



OUR DISTANCE LEARNING delivery method offers students who wish to enter the child care industry or those already in the child care industry the flexible option to gain nationally recognized accreditation in the following courses:

Distance Learning Course	Total Units	Course Information	Enrolment Forms	Current Fees
CHC30708 Certificate III Children's Services	15	Info	Enrol	Fees
CHC50908 Diploma Children's Services	18	Info	Enrol	Fees

The Distance Learning Difference

Our Distance Learning courses are very different from the traditional face-to-face classroom environment. This flexible style of education allows you to complete your exercises when and where you like to accommodate your busy lifestyle.

Distance learning and vocational placement?

The entire distance learning courses for Children's Services are divided into two areas, theory and practicum (training in the field). Distance learning students receive two types of course resource;

1. Course resources to complete the theory based study
2. Vocational Field Placement Record Book

Theory Based Component

The theory based course resources cover all units required by the community services training package listed on the *National Training Information Service* ([NTIS](#)). The resources cover easy to read course information supported by interesting activities and assessments to complete and submit to your assessors at the College.

Once all of the set units have been competently completed you only have to finish your vocational field placement. This can be performed during or after the theory part of the course. The College cannot sign off on a student's qualification until both theory and vocational assessments have been completed. (Competency Based Training – [CBT](#))

Vocational Field Placement Book

The second resource is the Vocational Field Placement Record Book. New students receive the College's Vocational Field Placement Record Book to ensure students meet all the set performance criteria set by the training package.

About Vocational Placement

Vocational placement is where a student is placed in a workplace to receive practical training and experience as part of the training program. The assessment of competence in the workplace is a requirement of a vocational placement. Our students are required to establish a relationship with a current trainer/assessor or supervisor in the vocational field of Child Care to assess your understanding of the course. The College Vocational Field Placement Record Book ensures your learning is on track and enables you and your trainer/ assessor to maintain accurate, consistent course performance objectives.

The Australian College of Early Childhood Education places a strong emphasis on taking students from a theory based classroom environment to real child care centres. As all child care employers seek graduates with industry training experience, this part of the course is crucial.

Vocational Placement Options

There are 2 methods for students to gain their vocational placement hours. **Option 1** is to nominate a child care centre of your choice. You may be outside the Gold Coast area and may wish to select a centre closer to your place of residence. You may already know someone working at a centre or may have already performed some volunteer work at a centre and now want to complete a qualification. This is known as third party assessment where the child care centre director or a suitably qualified and experienced child care staff member can act as a mentor to the student and sign off on the student having competently completed the set performance criteria.

How do I organise my field placement?

Students are to phone and introduce themselves to the Child Care Centre Director and make an appointment to see him/her before commencement of vocational training. Learn how best you can fit in with Centre staff and routines. The Centre Director then has to sign the provided Vocational Placement Agreement form as the Industry Placement Person for the student. Students are expected to perform vocational training normal shift hours (8 hours plus half hour lunch break) early or late and at the Director's discretion.

Option 2 - Gold Coast based students have the option of performing their vocational training at Smarter Kids Kindergartens and Preschools. The main emphasis for students is convenience and quality of vocational placement. These centres are listed in the Vocational Field Placement Record Book or you can visit their web site at: www.smarterkids.com.au

What happens when I have nominated my Child Care Centre?

Once you have nominated a centre and confirmed your placement with a Child Care Centre's Director or with us at Smarter Kids, a suitable training schedule and industry mentor/ assessor must be assigned.

The training schedule is provided by us in the Vocational Field Placement Record Book and allows your nominated centres' mentor to review and sign off on your specific performance criteria (assessment tasks) when completed. This vocational assessment book is provided with your course and is a requirement on the Community Services Training Package in accordance with your level of qualification.

When do I receive my qualification?

Once you have competently completed all the written theory for all units of the course and have returned your completed Vocational Field Placement Record Book your assessments reviewed our assessors. Once completed the Chief Executive Officer signs off on the qualification and the student is then awarded the national qualification they have completed.

What if I only complete half of the course?

If you decide to withdraw half way through the course you must submit your vocational placement training book for review at the College. This will allow College assessors to combine the theory and filed placement units competently completed. Students having competently completing some units of the qualifications will be issued with an academic transcript listing the units the student received a competent grading. The remaining units in the academic transcript will be listed as not yet competent.

