

ECTARC Training and Course Guide



Enriching futures together





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Welcome to ECTARC

Early childhood training and professional development



ECTARC is an award-winning RTO that leads the sector in the training of educators across Australia and manages 10 high-quality, innovative education and care services across New South Wales' Illawarra and Shoalhaven regions.

At ECTARC Training Services you will find a team of early childhood professionals committed to excellence and the building of supportive relationships with our students to foster successful outcomes. For over 24 years, we've been dedicated to shaping graduates who have the skills and knowledge to deliver best practice in services to achieve best outcomes for children.

ECTARC is proud to be an approved RTO for NSW Government Smart and Skilled, ACT Government Skilled Capital and Queensland Skills Assure funded programs.



Nationally Recognised

ECTARC is registered with the Australian Skills Quality Authority (ASQA) - RTO ID#90331. ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

The strong collaboration between ECTARC Education and Care Services, ECTARC Training Services and management, ensures that our training remains up-to-date, relevant, and aligned with the needs of the early childhood sector and regulatory requirements.

If you are an employer looking to take on a trainee or upskill staff, a high school student wanting to study an early childhood qualification in Year 11/12, a school leaver starting an early childhood career, or an educator seeking to upgrade your qualifications or knowledge and skills - ECTARC has the qualification or professional development training to meet your needs.

Please call and speak to one of our ECTARC Training and Development Officers about your individual training and professional development requirements.

We welcome you to our organisation and we look forward to supporting you on your learning journey.

Anita Kumar, CEO



AWARD WINNING TRAINING

ECTARC has won numerous awards such as the NSW Training Awards Small Training Provider of the Year and the Australian Innovative Business Award. In 2022, ECTARC was named a State finalist in NSW Large Training Provider of the Year category. Our students have also achieved awards in the regional categories of NSW Training Awards for Trainee of the Year and at the state level for NSW Aboriginal & Torres Strait Islander Trainee of the Year.



Australian Government
Australian Skills Quality Authority

Employer, high school, school leaver, educator

ECTARC has a variety of training options to suit your requirements.

EMPLOYER

Looking to take on a trainee

- TRAINEESHIPS & APPRENTICESHIPS
- FUNDED PROGRAMS

EMPLOYER

Wanting to upskill staff

- FUNDED PROGRAMS
- WEBINARS
- INSERVICE WORKSHOPS
- WORKSHOPS
- ECTARC LEARNING RESOURCES
- SINGLE UNIT STATEMENT OF ATTAINMENT QUALIFICATIONS

HIGH SCHOOL

Year 11 / 12
Student or
Careers Advisor

- SCHOOL BASED TRAINEESHIPS
- EVET HSC COURSES

SCHOOL LEAVER

Looking to start an early childhood career

- FUNDED PROGRAMS
- FLEXIBLE DISTANCE STUDY COURSES
- TRAINEESHIPS & APPRENTICESHIPS

EDUCATOR

Professional Development

- WEBINARS
- INSERVICE WORKSHOPS
- WORKSHOPS
- ECTARC LEARNING RESOURCES
- SINGLE UNIT STATEMENT OF ATTAINMENT QUALIFICATIONS

EDUCATOR

Looking to upgrade your qualification

- FUNDED PROGRAMS
- FLEXIBLE DISTANCE STUDY COURSES

How we support our students

Your Training and Development will support you every step of the way

There is always an
ECTARC Training and
Development Officer
available:

Monday to Friday
9:00am to 5:00pm

Tuesday nights
5:00pm to 7:00pm



The ECTARC Team

The two main things that make ECTARC so special is that we specialise in early childhood training and development - it is our focus - and we pride ourselves on the high level of support we provide to our students. Our qualified ECTARC Training and Development Officers (TDOs) have worked on the floor in early childhood services. Working with the ECTARC Early Childhood Services team, talking to students, as well as visiting students and employers in services, ensures that the ECTARC Training team has current knowledge, skills and an understanding of the issues facing staff in services.

Each student has a personal TDO and are encouraged to call or email the moment they need support. Rest assured there is always a TDO available to assist students at all times during office hours and support nights. If you have a question please call us - you are not alone throughout your studies, we are here to help and we want you to succeed.

ECTARC Students Receive

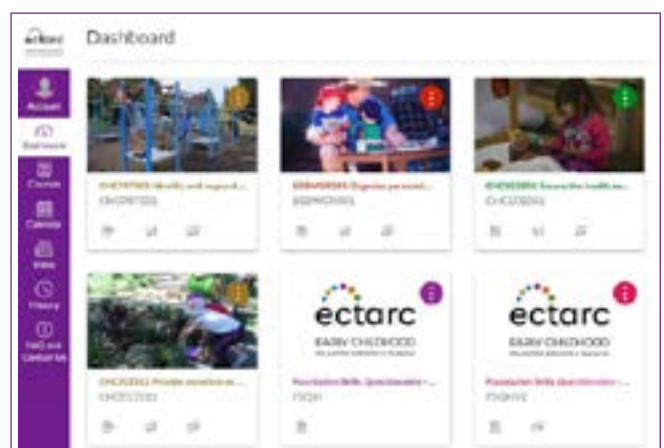
- regular telephone calls from their personal TDO
- email correspondence
- access to the ECTARC Student Portal
- access to the ECTARC Training Portal
- access to TDOs in the evenings on our weekly phone support night
- free access to online study sessions if required.

Online Portals

To further support our students, we offer an online Student Portal and a Training Portal that allow students to:

- submit assessment tasks
- view assessment results - students are notified as soon as an assignment is marked
- access learning resources
- send and receive messages from their TDO
- update personal details.

