



Learn Smarter • Learn Better

# University Preparation College

Sydney • Australia ACN 116 021 535 RTO 91364 CRICOS 02751M



## EARLY CHILDHOOD EDUCATION & CARE PROGRAM

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- BSB60420 Advanced Diploma of Leadership and Management
- (And/or BSB80120 Graduate Diploma of Management (Learning))

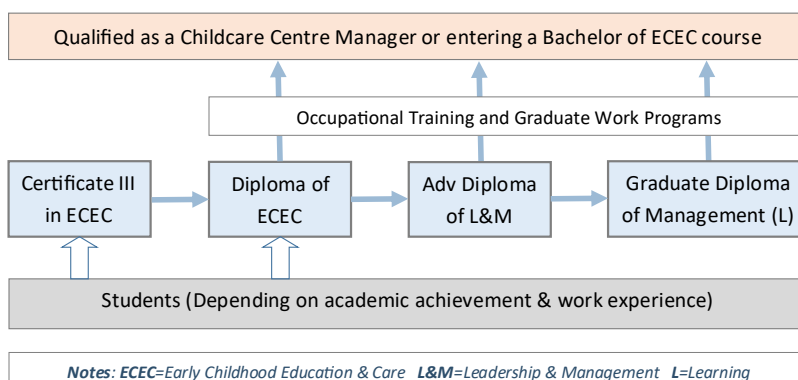
Plus, Occupational Training Program (Non-AQF course)



Australian Qualifications Framework

### Main Points of the ECEC Program

- ✓ **The unique childcare training program in Australia** – With over 15-year experience in delivering the childcare courses and in corporation with the Finnish Early Childhood Education (Australia), UPC provides you two unique training programs: Either you want to become a childcare centre manager (Management career) or a childcare teacher (Teaching career).
- ✓ **The most up-to-date Australian leadership and management program** – UPC College is amongst the first colleges in Australia to provide the new Leadership and Management qualifications which have just been released on 18<sup>th</sup> October, 2020.
- ✓ **Achieving your aim in a manageable time frame** – The whole program is cleverly designed that you can smoothly complete it within a reasonable time frame, depending on whether you want to become a childcare centre manager or a childcare teacher.
- ✓ **Most affordable tuition fees** – UPC College celebrated its 16<sup>th</sup> Anniversary last December and it is proud to be a top quality and the most affordable college in Australia.
- ✓ **Graduate Diploma** - It is worth to highlight that the graduate diploma is Level 8 in the Australian Qualifications Framework (AQF). It stands above the university degree (Level 7).
- ✓ **Workplace training programs** – The ECEC program provides you opportunities to work in the Australian childcare industry up to 3.5 years under two special visas: The Training visa (407) and the Graduate Work visa (485).
- ✓ **Higher education pathways** – After you have completed the Diploma, you can choose to enter a university degree with an exemption from 1 to 1.5 years, depending on your results.
- ✓ **Start date** – You will start the program (Certificate III) online or/and distance during the Australian international travel ban.
- ✓ **Multi exit points** – The training program is flexible. You can exit the program at different points without losing recognition of your knowledge and skills you have gained.



## Summary Information

Qualification Code and Description	CHC30113 Certificate III in Early Childhood Education & Care	CHC50113 Diploma of Early Childhood Education & Care	BSB60420 Advanced Diploma of Leadership & Management	And/or BSB80120 Graduate Diploma of Management (Learning)	Occupational Training Program
CRICOS Code	087792K	087793J	087794G	104700G	-
AQF level	4	5	6	8	-
Course structure (Units)	1 core and 9 elective units	4 core and 8 elective units	4 core and 8 elective units	3 core and 5 elective units	Specially designed
Available during the COVID-19 pandemic	Onshore & offshore	Onshore & offshore*	Onshore	Onshore & offshore**	Onshore
Single course (Duration & fees)	12 months (\$AU8,000)	27 months (\$AU16,000)	12 months (\$AU8,000)	12 months (\$AU12,000)	18 months (\$AU6,000)
Packaged course (Duration & fees)	12 months (\$AU7,500)	18 months (\$AU12,500)	12 months (\$AU6,000)	9 months (\$AU9,000)	18 months (\$AU4,000)
Learning resources	\$AU150	\$AU200	\$AU200	\$AU350	-
Work placement	120 hours	240 hours	-	-	Full-time
Delivery mode	See details – Note 2: Page 9				
Term (Study period)	There are 9 study weeks per term and 4 terms per year				
Total volume of learning	See details in individual course flyer				
Assessment method	You are required to complete a range of tasks as part of the assessments for each unit which include knowledge test (Assignment), skills test (Role-play, scenario), project and work placement (ECEC courses only).				
Course completion	Upon successful completion of all units of competency of each qualification, you will receive the Australian nationally recognised qualification which includes two documents, the Testamur and the Record of Results. A student who does not complete all required units of a qualification will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.				
Work permit during study periods	You are permitted to have paid employment during your study: 40 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.				
Next intake date	1 <sup>st</sup> February, 2021 (On campus for onshore and distance/online for offshore students)				
Notes	* Offshore Hong Kong students only ** Subject to the number of enrolled students				

