in outside school hours care and vacation programs. Educators may work under supervision or autonomously, or may have the responsibility of supervising volunteers and other staff.

This qualification consists of 28 units of competency including 23 core and 5 elective units. This qualification also includes 240 hours of mandatory work placement.

The CHC50113 Diploma of Early Childhood Education and Care will be offered on a full time basis over three consecutive sessions involving students in theoretical tuition, simulations, and work placement. The standard program takes twelve (12) months, three (3) sessions to complete, including work placement within a childcare centre.

The maximum period of time for a student to complete the program is eighteen (18) months.

Each session will include a one week mid-session break, a one week study recess and one week’s assessment preparation time. The scheduling of breaks and classes during the course may vary to accommodate calendar events and public holidays such as Christmas and Easter.

The program involves students in a total of 45 weeks of scheduled tuition and simulations, work placement and examinations.

Attendance at work placement is mandatory.

Upon completion of the UOW College Diploma of Early Childhood Education and Care qualification, graduates will have the skills and confidence to meet the many needs of children within their care at childcare centres or family day care facilities. Graduates will also be equipped to meet the daily challenges of managing a child care centre.
Work Placement

As a requirement of the course, you will also undertake regular work placements within a variety of childcare settings. These work experience placements offer valuable opportunities to apply skills gained in the class, as well gain confidence whilst interacting with and learning from other childcare professionals. The placements are a valuable part of your learning and skill development.

The work placement experience is an essential component of your course, assisting you to link theory and practice. As a student you will always be supervised in the workplace, and will work alongside childcare staff from the childcare facility. UOW College staff are also available, if you require, for additional support during your work experiences.

Work placements are organised by UOW College with the support of the Big Fat Smile Group which has numerous child care centres within the Illawarra and South Sydney region. Two hundred and forty (240) hours are scheduled for work placement. Students will receive a log book prior to their placement. Students are required to keep a log of the hours and competencies they have achieved during their placement(s). Practical simulations are held throughout the program and students' skills are assessed during these sessions in readiness for work placement competency assessments.

Students are not paid whilst on work placement, and are also supernumerary to the childcare facility. For students who are currently employed in a childcare facility, work placement is not to be undertaken in the area where you usually work.

Throughout the course work placements will be discussed in more detail.

Work Commitments

Work placements are approximately a total of 6 weeks in length and are broken into 2 week blocks throughout the 3 Sessions.

For learning, health and safety reasons it is required that you have rest between each shift on work placement, therefore it is not acceptable to work at this time. UOW College understands the need for paid employment, however UOW College will give students sufficient notice of work placement dates and alternatives for employment should be arranged. Work commitments are not an acceptable excuse for work placement absence. Students must be available for work placement.
Preparation for Work Placement

1. Revise your course notes and the objectives for the placement
2. Identify what your own individual learning objectives may be and how you might achieve them
3. Speak with your facilitators about anything you are unsure about regarding the placement
4. Ensure you have all necessary documents in order
5. Check who the facility coordinator for the placement is, and that you know what time and where to meet them
6. Do you have the correct starting dates for the placement and a roster for your shifts?
7. Read any material the childcare facility may have sent you beforehand. This may be helpful in terms of parking, transport arrangements, type of services provided and what to expect.
8. Who else from your student group will be attending the facility- can you carpool?
9. Have all details and contact numbers available for the facility and your UOW College facilitator should there be any concerns on the day.
10. Lastly prepare to enjoy the experience and gain as much as possible from it.

Please refer to your Work Placement Logbook for flowcharts to assist you while on work placement and for your ongoing reference.

Incident Reporting

If you suffer an injury or are involved in an incident while on work placement, please follow the incident reporting protocols and procedures of the childcare facility.

Please refer to your Clinical Placement Logbook for further details.

Accommodation and transport

All arrangements and expenses for accommodation and transport that may be associated with work placements are the students’ responsibility. If this causes you considerable hardship, please speak to the Program Coordinator or your Facilitator.