The Portals are available through secure market leading technology that provides access to records 24 hours a day, 7 days a week. They increase communications with students and ensure valuable information is available when required.



RPL and Credit Transfer

Do you have early childhood sector experience?



Recognition of Prior Learning (RPL) is a process that recognises people can learn informally through work and life experiences as well as through formal education and training.

Evidence can be based on:

- formal training programs (e.g. professional development workshops)
- paid or unpaid work experience
- community or voluntary work
- life experiences
- any combination of the above.

To achieve competency through RPL students provide ECTARC with documented evidence that demonstrates their ability to meet all the elements/performance criteria for a particular unit of competency. This includes demonstration of the underpinning knowledge, values and attitudes as well as the practical skills required to perform to the standard stated for that unit. RPL is designed for candidates with sector experience (suggested minimum 5 years). It may be conducted for individual units or whole qualifications.

The RPL process involves a competency conversation, a practical assessment in the workplace and a portfolio which may include documentation, photos, videos etc, to establish that you have the required skills and knowledge to meet each unit of competency. An ECTARC TDO will notify the student of the unit/s in which they have been deemed competent. Where required, remaining units may be completed through a training and assessment pathway.



Credit transfer

If you have undertaken a unit of competency or qualification with another Registered Training Organisation (RTO) and have documented evidence of your achievement (i.e. a Statement of Attainment/Certificate/Transcript) you can apply for credit transfer for the relevant unit/s of competency. You will need to provide ECTARC with permission to access your Unique Student Identifier (USI) records on the USI Portal or provide a copy of your transcript and ECTARC will contact the issuing RTO to verify its authenticity.

Call today to discuss RPL

Visit www.ectarc.com.au to view additional information and resources. If you feel you are eligible to apply for RPL, please call and speak to an ECTARC TDO to determine which type of assessment would best suit your needs.

How to enrol in a qualification



Commence at any time of the year

How to enrol in a Flexible Study qualification

At ECTARC, students can commence study any time of the year. Start the enrolment process by completing the online Enrolment Application Form at www.ectarc.com.au. You will be required to scan and attach verified copies of your identification (e.g. licence, passport and/or birth certificate), previous qualifications and transcripts as you work through the online form. To verify a document, the original must be seen, and the copy must be signed and dated by an employer, Director/Nominated Supervisor, ECTARC Training & Development Officer or ECTARC staff member.

An ECTARC LLN Quiz and ECTARC Course Ready Quiz will be emailed once your form is submitted and this must be completed within 10 business days to complete the enrolment application process.

Please note: ECTARC is required to verify previous qualifications and you will need to give our organisation authority to do this. Instructions on how to do this will be given on the online enrolment form.

How to enrol an employee in an early childhood Traineeship or Apprenticeship

1. Call ECTARC to discuss training requirements including fees payable.
2. Nominate ECTARC as the training provider for the traineeship/apprenticeship with the [Apprentice Connect Australia Provider](#) (ACAP). The ACAP will contact ECTARC and forward the training contract. ECTARC will call the Employer or Nominated Supervisor to discuss the sign up of the trainee/apprentice.

Are you an employer who is new to the Traineeship or Apprenticeship process?

Please visit pages 21 to 24 of this booklet for a step by step guide to employing, registering and training a trainee or apprentice.

Course Fees - Fee for service

Course fees are detailed in the ECTARC Fee Schedule which can be downloaded from www.ectarc.com.au.

Fees are subject to variation as part of the annual review of course costs. ECTARC reserves the right to vary the contents of all courses in line with the relevant training package and any changes may lead to a variation in the number of units and/or the cost of the course. Current students will be notified before any fee increases are introduced.

Other expenses to be covered by you may include travel expenses (for example, to attend a service for practicum), expenses related to the submission of assessment tasks (posting any evidence that supports your assessment), photocopying evidence prior to submission and completion of a First Aid certificate (only applicable to some courses - see course details). Where specialised support is required for students with additional learning needs, you may be required to contract specialist support services which is at the discretion and cost of the individual student.

Enrolment fees are paid by credit card during the online enrolment application process. Learning resources will be provided once payment is received and enrolment application is processed. Students pay per unit as they progress through the course via the ECTARC website. PLEASE NOTE: The number of units you need to complete may vary if you receive Credit Transfer – please refer to the RPL and credit transfer information on page 6.

CHC30121 Certificate III

in Early Childhood Education and Care

CHC30121 Certificate III Early Childhood Education and Care



The CHC30121 Certificate III in Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

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. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

The Education and Care Services National Regulations state that an educator at a centre-based service who is educating and caring for children preschool age or under, must have, or be actively working towards, at least an approved Certificate III level education and care qualification (Section 126 b) if they are counted in the educator to child ratios for the service. A family day care educator must have, or be actively working towards, at least an approved Certificate III level education and care qualification (Section 127).

Career prospects

This is an entry level qualification for:

- anyone wishing to commence a career in the early childhood sector
- someone who has been working in the industry for a number of years who wishes to formally recognise their knowledge and skills.

When can I enrol?

At any time of the year.

Pathways

- Flexible Study Programs
- Traineeships
- Funded Programs
- Recognition of Prior Learning.

Completion time

The average time is 12-18 months. However, as the course is delivered in a flexible manner, the more time allocated to study will determine when a qualification is achieved.

For example, a student who studies full time may be able to complete the course in approximately 12 months. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

Units studied for this course

17 units in total - 15 compulsory units and 2 elective units must be completed for this qualification.