## What makes UPC Childcare Training Program unique?

UPC provides you two training programs which are dependent on your aim, ability and financial situation. After completing your childcare diploma,

- **Childcare Centre Manager** – You will concentrate on the leadership and management side of the childcare centre by taking one or two leadership and management courses and spend up to 3.5 years working in the childcare industry with full salaries.
- **Early Childhood Teacher** – You will concentrate on the teaching (academic) side of the centre through a pathway to university. You are also allowed to take up to 4 years working in the childcare industry with full salaries.

## Course Details



### CHC30113 Certificate III in Early Childhood Education and Care

CRICOS 083064G ([Full details – CHC30113 Flyer](#))

#### Course description

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

*Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: [www.acecqa.gov.au](http://www.acecqa.gov.au).*

#### Entry requirements

- **English proficiency** (*See Note 1 on Page 9*): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Successfully completed Year 12 of the 12-year school system. Year 11 students with high results will be considered.

#### Course outcomes

Occupational titles suited to this qualification include:

- Kindergarten Assistant
- Nanny
- Playgroup Supervisor
- Child Care Worker
- Family Day Care

#### Pathways

The CHC30113 is a level 3 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can gain credit (11 units of competency) when you enrol to study the CHC50113 Diploma of Early Childhood Education and Care to continue your education.

#### Course contents

To achieve the CHC30113 qualification you have successfully completed

- 15 core units;
- 3 elective units; and
- A mandatory minimum 120 hours of work placement.

15 core units of competency		
1	CHCLEG001	Work legally and ethically
2	CHCECE001	Develop cultural competence
3	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
4	HLTWHS001	Participate in workplace health and safety

5	CHCECE002	Ensure the health and safety of children
6	CHCPRT001	Identify and respond to children and young people at risk
7	HLTAID004	Provide an emergency first aid response in an education and care setting
8	CHCECE005	Provide care for babies and toddlers
9	CHCECE003	Provide care for children
10	CHCECE004	Promote and provide healthy food and drinks
11	CHCECE013	Use information about children to inform practice
12	CHCECE009	Use an approved learning framework to guide practice
13	CHCECE010	Support the holistic development of children in early childhood
14	CHCECE007	Develop positive and respectful relationships with children
15	CHCECE011	Provide experiences to support children's play and learning
<b>3 elective units of competency</b>		
16	CHCPRT003	Work collaboratively to maintain an environment safe for children and young people
17	BSBWOR301	Organise personal work priorities and development
18	CHCECE006	Support behaviour of children and young people

\* These elective units of competency may be changed during the training program without prior notice.



## CHC50113 Diploma of Early Childhood Education and Care

CRICOS 083065G (Full details – CHC50113 Flyer)

### Course description

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

During the course, you will learn about providing care for children. The course covers a range of units including: developing cultural competencies; ensuring the health and safety of children; using appropriate learning framework to guide practice; analysing information to inform learning in early childhood and care settings.

*Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: [www.acecqa.gov.au](http://www.acecqa.gov.au).*

### Entry requirements

- **English proficiency** (See Note 1 on Page 9): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Successfully completed Year 12 of the 12-year school system. Year 11 students with high results will be considered.