Students from diverse backgrounds including Aboriginal or Torres Strait Islands

Students are encouraged to apply for, and may enter, the course following a diverse route and with different academic, work and life experiences and achievements, different linguistic backgrounds, and different ages. This is consistent with the policies regarding minimum standards, equity and fairness and is specified in UOW College policies and regulations. Aboriginal and Torres Strait Islander students, as well as those from culturally or linguistically diverse groups, are encouraged to enroll in the course. All students will be treated equitably and fairly. Students requiring special assistance will receive this in a way that is not detrimental to the learning of other students.

Supporting information for Aboriginal or Torres Strait Islander students

If you are in need of support to complete your course and you are from an Aboriginal or Torres Strait Islands background, please contact your Program Coordinator on 1300 885 395.
Student services, facilities and support
UOW College offers a range of facilities and services for its students. These include: access to UOW Library and services, Woolyungah Indigenous Centre, Academic counseling and support, UOW College activities program, the Centre for Social Engagement, and University Recreation and Aquatic Centre. Information on the full range of student services and facilities available at UOW College can be found at:

http://www.uowcollege.edu.au/student_life

Recognition of Prior Learning (RPL) & credit transfer
Recognition of Prior Learning (RPL) is a process of assessment in which evidence is provided by the student to demonstrate that their current skills, knowledge and relevant prior learning already meet the learning outcomes in an academic program of study.

Credit Transfer may be granted for Nationally Recognised qualifications from other RTOs. Credit Transfer is awarded against a Unit of Competency contained in a qualification on producing an original or certified copy of a Record of Achievement or Statement of Attainment containing exactly the same code as shown in the qualification the student plans to undertake.

All applications for RPL or Credit Transfer will be assessed by the UOW College VET Coordinator who will make the decision to approve or not approve the application.

Please refer to the UOW College Vocational Student Handbook or the RPL & Credit Transfer Policy for further information.

Conduct
Refer to the UOW College Vocational Student Handbook for further information about Student Conduct rules and responsibilities. Workplace Health and Safety rules are also listed here.

Course fees
The total cost as per the Schedule of Fees covers both theoretical and practical components.

Fees include:
1. College and course orientations
2. Study guides
3. Authorised supported learning materials
4. Placements administration, insurance, facilitation
5. Student counseling and support
6. Two polo shirts for work placement uniform
7. One compulsory text book.

Fees do not include:
1. Police Clearance Check required prior to placement
2. Vaccinations & Vaccination Report (check cost with your GP, a Medicare rebate may apply)
3. Accommodation and transport costs associated with the course.
4. Applications for Recognition of Prior Learning
UOW College reserves the right to defer a student’s progress in the course when fees remain unpaid and to follow legal process for recovery of outstanding fees. A student’s enrolment may be terminated if they default on payment.

If a student experiences unexpected financial difficulties they should speak to the Program Coordinator.

Remember Work Placements are NOT PAID.

Student Calendar
For your Student Calendar, refer to the UOW College Diploma of Early Childhood Education & Care Course Outline sample timetable. Your individual timetable will be given to you by the Program Coordinator in Week 1 of each Session during orientation. This timetable will consist of theoretical/simulation classes and work placement periods.

Assessment requirements
Assessments are submitted at the end of each completed unit of competency or work placement period. A range of assessment methods are incorporated into the program including:

- Short answer/multiple choice questions
- Assignments
- Oral presentations
- Role play
- Visual presentation
- Practical sessions
- Workbooks

Feedback on assessments will be provided to students within 10 working days. Competent assessments will be entered into Edupoint (student record management system) as Competent and returned to students. Not yet competent assessments will be provided with both verbal and written feedback indicating what needs to be addressed to be assessed as competent.

Progression and attendance requirements
Students are required to attend all scheduled lessons, and to arrive and leave as the timetable specifies. Learners are required to complete and submit all assessment items for each unit of competency in a timely manner.

Attendance of 100% is required for all work placement sessions.

Students will be monitored throughout their course to ensure that students at risk of not successfully completing Units of Competency are identified. Monitoring will follow the UOW College Course Progress Policy. Please refer to Diploma of Early Childhood Education & Care Course Outline and UOW College’s Course Progress Policy for further information on how UOW College can support you in successfully completing your Diplomas.