1. HLTAID012 Provide First Aid in an education and care setting
2. CHCECE056 Work effectively in children's education and care
3. CHCECE055 Meet legal and ethical obligations in children's education and care
4. CHCPRT001 Identify and respond to children and young people at risk
5. HLTWHS001 Participate in workplace health and safety
6. CHCECE031 Support children's health, safety and wellbeing
7. CHCECE033 Develop positive and respectful relationships with children
8. CHCECE034 Use an approved learning framework to guide practice
9. CHCECE035 Support the holistic learning and development of children
10. CHCECE030 Support inclusion and diversity

11. CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
12. CHCECE032 Nurture babies and toddlers
13. CHCECE038 Observe children to inform practice
14. CHCECE036 Provide experiences to support children's play and learning
15. CHCECE037 Support children to connect with the natural environment

Electives

1. HLTFS001 Follow basic food safety practices
2. CHCDIV001 Work with diverse people

Please note:

HLTAID012 Provide First Aid in an education and care setting is completed through an external registered training provider of the students choice, and evidence of completion must be submitted to ECTARC prior to finishing the qualification.

Work placement hours - 160 Hours

20 hours - Birth-12 months - Babies

20 hours - 13-23 months - Babies

40 hours - 2-3 years - Toddler

80 hours - 3-5 years - Preschool age

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace if you have all the required age groups or as a practicum.

Assessment

Each unit consists of the following assessment requirements:

- Written Assessment Task
- Practical assessment in the workplace (simulations and videos may also be required)
- Third Party Report to be completed by a qualified workplace supervisor.

ECTARC can also customise assessment tasks for students to meet individual learning needs. Please call ECTARC to discuss the assessment methods if you require more information.



Study an individual unit for professional development

At any time an individual unit can be studied for professional development. Simply enrol in the unit and you will be provided with the learning materials and the assessment tasks. Please call ECTARC today to discuss your professional development requirements. Our friendly Training and Development Officers will guide you toward the right unit to suit your needs. Any unit from any of our programs can be studied at any time. Please note: all units have practical assessment requirements. ECTARC Training and Development Officers can provide further information.

Do you know ECTARC offers...

- traineeship and apprenticeship training
- flexible study courses
- funded training programs
- webinars
- inservice workshops
- consultancy

CHC50121 Diploma

of Early Childhood Education and Care

CHC50121 Diploma of Early Childhood Education and Care



The CHC50121 Diploma of Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

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. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

The Education and Care Services National Regulations state under Section 126: Centre-based services - The qualification requirements for educators at centre-based services for children preschool age or under are - at least 50 per cent of the educators who are required to meet the relevant educator to child ratios for the service must have, or be actively working towards, at least an approved Diploma level education and care qualification.

Section 128: Family Day Care Co-ordinator qualifications state: A family day care co-ordinator must have an approved Diploma level education and care qualification.

Career prospects

This qualification is for people who wish to take on a leadership role in an early childhood service. This qualification is often required for positions such as Nominated Supervisor, Educational Leader, Early Childhood Educator, Family Day Care Educator/Coordinator.



When can I enrol?

Any time of year.

Please note: To enrol in this course you are required to hold a CHC30113 or CHC30121 Certificate III in Early Childhood Education and Care.

Pathways

- Flexible Study Programs
- Traineeships and Apprenticeships
- Funded Programs
- Recognition of Prior Learning.

Completion time

Average completion time is 18 - 24 months. As this course is delivered in a flexible manner, the more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 2½ years from date of enrolment and regular submission of assessment tasks is required.

Units studied for this course

15 units in total - 12 compulsory units and 3 elective units must be completed for this qualification.

1. CHCECE041 Maintain a safe and healthy environment for children
2. CHCPRP003 Reflect on and improve own professional practice
3. CHCECE050 Work in partnership with children's families



4. CHCECE043 Nurture creativity in children
5. CHCECE049 Embed environmental responsibility in service operations
6. CHCECE042 Foster holistic early childhood learning, development and wellbeing
7. CHCECE048 Plan and implement children's education and care curriculum
8. CHCECE047 Analyse information to inform children's learning
9. CHCECE044 Facilitate compliance in a children's education and care service
10. CHCECE045 Foster positive and respectful interactions and behaviour in children
11. CHCECE046 Implement strategies for the inclusion of all children
12. BSBTWK502 Manage team effectiveness

Elective

1. CHCMGT003 Lead the work team
2. BSBHRM413 Support the learning and development of teams and individuals
3. BSBSTR501 Establish innovative work environments

Work placement hours - 280 Hours

- 40 hours - Birth-23 months - Babies
- 40 hours - 2-3 years - Toddlers
- 80 hours - 3-5 years - Preschool age
- 40 hours - Must include a child with additional needs (any age group)
- 80 hours - Service management

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace if you have all the required age groups or as a practicum.

Assessment

Each unit consists of the following assessment requirements:

- Written Assessment Task
- Practical assessment in the workplace (simulations and videos may also be required)
- Third Party Report to be completed by a qualified workplace supervisor.

ECTARC can also customise assessment tasks for students to meet individual learning needs. Please call ECTARC to discuss the assessment methods if you require more information.

10983NAT Certificate III

in Outside School Hours Care

10983NAT Certificate III in Outside School Hours Care



The 10983NAT Certificate III in Outside School Hours Care is a nationally recognised accredited qualification.

This is an entry level qualification for:

- anyone wishing to commence a career in the outside school hours care sector
- someone who has been working in the industry for a number of years who wishes to formally recognise their knowledge and skills.