## Course outcomes

Occupational titles suited to this qualification include:

- Centre Director / Supervisor
- Children's Services Coordinator
- Childcare Worker
- Children's Services Team Leader
- Children's Services Advisor
- Program Leader

## Pathways

The CHC50113 is a level 5 qualification in the Australian Qualifications Framework (AQF). Therefore, it is mandatorily recognised by all AQF colleges. On successful completion of this qualification, you can gain credits (12 to 18 months) when you enrol to study the Bachelor of Early Childhood Education at an Australian university or institution. See UPC website for more details.

## Course contents

To achieve the CHC50113 qualification, you have successfully completed

- 23 core units (11 units at Cert III level);
- 5 elective units, and
- A mandatory minimum 240 hours of work placement.

<b>11 core units of competency at Certificate III level</b>		
(You will not study these units if you have already completed the CHC30113)		
1	CHCLEG001	Work legally and ethically
2	CHCECE001	Develop cultural competence
3	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
4	CHCECE002	Ensure the health and safety of children
5	CHCPRT001	Identify and respond to children and young people at risk
6	HLTAID004	Provide an emergency first aid response in an education and care setting
7	CHCECE005	Provide care for babies and toddlers
8	CHCECE003	Provide care for children
9	CHCECE004	Promote and provide healthy food and drinks
10	CHCECE009	Use an approved learning framework to guide practice
11	CHCECE007	Develop positive and respectful relationships with children
<b>12 core units of competency at Diploma level</b>		
12	CHCECE016	Establish and maintain a safe and healthy environment for children
13	CHCECE017	Foster the holistic development and wellbeing of the child in early childhood
14	CHCECE018	Nurture creativity in children
15	CHCECE019	Facilitate compliance in an education and care service
16	CHCECE020	Establish and implement plans for developing cooperative behaviour
17	CHCECE021	Implement strategies for the inclusion of all children
18	CHCECE022	Promote children's agency
19	CHCECE023	Analyse information to inform learning
20	CHCECE024	Design and implement the curriculum to foster children's learning and development
21	CHCECE025	Embed sustainable practices in service operations
22	CHCECE026	Work in partnership with families to provide appropriate education and care for children

23	HLTWHS003	Maintain work health and safety
<b>5 elective units of competency</b>		
24	CHCMGT003	Lead the work team
25	BSBMGT605	Provide leadership across the organisation
26	CHCPRP003	Reflect on and improve own professional practice
27	CHCPOL002	Develop and implement policy
28	CHCPOL003	Research and apply evidence to practice

\* These elective units of competency may be changed during the training program without prior notice.



## BSB60420 Advanced Diploma of Leadership & Management

CRICOS 104699F (Full details - BSB60420 Flyer)

### Course description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### Entry requirements

- **English proficiency** (See Note 1 on Page 9): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Entry into this qualification is limited to those who:
  - have completed a Diploma or Advanced Diploma from the BSB Training Package (or any other AQF Training Package), or
  - have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

### Course outcomes

Occupational titles suited to this qualification include:

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive

### Pathways

The BSB60420 is a level 6 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses (Bachelor degrees) at universities or higher education institutes. See UPC website for details (Depending on entry requirements of those institutions).

## Course contents

The BSB60420 qualification has five core and five elective units of competency.

Five core units	
1	BSBCRT611 Apply critical thinking for complex problem solving
2	BSBLDR601 Lead and manage organisational change
3	BSBLDR602 Provide leadership across the organisation
4	BSBOPS601 Develop and implement business plans
5	BSBSTR601 Manage innovation and continuous improvement
Five elective units*	
6	BSBPEF501 Manage personal and professional development
7	BSBCRT511 Develop critical thinking in others
8	BSBCMM511 Communicate with influence
9	BSBSTR801 Lead innovative thinking and practice
10	BSBSTR602 Develop organisational strategies

\* These elective units of competency may be changed during the training program without prior notice.



## BSB80120 Graduate Diploma Management (Learning)

CRICOS 104700G (Full details – See BSB80120 Flyer)

### Course description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

### Entry requirements

- **English proficiency** (See Note 1 on Page 9): You
  - have an academic IELTS overall score equals to 6.0 or equivalent, or
  - have completed an AQF Diploma or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Entry into this qualification is limited to those who have:
  - completed an AQF Advanced Diploma with at least 1 year of work experience in an office environment, or
  - completed a non-AQF Diploma or Advanced Diploma with at least 3 years of work experience in an office environment, or
  - completed a Bachelor degree, or
  - have five years of work experience in an office environment.