Once both are received and assessed, you will receive a mark of competent for those elected units.

Do I keep my Vocational Placement Record Book?

Vocational Field Placement Record Book is a critical piece of assessment evidence that you should always keep in a safe place and even make copies for safe keeping. The College must keep an original copy of your Vocational Field Placement Record Book on your student file for State and Federal auditing purposes. If you wish to keep a copy it is strongly recommended that you take a copy of the student handbook and then have the copy signed by a Justice of the Peace or Commissioner of Declarations as having sighted the original.

DON'T MISPLACE YOUR VOCATIONAL FILED PLACEMENT RECORD BOOK. ALWAYS TAKE COPIES.

How do I complete my First Aid via distance learning?

HLTFA301B – Apply First Aid

HLTCPR201A – Perform Cardio-Pulmonary Resuscitation (CPR)

These two units are compulsory for the Certificate III in Children's Services and the Certificate IV in Outside School Hours Care. All employees of a Child Care centre must always have these qualifications renewed and current. Every year for CPR and every two years for Apply First Aid.

Students who cannot attend our College classes are required to locate a qualified first aid provider to complete this core unit and provide a copy of their completed qualification to the College. This will then be credited towards the student's course. This form of third party assessments enables students to perform the required competencies as efficiently as possible while meeting the requirements for the national training package for children's services.

ACADEMIC PROGRESS - DISTANCE LEARNING

Academic progress for distance learners must be maintained. Students studying their course in full or by the individual unit are both granted a 2 year enrolment period to complete the entire course but have different academic monitoring requirements.

STUDYING BY THE UNIT: Student's have 2 months to complete and submit all their theory based assessment items for their enrolled unit. Failure to submit within this 2 month period may result in the student's enrolment being cancelled. This does not include the Vocational Placement assessment requirements for the unit which can be performed anytime within the entire 2 year enrolment period. Students cannot be graded as competent for the unit until they have competently completed both their theory and Vocational Placement assessment items for the unit.

Students struggling to meet the 2 month deadline may apply for a 2 week extension in writing which will be reviewed by their trainer/ assessor. A determination will then be made and the student notified. All correspondence will be placed on the student's files.

STUDYING COURSE IN FULL: Students who have paid and enrolled in the full course have a full 2 year period to complete their studies with the 2 month academic progress monitoring not applicable.

By Failing to Plan Your Study Habits You're Planning to Fail Full Stop! Set Clear Distance Learning Goals

- At work, get the support of your colleagues. Let them know about your learning goals and how much you want to succeed.
- At home, clearly explain your study needs and seek household support.
- Look at your diary and schedule and determine a study timetable to work through the material
- Browse through the material to get an overview of the work involved. Divide the work into segments, taking into account time needed to plan and complete tasks.
- Allocate priorities so as to complete all tasks and allow time for study.
- Find your own best timing and study patterns and use them eg morning, night, weekend, regular study times, short spurts.
- Think about your work e.g. when reading material think about how it applies at work - relate what happens at work to the learning material.

Distance Learning Course framework

Each unit consists of assessment activities, exercises, questions and work projects for the student to complete and to provide evidence of competency in the specific unit. This self-directed learning, i.e. readings, activities, work related projects and evidence for assessment by the trainer. The learning resources are well structured and current with national child care industry standards.

No Need to be so Distant with Distant Learning!

Learning at a distance can appear as a lonely affair but this doesn't have to be the case. When delivered in the classroom, distance learners (for an additional fee) are more than welcome to join the current class that is completing the unit. Many distance learning students also arrange meetings with their assessors to receive advice and support face-to-face on certain course topics that maybe of concern. **Assessors are there to Assist!** Distance learning students also seek assistance from fellow peers and work colleagues who have completed the qualification or work in the industry.

Who Can Enrol?

- Anyone 15 years and over
- No prerequisite qualifications for the Certificate III in Children's Services and the Certificate IV in Out of Hours School Care
- Prerequisite for Diploma in Children's Services is the Certificate
- Prerequisite for the Advanced Diploma in Children's services is the Diploma