This qualification reflects the role of educators in school age education and care/Outside School Hours Care who work according to the requirements of the National Quality Framework. They support children's wellbeing and development in the context of an approved learning framework. They develop and implement play and leisure experiences with or without supervision.

Educators in this context work in outside school hours care and vacation care (also known as School Age Care).

When can I enrol?

At any time of the year.

Pathways

- Flexible Study Programs

Entry requirements

Entrants to the 10983NAT Certificate III in Outside School Hours Care must:

- be 15 years of age or over
- meet the requirements for working with children and in the relevant Australian State/Territory.

Completion time

The average time is 12-18 months. However, as the course is delivered in a flexible manner, the more time allocated to study will determine when a qualification is achieved.

For example, a student who studies full time may be able to complete the course in approximately 12 months. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

Units studied for this course

15 units in total - 12 compulsory units and 3 elective units must be completed for this qualification.

1. CHCSAC006 Support children to participate in school age care
2. CHCPRT025 Identify and report children and young people at risk
3. HLTWHS001 Participate in workplace health and safety
4. HLTFS001 Follow basic food safety practices
5. CHCSAC007 Develop and implement play and leisure experiences in school age care
6. CHCEDS049 Supervise students outside the classroom
7. CHCCCS009 Facilitate responsible behaviour
8. CHCSAC008 Work collaboratively and respectfully with school age children
9. CHCSAC009 Support the holistic development of children in school age care
10. BSBTWK201 Work effectively with others
11. CHCLEG001 Work legally and ethically
12. HLTAID012 Provide First Aid in an education and care setting

Electives

1. CHCPRP003 Reflect on and improve own professional practice
2. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
3. CHCDIV001 Work with diverse people

Work placement hours - 320 Hours

320 hours – 6-12 years

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace if you have all the required age groups or as a practicum

Assessment

Each unit consists of the following assessment requirements:

- Written Assessment Task
- Practical assessment in the workplace (simulations and videos may also be required)
- Third Party Report to be completed by a qualified workplace supervisor.

ECTARC can also customise assessment tasks for students to meet individual learning needs. Please call ECTARC to discuss the assessment methods if you require more information.



Looking for a career in outside school hours care?

Commence one of the following flexible study qualifications at any time of the year:

- **10983NAT Certificate III in Outside School Hours Care**
- **CHC50221 Diploma of School Age Education and Care**



CHC50221 Diploma

of School Age Education and Care

CHC50221 Diploma of School Age Education and Care

The CHC50221 Diploma of School



Age Education and Care course is for educators who have the responsibility for the day-to-day management of a before and after school care and/or vacation care service, including planning,

implementing and managing programs which address licensing, quality rating systems and duty of care requirements. At this level educators have responsibility for supervision of other staff and volunteers.

Career Prospects

Employment prospects for people holding the CHC50221 Diploma of School Age Education and Care qualification include Nominated Supervisor, Group Coordinator, Lead Educator, SAEC Coordinator, SAEC Educator, Program Leader, Team Leader or Vacation Care Coordinator.

When can I enrol?

Any time of year.

Pathways

- Flexible Study Programs
- Traineeships
- Funded Programs
- Recognition of Prior Learning.

Completion Time

Average completion time is 24 months via distance study. This is self paced, more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 3 years from date of enrolment and regular submission of assessment tasks is required.



Units studied for this course

23 units in total - 15 compulsory units and 8 elective units must be completed for this qualification.

1. BSBLDR523 Lead and manage effective workplace relationships
2. CHCCCS007 Develop and implement service programs
3. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
4. CHCDIV003 Manage and promote diversity
5. CHCLEG003 Manage legal and ethical compliance
6. CHCPRP003 Reflect on and improve own professional practice
7. CHCPRT001 Identify and respond to children and young people at risk
8. CHCSAC006 Support children to participate in school age care
9. CHCSAC007 Develop and implement play and leisure experiences in school age care
10. CHCSAC008 Work collaboratively and respectfully with school age children
11. CHCSAC010 Foster holistic learning, development and wellbeing for school age children
12. HLTFS007 Oversee the day-to-day implementation of food safety in the workplace



13. HLTWHS003 Maintain work health and safety
14. SISXDIS001 Facilitate inclusion for people with a disability
15. HLTAID012 Provide First Aid in an education and care setting *

Electives

1. BSBHRM413 Support the learning and development of teams and individuals
2. CHCPOL002 Develop and implement policy
3. HLTFS001 Follow basic food safety practices
4. CHCECE034 Use an approved learning framework to guide practice
5. CHCECE044 Facilitate compliance in an education and care service
6. CHCPOL003 Research and apply evidence to practice
7. SISXCAI007 Assist with activities not requiring equipment
8. BSBSTR501 Establish innovative work environments

Please note: HLTAID012 Provide First Aid in an education and care setting is completed through an external registered training provider of the students choice and evidence of completion must be submitted to ECTARC prior to finishing the qualification.

Work placement hours - 280 Hours

200 hours - 6-12 years - School age

40 hours - Must include a child with additional needs (any age group)

40 hours - Service management

Students must have access to an outside school hours care service to undertake the practicum component of the course. Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent.

Assessment

Each unit consists of the following assessment requirements:

- Written Assessment Task
- Practical assessment in the workplace (simulations and videos may also be required)
- Third Party Report to be completed by a qualified workplace supervisor.

ECTARC can also customise assessment tasks for students to meet individual learning needs. Please call ECTARC to discuss the assessment methods if you require more information.

