



## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE



National Qualification Code: CHC30121  
Course Duration: 18 months  
Target students: New Entrant Trainees  
Delivery Mode: Workplace anywhere in NSW

### Your Role

This qualification reflects your role in early childhood education and care in Australian regulated children's education and care services. You support children's wellbeing and development in the context of an approved learning framework. You will use a range of well-developed skills and knowledge using discretion and judgment when carrying out your work in the context of established policies and procedures. You may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. You will work in long day care centres, family day care, pre-schools, or kindergartens.

To achieve this qualification, you must have completed a total of at least 160 hours of work in a regulated children's education and care service in Australia as detailed in the assessment requirements of units of competency.

### Entry Requirements

- English proficiency level: You must pass the Language, Literacy, and Numeracy (LLN) Test.
- Academic: Successful completion of Year 10 in a 12-year school system or higher.
- Minimum Age: 18 years or older.

**Exemption:** The above requirements will be waived if you have successfully completed an Australian High School Leaving Certificate or an AQF Certificate III or above teaching in English.

### Credit Transfer & Recognition of Prior Learning

Credit Transfer (CT) and Recognition of Prior Learning (RPL) are available for students who have studied childcare courses or have work experience in a childcare services environment. If RPL and/or CT is granted, your study period will be shortened.

### Course Outcomes

Occupational titles suited to this qualification include:

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

### Course Structure

Our course has been designed to meet the requirements for the CHC30121 Certificate III in Early Childhood Education and Care. It contains 17 units of competency as follows:

- Fifteen core units and
- Two elective units.

Unit code	Unit title
CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people's cultures
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify & respond to children and young people at risk
HLTAID012	Provide First aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
HLTFSE001	Follow basic food safety practices
CHCPRP003	Reflect on and improve own professional practice

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

**Fully subsidised course  
under the NSW Government-funded  
Smart & Skilled Program**

**Fee-free for enrolments made before 30 June 2025**  
**Contact: 02 9791 6020 or [info@upc.edu.au](mailto:info@upc.edu.au)**

### Delivery Mode and Assessment Method

We offer a combined distance and workplace delivery mode for this course, with a training period ranging from 18 months until all relevant units are successfully completed. For part-time employees, the training period will be extended to double the standard duration. However, the course may be completed earlier with increased effort and commitment.

When developing your training plan, we will take into account the terms specified in your training contract as well as the relevant Vocational Training Order (VTO).

For the theoretical component of the course, our trainer will conduct online sessions via MS Teams, guiding you through a structured self-study program. You will then complete the knowledge assessments through our eLearning system. For the practical component, you will gain hands-on experience at your workplace with support from your supervisor and submit the skills assessments (Workplace logbook) through the same eLearning platform.

### Course Completion

Upon successful completion of all 17 units of competency, you will be awarded the CHC30121 Certificate III in Early Childhood Education and Care. This qualification includes two documents: the Testamur and the Record of Results. If you do not complete all 17 required units, you will receive a Statement of Attainment listing the units of competency you have successfully completed.

### Pathways

The CHC30121 is a Level 3 qualification under the Australian Qualifications Framework (AQF). The next level of study after this is the CHC50121 Diploma of Early Childhood Education and Care.

### Contact Details

#### University Preparation College

UPC Pty Ltd ● ABN 60 116 021 535 ● RTO 91364 ● CRICOS 02751M  
T: 02 9791 6020 ● E: [info@upc.edu.au](mailto:info@upc.edu.au) ● W: [www.upc.edu.au](http://www.upc.edu.au)  
Sydney Campus: 1-5 Randle St, Surry Hills, NSW 2010



## SMART AND SKILLED

NSW Government  
Subsidised Training Now Available

Smart and Skilled Program (SSP) is a reform of the NSW Vocational Education and Training (VET) System. It's helping you get the skills you need to find a job or advance your careers.

Training under Smart & Skilled Program is subsidised by the NSW Government. Subsidised tuition fees are the same whether you study at NSW TAFE or a government-selected college such as UPC College since your qualification is nationally recognised.

### SSP Traineeship Enrolment Conditions

You must satisfy the following conditions:

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- living or working in NSW and
- an Australian or NZ citizen, an Australian permanent resident, a humanitarian visa holder or an asylum seeker ([25 temporary visa types](#) are now eligible – Conditions apply) and
- starting employment within the first 3 months (full time) or 12 months (part time).

### Available courses under S&S Program

UPC has six (6) subsidised courses under the Smart and Skilled Entitlement Traineeship Program:

- **CHC30121 Certificate III in Early Childhood Education and Care.**
- CHC50121 Diploma of Early Childhood Education and Care.
- CHC43021 Certificate IV in Ageing Support.
- CHC43121 Certificate IV in Disability Support.
- BSB40120 Certificate IV in Business.
- BSB50420 Diploma of Leadership and Management.

### Enrolment Procedure

- Contact UPC for a pre-enrolment assessment.
- A consultant from an Apprentice Connect Australia Provider will visit you at your workplace to assess your eligibility and help you to sign a Training Contract with your employer.
- A training plan will be worked out based on your commitment to the course.
- Commence the training with a UPC trainer.

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