### Course outcome

Occupational titles suited to this qualification include:

- General manager human resources
- Director, workforce planning and development
- Manager, learning and development.

## Pathways

The BSB80120 is a level 8 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF education providers. On successful completion of this qualification, you can continue to study a post graduate degree at an Australian university or higher education institute subject to its entry requirements.

## Course contents

The BSB80120 qualification has three core and five elective units of competency.

Three core units	
1	BSBHRM613 Contribute to the development of learning and development strategies
2	BSBLDR811 Lead strategic transformation
3	TAELED803 Implement improved learning practice
Five elective units*	
4	BSBFIN801 Lead financial strategy development
5	BSBSTR801 Lead innovative thinking and practice
6	BSBINS603 Initiate and lead applied research
7	BSBPMG810 Prioritise projects and programs
8	BSBSTR802 Lead strategic planning processes for an organisation

\* These elective units of competency may be changed during the training program without prior notice.

## Occupational Training Program (Non-AQF course)

UPC's Occupational Training Program provides further practical training through work experience which equips you with high-level skills and hand-on experience in the childcare profession, using the temporary Occupational Training visa (Sub-class 407) and the Graduate Work visas (Sub-class 485). Conditions apply.

During the program, you will follow the training under supervision of an appointed senior staff of the childcare centre. UPC assessor will regularly communicate with the centre and assess your training. On successfully completing the program, you will be awarded UPC non-AQF Occupational Training Certificate. The training program includes two parts:

**Part 1: Teaching function** - Prepare and teach the basic curriculum of numeracy, literacy, music, art and literature to children and promote children's social, emotional, intellectual and physical development. You will be trained in the following tasks:

- Planning & structuring learning using a variety of materials and equipment to facilitate children's development;
- Promoting language development through story-telling, role play, songs, rhymes & informal discussions held individually & within groups;
- Observing children's to evaluate progress and to detect signs of ill health, emotional disturbance and other disabilities; and
- Observing nutritional health, welfare and safety needs of students and identifying factors which may impede children's progress.

**Part 2: Management function** - Plan, organise, direct, control and coordinate the activities of childcare centres and services including physical and human resources.

- Developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children;
- Providing care for children in different environment;
- Directing and supervising childcare educators in providing care and supervision for young children;
- Ensuring the workplace is a safe area for children, staff and visitors;
- Complying with relevant government requirements and standards;
- Liaising with parents;
- Maintaining records and accounts for the childcare centre; and
- Recruiting staff and coordinating professional development.

## Glossary

- AQF – Australian Quality Framework
- ASQA – Australian Skills Quality Authority
- CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students
- ECEC – Early Childhood Education and Care
- IELTS - International English Language Testing System
- Term – There are 9 studying weeks per term (For VET courses) and 4 terms per year.
- VET – Vocational and Educational Training
- \$AU – Australian dollar

## Contact Details

### University Preparation College

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**Disclaimer** – The course information may be changed without prior notice.

**Currency** - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

**Note 1:** You may be required to sit for the UPC English Placement Test if it deems to be necessary.

**Note 2:** Modes of delivery

- *Normal time*
  - *CHC30113 class will have 14 hours (2 days) of face-to-face training (Classroom) and 6 hours of structured self-study per week during the first 7 weeks of each term and will have 3 days of work experience each week during the last two weeks.*
  - *CHC50113 class will have 14 hours (2 days) of face-to-face training (Classroom) and 6 hours of work experience at a regulated childcare centre per week.*
  - *All Business & Leadership and Management classes will have 14 hours (2 days) of face-to-face training (Classroom) and 6 hours of structured self-study per week.*
- *During the COVID-19 pandemic,*
  - *Onshore students - Depending on the intensity of the pandemic, courses may be delivered online or a combination of online and classroom.*
  - *Offshore students – The CHC30113 Certificate III will be delivered online to offshore students while they are waiting for travel permission to Australia.*

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