Business Administration

Tailored for education and care

BSB30120 Certificate III in Business

This entry level course is ideal for those wishing to work in business administration or those looking to extend their skills and knowledge and gain a formal qualification. Career options include a broad range of administrative roles that require a variety of technology and business skills.



Career Prospects

The course is ideal for

- administrative assistants/clericals
- administration trainees
- people looking for career opportunities in administrative roles
- new Service Directors managing an early childhood education and care or outside of school aged care service.

When can I enrol?

Any time of the year.

Pathways

- Flexible Study Programs

Completion Time

The average time is 12-18 months. However, as the course is delivered in a flexible manner, the more time allocated to study will determine when a qualification is achieved.

For example, a student who studies full time may be able to complete the course in approximately 12 months. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.



Units studied for this course

13 units of competency - 6 Core and 7 Elective units. ECTARC has recommended elective units that strongly relate to job roles and responsibilities based on consultation with the Early Childhood sector and participants of previous and current programs. Elective choices may be customised to suit individual students.

1. BSBPEF201 Support personal wellbeing in the workplace
2. BSBWHS311 Assist with maintaining workplace safety
3. BSBXCM301 Engage in workplace communication
4. BSBSUS211 Participate in sustainable work practices
5. BSBTWK301 Use inclusive work practices
6. BSBCRT311 Apply critical thinking skills in a team environment

Electives

The following elective units have been chosen based on consultation to allow for specialisation in Business Administration. Where a student wishes to complete a different elective, this may be discussed with their ECTARC Training and Development Officer.

1. BSBTEC201 Use business software applications
2. BSBPEF301 Organise personal work priorities
3. BSBWRT311 Write simple documents

Business Administration

Tailored for education and care

4. BSBOPS303 Organise schedules
5. BSBFIN301 Process financial transactions
6. BSBOPS301 Maintain business resources
7. BSBFIN302 Maintain financial records

Work placement hours

There are no specified work placement requirements within this qualification. There are however practical components within each unit of competency which, to be successfully completed, require students to be working or to undertake Practicum Hours within an organisation.

Hours may vary depending on the student's current skills, knowledge and experience, however a suggested guide is 10 hours per unit in an organisation to successfully practice skills and complete assessment requirements.

ECTARC Training and Development Officers can provide further information on this.

Assessment

This course is designed for people who are currently employed in a workplace. Students are provided with learning materials and the assessment tasks. Written assessment tasks are to be submitted via the ECTARC Student Management Portal. Third Party Reports must be completed by a Workplace Supervisor. While there are no specific work placement hours for this qualification, students are required to have access to a workplace to complete the practical assessment tasks. Students may also be eligible to address the units through a Recognition of Prior Learning pathway. For relevant units completed in previous qualifications Credit Transfer may also be granted.



Business Administration

Tailored for education and care

BSB40120 Certificate IV in Business



This course provides knowledge and skills required to undertake higher level administrative roles in a broad range of business settings. This qualification explores topics such as:

- building and maintaining business relationships
- applying critical thinking to work practices
- monitoring work health and safety
- using digital technologies to collaborate in the work environment
- applying effective communication strategies.

There is also the option to specialise in either Business Administration or Business Leadership.

Career Prospects

The course is ideal for

- Service Directors
- Senior Administrative Assistants
- Administration trainees with prior employment experience
- Committee Members

When can I enrol?

Any time of the year.

Pathways

- Flexible Study Programs

Completion Time

The average time is 12-18 months. However, as the course is delivered in a flexible manner, the more time allocated to study will determine when a qualification is achieved.



For example, a student who studies full time may be able to complete the course in approximately 12 months. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

Units studied for this course

12 units of competency - 6 Core and 6 Elective units.

1. BSBXCM401 Apply communication strategies in the workplace
2. BSBWHS411 Implement and monitor WHS policies, procedures and programs
3. BSBTWK401 Build and maintain business relationships
4. BSBTEC404 Use digital technologies to collaborate in a work environment
5. BSBCRT411 Apply critical thinking to work practices
6. BSBWRT411 Write complex documents

Electives

The following elective units have been chosen based on consultation to allow for specialisation in Business Administration. Where a student wishes to complete a different elective, this may be discussed with their ECTARC Training and Development Officer.

1. BSBPEF402 Develop personal work priorities
2. BSBPEF502 Develop and use emotional intelligence
3. BSBOPS401 Coordinate business resources

Business Administration

Tailored for education and care

4. BSBOPS405 Organise business meetings
5. BSBTEC401 Design and produce complex text documents
6. BSBTEC402 Design and produce complex spreadsheets

Work placement hours

There are no specified work placement requirements within this qualification. There are however practical components within each unit of competency which, to be successfully completed, require students to be working or to undertake Practicum Hours within an organisation.

Hours may vary depending on the student's current skills, knowledge and experience, however a suggested guide is 10 hours per unit in an organisation to successfully practice skills and complete assessment requirements.

ECTARC Training and Development Officers can provide further information on this.

Assessment

This course is designed for people who are currently employed in a workplace. Students are provided with learning materials and the assessment tasks. Written assessment tasks are to be submitted via the ECTARC Student Management Portal. Third Party Reports must be completed by a Workplace Supervisor. While there are no specific work placement hours for this qualification, students are required to have access to a workplace to complete the practical assessment tasks. Students may also be eligible to address the units through a Recognition of Prior Learning pathway. For relevant units completed in previous qualifications Credit Transfer may also be granted.



Leadership & Management

Commence at any time of the year

BSB40520 Certificate IV in Leadership and Management



Would you like to be a more effective leader? Improve your business management skills? Do you aspire to take on a leadership role? Today's managers need to have skills

and knowledge in people management, finance, WHS, leadership, marketing, business planning and industrial relations. This qualification gives owners and Nominated Supervisors new and improved leadership and management skills in these areas.

People who assess or coordinate the work of other employees are ideal candidates for this leadership and management qualification.

Enrolment

Any time of the year.

Assessment

This course is designed for people who are currently employed in a workplace. Students are provided with learning materials and the assessment tasks. Written assessment tasks are to be submitted via the ECTARC Student Management Portal. Third Party Reports must be completed by a Workplace Supervisor. While there are no specific work placement hours for this qualification, students are required to have access to a workplace to complete the practical assessment tasks. Students may also be eligible to address the units through a Recognition of Prior Learning pathway. For relevant units completed in previous qualifications Credit Transfer may also be granted.

Pathways

- Flexible Study Programs

Completion Time

There are 12 units in the BSB40520 Certificate IV in Leadership and Management. Average completion time is 12 months via distance study.



This is self paced and more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

Units studied for this course

12 units of competency - 5 Core and 7 Elective units. ECTARC has recommended elective units that strongly relate to job roles and responsibilities based on consultation with the Early Childhood sector and participants of previous and current programs. Elective choices may be customised to suit individual students.

1. BSBLDR411 Demonstrate leadership in the workplace
2. BSBLDR413 Lead effective workplace relationships
3. BSBOPS402 Coordinate business operational plans
4. BSBXCM401 Apply communication strategies in the workplace
5. BSBXTW401 Lead and facilitate a team

Electives

1. BSBLDR412 Communicate effectively as a workplace leader
2. BSBLDR414 Lead team effectiveness
3. BSBPEF402 Develop personal work priorities
4. BSBWHS411 Implement and monitor WHS policies, procedures and programs
5. BSBCRT412 Articulate, present and debate ideas
6. BSBPMG430 Undertake project work
7. BSBHRM413 Support the learning and

Traineeships & Apprenticeships

NSW, QLD & ACT

**Start your career
as a trainee or
apprentice!**

**Commence at
any time of
the year**



Traineeships NSW, QLD, ACT

Traineeships are available at services across:

- New South Wales - This training is subsidised by the NSW Government
- Queensland - Funded by the Queensland Government
- Australian Capital Territory - Traineeships are an ACT Government training initiative, funded by the ACT and Australian Government.

The following traineeship courses are available:

- CHC30121 Certificate III in Early Childhood Education and Care traineeship (NSW, QLD, ACT)
- CHC50121 Diploma of Early Childhood Education and Care traineeship (NSW, ACT)
- CHC50221 Diploma of School Age Education and Care traineeship (NSW, ACT).

School Based Traineeships

School Based traineeships are also available in the following:

- CHC30121 Certificate III in Early Childhood Education and Care traineeship (NSW, QLD, ACT).

**A great opportunity
for employers
to mentor new
educators.**

Apprenticeships QLD

The following apprenticeship program is funded by the Queensland Government and delivered through face to face training at the service and/or live webinar training sessions in all locations throughout Queensland:

- CHC50121 Diploma of Early Childhood Education and Care apprenticeship.

Traineeships & Apprenticeships

5 great reasons for services to employ a trainee or apprentice

1. Traineeships and apprenticeships are a great way to give someone the chance to commence an early childhood career. It is a wonderful opportunity for experienced early childhood educators to model best practice and mentor new people.
2. The Federal Government pays financial incentives to early childhood services that employ a trainee or apprentice. Trainees and apprentices are often an affordable staffing option for many services.
3. Trainees and apprentices may be included in staff ratios.
4. When the trainee or apprentice finally gains their qualification, your service will have a skilled worker that knows the children, parents and how your service operates.
5. An employer has the opportunity to have input into what training organisation trains their staff member. Services that pride themselves on producing high quality educators can direct their trainees/apprentices to well respected RTOs that produce high quality graduates.



Traineeships & Apprenticeships

NSW, QLD & ACT

The Traineeship/Apprenticeship Process

1. A service is required to employ a staff member or choose an existing worker for a traineeship or apprenticeship. The owner/Nominated Supervisor should call their local [Apprentice Connect Australia Provider](#) (Provider) to discuss the eligibility requirements of traineeships and apprenticeships.
2. Once a person is successfully recruited by an education and care service, a representative from a Provider will attend the service to confirm details about incentives and organise the signing of a training contract between the new employee and employer.
3. At the contract signing with the Provider, the employer will nominate ECTARC to be the Registered Training Organisation (RTO) to provide the training.
4. The new trainee/apprentice will be allocated an ECTARC Training and Development Officer (TDO) to support them throughout their studies. The ECTARC TDO will conduct the traineeship/apprenticeship orientation and develop the training plan by either visiting the service, via live webinar or over the phone. The new trainee/apprentice will be provided with learning resources and assessment tasks from ECTARC and training can commence immediately.
5. The trainee/apprentice must complete assessments and submit these for marking in line with their training plan. A qualified educator from the service is given the role of being the Mentor/Workplace Supervisor to assist and guide the trainee/apprentice during the traineeship/apprenticeship. An ECTARC TDO will visit the workplace to assess trainees/apprentices on the job. A qualification will be issued once all requirements are completed and training fees are paid.



Traineeships & Apprenticeships

Study Time

Employers must allocate trainees and apprentices time off the floor each week to read learning resources and complete assessment tasks as part of their training contract. A qualified educator from the service will act as the trainee/apprentice mentor/workplace supervisor. The mentor/workplace supervisor provides support and advice to the trainee/apprentice throughout the traineeship/apprenticeship.

NSW & ACT

In NSW and the ACT, traineeships are delivered via distance study, and students will receive contact visits at the service from an ECTARC TDO throughout the traineeship (ECTARC will negotiate appropriate support structures for geographically remote services).

QLD

In QLD, trainee/apprentices receive one-on-one training at the service from an ECTARC TDO or via live webinar tutorials.

All trainee/apprentices are required by the Department of Employment, Small Business and Training (DESBT) to co-contribute towards the cost of their training. The co-contribution fee is calculated at a set rate per nominal hour as outlined by DESBT. Fees will be invoiced and a number of payment options are available.

Fees

Please see the ECTARC Fee Schedule at www.ectarc.com.au for the associated fees for all Traineeships and Apprenticeships.

Support

Trainees/Apprentices will receive additional support from ECTARC through:

- regular telephone calls from their allocated ECTARC Training and Development Officer
- email correspondence
- optional online study sessions
- weekly phone support evenings
- ECTARC Student Portal
- ECTARC Training Portal
- Social media updates.



Employers

Financial Incentives

Financial incentives are available for eligible employers of trainees and apprentices.

For information on incentives visit <http://www.australianapprenticeships.gov.au/>.

Support

At any time an employer can check the progress of a trainee/apprentice. Employers are encouraged to call or email ECTARC at any time if they have a question or concern about the training process. Employers can have access to their trainee/apprentice's records 24 hours a day/7 days a week via the ECTARC Student Portal.

Employers are informed of their trainee's/apprentice's progress throughout the contract with regular telephone and written communications. Monthly progression emails are sent to the Nominated Supervisor/employer to clearly communicate how the trainee/apprentice is progressing with their studies and meeting their contractual requirements.

ECTARC values the relationship we have with employers and Nominated Supervisors and our team works hard to support, advise and provide prompt action to ensure a high quality training experience.

Child Protection

Commence at any time of the year



CHCPRT025 Identify and respond to children and young people at risk

This unit covers the skills and knowledge required to identify children and young people at risk, and report in line with legislative requirements. In completing this unit you will understand:



- the types of abuse
- identifying indicators of risk of harm
- documenting indicators of abuse
- the impact of abuse and neglect on children and young people
- confidentiality and professional boundaries
- identifying, responding to, and reporting concerns in the protection of children (scenario-based).

Education and Care National Regulations

2011: Chapter 4, Part 4.2, Division 1, Regulation 84 states: The approved provider of an education and care service must ensure that the nominated supervisor, staff members, volunteers and students who work with children are advised of the (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law. Penalty: \$1100. Note: A compliance direction may be issued for failure to comply.

National Quality Standard: Quality Area 2.

Element 2.2.3. Child Protection: Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Please note that this unit, CHCPRT025 Identify and report children and young people at risk, supersedes CHCPRT001 Identify and respond to children and young people at risk. However, CHCPRT001 Identify and respond to children and young people at risk is still accepted by ACECQA.

Completion time

This unit is self-paced, and the time required for completion varies based on your knowledge, experience, and learning style. Some learners may complete the assignment in just a few hours and others may take up to 50 hours. The unit must be completed within 6 months of the enrolment date.

Assessment

The assessment process for this unit includes:

- **Learning:** Interactive Learning Materials are made available via our online Student Portal.
- **Written Assignment:** Complete the online written assignment at your own pace.
- **Simulation:** Video or audio file submission role-playing a call to the Child Protection Authority.
- **Submission Date:** The unit must be completed within 6 months of the enrolment date.

Safe Food Handling

Commence at any time of the year



HLTFSE001 Follow basic food safety practices

Education and Care Services National Regulations state:

4.2: CHILDREN'S HEALTH AND SAFETY Division 1 - Health, safety and wellbeing of children.
77 Health, hygiene and safe food practices.

- (1) The approved provider of an education and care service must ensure that the nominated supervisor and staff members of, and volunteers at, the service implement -
 - (a) adequate health and hygiene practices; and
 - (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.
- (2) The nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement -
 - (a) adequate health and hygiene practices; and
 - (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.
- (3) A family day care educator must implement -
 - (a) adequate health and hygiene practices; and
 - (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.



This unit teaches hygienic food handling practices and how to maintain safe food practices when preparing and offering food at your service. Whilst completing the course, you will develop skills and practical knowledge relevant to your service routine as the course has been customised to meet early childhood sector needs.

Topics covered include:

1. Food hygiene and the law
2. Food unfit for consumption - spoiled food; food capable of causing illness
3. Food poisoning
4. Personal hygiene
5. Safe work practices with food
6. Cleaning, sanitation and waste disposal
7. Pest control.

The unit is offered by distance study, can be commenced at any time of the year and is nationally accredited.

Assessment

The assessment process for this unit includes:

- Written Assignment
- Third Party Report signed by a workplace supervisor
- Videos: Two (2) videos are required to be submitted demonstrating following correct hand washing procedures and cleaning and tidying work areas at least twice (2 times).

Completion time

Approximately 15 hours to complete. Unit must be completed within 6 months from date of enrolment.

Professional Development

Enrol in a workshop online today

Face to face workshops

ECTARC delivers an exciting and diverse variety of professional development face to face workshops in metropolitan, regional and remote areas. Workshops are delivered by ECTARC Training and Development Officers or external guest presenters. Training and Development Officers are qualified and have many years experience working in education and care settings, ensuring current information and practical advice.

The ECTARC workshop calendar can be viewed on the ECTARC website.



Webinars

Webinars have become incredibly popular as educators can access professional development from their service or home regardless of their location throughout Australia.

To participate in an online webinar participants will require a headset with a microphone and a device with internet access. It is a simple process to log on to a webinar session, only basic computer skills are required to participate. Visit the ECTARC website to view the webinar calendar or to enrol today.



**Enrol online
today!**

@ www.ectarc.com.au

Enrol in a workshop or webinar via the ECTARC website at www.ectarc.com.au

For information please call
ECTARC on 02 4223 1111
or email pd@ectarc.com.au



Professional Development

Customised to meet the needs of your service

In-service workshops at your service

For convenience, ECTARC can come to services to present professional development training. Teams can decide on the subject matter and select from a range of durations.

ECTARC offers a wide range of accredited and non-accredited professional development training to meet the needs of teams. ECTARC in-services reflect current information under the National Quality Framework.

ECTARC is renowned for delivering high quality, relevant professional development to services throughout Australia. Our Training and Development Officers are qualified and have extensive experience in the education and care sector. ECTARC Training and Development Officers understand the demands placed upon educators on the floor and ensure that the information provided in workshops is practical, realistic and improves knowledge and skills.



Benefits of holding an ECTARC in-service:

- workshops can be tailored to the needs of the service
- a number of staff can be trained all at once – time and cost efficient
- the workshop can be held at a time, date and venue of choice
- staff have the opportunity to interact on a one-on-one basis with the presenter to discuss specific issues relating to your service. This maximises the quality of training received
- the ease and comfort of not having to travel to workshops.

ECTARC endeavours to keep costs to a minimum so workshops are affordable. Small services may like to approach another service in their area to undertake combined training activities. Please note: travel and accommodation costs do apply and will be negotiated at the time of booking.

For details on professional development, download the In-service Professional Development Guide from www.ectarc.com.au.

Consultancy Services

Service support and consultation

Talk to ECTARC about how our extensive knowledge and experience can support individual teams.

ECTARC have demonstrated success providing consultancy and support that includes:

- self assessment against the National Quality Standard
- review and advice on the development of Quality Improvement Plans and strategies for reaching key improvement outcomes
- leadership practices
- education leader support, direction and planning
- program development
- optimising engagement with families and community
- human resources management
- professional development
- marketing.

An obligation free quote can be provided on the range of ECTARC's Consultancy Services.

Call ECTARC on 02 4223 1111 or email info@ectarc.com.au



ECTARC Learning Resources

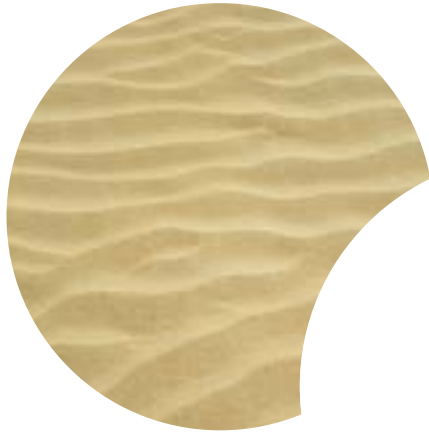
ECTARC is proud to offer students learning resources that have been written by our qualified and experienced ECTARC Training and Development Officers and sector specialists. The resources capture best practice and the essential skills and knowledge required by the relevant training packages. Students will be inspired by the colourful layout and visuals which bring content to life to deliver an engaging learning experience.

Sample pages from ECTARC Learning Resources:



General Information

Enrolment, Training, Work Placement



Financial Assistance

Centrelink has a range of financial assistance such as Austudy, Abstudy and Youth Allowance for eligible students. It is important to recognise, however, that if you are in receipt of an allowance or supplement from Centrelink, you must fulfill your responsibilities e.g. continuous enrolment, regular submission of assessments etc. as student progression is monitored to determine continued eligibility. To see if you are eligible for financial assistance please call Centrelink.

University advanced standing

ECTARC qualifications are nationally recognised. Universities are now offering advanced standing for Vocational Education and Training qualifications. Each university has its own criteria for assessing advanced standing. ECTARC recommends you contact the university of your choice to discuss entry and advanced standing requirements.

Social Media

Follow the ECTARC facebook/Instagram pages to receive training updates, funded training announcements, education and care sector news and reminder messages.

Policies

For further information on the following policies please visit www.ectarc.com.au

- Code of Practice
- Client's Rights and Obligations
- Privacy Policy
- Access and Equity
- Work Placement
- Appeals and Complaints Handling
- Academic Misconduct & Disciplinary Policy
- Issuing Certification Documentation Policy
- Customer Protection Policy - Consumer feedback and complaints handling under Smart and Skilled
- Smart and Skilled Fee Administration Policy
- Fee and Refund Policy
- Grievance Procedure
- Appeals Procedure.

Fees

Visit www.ectarc.com.au to download the ECTARC Fee Schedule.

Pre-enrolment information

For detailed pre-enrolment information on all aspects of training and support offered by ECTARC please visit www.ectarc.com.au.



EARLY CHILDHOOD
EDUCATION SERVICES & TRAINING

NSW Head Office

210 Shellharbour Road,
Port Kembla NSW 2505
t. 02 4223 1100
e. info@ectarc.com.au

QLD Office

10/3460 Pacific Highway,
Springwood QLD 4127
t. 07 3290 2966
e. QLDinfo@ectarc.com.au

RTO ID#90331
Illawarra Area Child Care Ltd trading as ECTARC

www.ectarc.com.au

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