

**B**ERKELEY  
BUSINESS INSTITUTE



**EARLY CHILDHOOD  
EDUCATION AND CARE**  
COURSE GUIDE



# WHY STUDY EARLY CHILDHOOD EDUCATION AND CARE COURSES?

Early childhood educators play a vital role in giving Australia's youngest generation a quality play-based learning experience, including kindergarten/preschool programs, before commencing formal schooling.

According to Government projections, Australia's workforce faces a skills shortage in key sectors — and an influx of qualified workers are needed. With early childhood education right near the top of that list, now could be the time to explore how to become an early childhood educator.

The latest employment statistics suggest that there are over 1.3 million children across over 974,600 families using approved early learning services in Australia, more than 3000 early childhood educators are needed in Sydney alone, and 16,000 are needed across the country. So, there is a very strong, ongoing demand for qualified, skilled candidates to take on the roles of early childhood educators and teachers. The number of service providers continues to grow annually, and the demand for early childhood professionals is expected to remain strong.

The knowledge and skills from your learning, including:

- ✔ First aid in an education and care setting
- ✔ Workplace and safety
- ✔ Positive and respectful relationships with children
- ✔ Babies and toddlers nurture
- ✔ Managing and responding to children and young people at risk
- ✔ Managing team diversity and effectiveness
- ✔ Planning and implementation of children's education and care curriculum
- ✔ Partnership with children's family
- ✔ Improvement in professional practice



## Hand-on and creative experience

In addition to classroom work, graduates from these courses often get the opportunity to provide their children with unique hands-on learning experiences. Instead of showing children colors on paper, they will often use other resources such as blocks, toys, sand, and water to help them learn shape, texture, colors, numbers, and elements.



## A very rewarding field

Early childhood educators have the very real opportunity to make a difference in young lives, and also influence future generations. They get to ensure that children get off a good start in their lives and in their learning. They get to teach students things that they'll carry for life. They get to help children explore and succeed, and witness incredible achievements like, "I did it!" in the end.



## More career options

Not only is the field of early childhood education constantly growing and expanding, it also provides an array of opportunities for those just starting out. When you choose to study early childhood education, that does not mean you are choosing a single career like a preschool or daycare teacher. Rather, the field stretches far beyond that.



## Bright career outlook

There is always – and will always be – a need for education. If you are looking for an in-demand career, with opportunities now and in the future, early childhood education is a very viable option. According to the Bureau of Labor Statistics, early childhood educators and workers can expect a bright job outlook.

## MEDIAN YEARLY EARNINGS

Early Childhood Services Coordinator	\$71,500
Early Childhood Specialist	\$74,300
Early childhood teacher	\$77,300
Preschool assistant	\$55,500
Nanny or in home care educator	\$58,500

# CERTIFICATE III IN Early Childhood Education and Care

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. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

## COURSE INFORMATION

**DURATION**      **CONTACT HOURS**  
52 weeks          20 hours / week

### MODE OF DELIVERY

Face to face + Online +  
170 hours of mandatory work placement

## ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC30121 a person could seek employment opportunities in roles such as:

- ✓ Early Childhood Educator
- ✓ Family day care educator
- ✓ Preschool assistant
- ✓ Nanny or in home care educator

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake CHC50121 Diploma of Early Childhood Education and Care or a range of Diploma level qualifications within the CHC Community Services Training Package, or other Training Packages.

## QUALIFICATION STRUCTURE

To attain a CHC30121 - Certificate III in Early Childhood Education and Care, 17 units must be achieved, including 15 core units and 2 elective units.

### STUDYING UNITS

HLTAID012 - Provide First Aid in an education and care setting

HLTWHS001 - Participate in workplace health and safety

CHCECE034 - Use an approved learning framework to guide practice

CHCECE055 - Meet legal and ethical obligations in children's education and care

CHCECE033 - Develop positive and respectful relationships with children

CHCECE038 - Observe children to inform practice

CHCECE037 - Support children to connect with the natural environment

CHCECE036 - Provide experiences to support children's play and learning

CHCECE035 - Support the holistic learning and development of children

CHCECE031 - Support children's health, safety and wellbeing

CHCECE032 - Nurture babies and toddlers

CHCPRT001 - Identify and respond to children and young people at risk

CHCSAC009 - Support the holistic development of children in school age care

CHCECE030 - Support inclusion and diversity

CHCECE054 - Encourage understanding of Aboriginal and/or Torres Strait  
Islander peoples' cultures

CHCDIV001 - Work with diverse people

CHCECE056 - Work effectively in children's education and care

## TIMETABLE AND SCHEDULE

### • FACE TO FACE

- 13.5 hours / week
- Monday and Tuesday
- From 9:00 AM to 4:15 PM  
(including 30 mins break)

### • ONLINE STUDY

- Week 1 to Week 3 - 6.5 hours / week
- Week 4 to week 52 - 1.5 hours / week

### • WORK PLACEMENT

Students are required to participate in a minimum of 170-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can't find their own.

TERM	WEEK	HOURS
Term 1	Week 3-9	35
Term 2	Week 14-22	45
Term 3	Week 27-35	45
Term 4	Week 40-48	45
		<b>Total: 170 hours</b>

# DIPLOMA OF Early Childhood Education and Care

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. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

## COURSE INFORMATION

**DURATION**      **CONTACT HOURS**  
78 weeks          20 hours / week

### MODE OF DELIVERY

Face to face + Online +  
285 hours of mandatory work placement

## ENTRY REQUIREMENT

Entry to this qualification is limited to those who have completed the following units:

- CHC30121 Certificate III in Early Childhood Education and Care, or
- CHC30113 Certificate III in Early Childhood Education and Care

It is recommended that individuals should also:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
- A working with children check is required for work placement and for gaining employment.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across early childhood settings. Upon successful completion of CHC50121 a person could seek employment opportunities in roles such as:

- ✓ Early Childhood Educator
- ✓ Family day care educator
- ✓ Preschool assistant
- ✓ Nanny or in home care educator
- ✓ Room leaders
- ✓ Nominated or authorized supervisor for a Centre under 29 children

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake Higher Education pathways exist depending on the university, courses include Bachelor of Early Childhood Master of Teaching (Birth to 12 years old).

## QUALIFICATION STRUCTURE

To attain a CHC50121 - Diploma of Early Childhood Education and Care, 15 units must be achieved, including 12 core units and 3 elective units.

### STUDYING UNITS

CHCMGT003 - Lead the work team
CHCDIV003 - Manage and promote diversity
BSBTWK502 - Manage team effectiveness
CHCECE044 - Facilitate compliance in a children's education and care service
CHCECE049 - Embed environmental responsibility in service operations
CHCECE047 - Analyse information to inform children's learning
CHCECE048 - Plan and implement children's education and care curriculum
CHCECE046 - Implement strategies for the inclusion of all children
CHCECE043 - Nurture creativity in children
CHCECE045 - Foster positive and respectful interactions and behaviour in children
CHCECE050 - Work in partnership with children's families
CHCECE042 - Foster holistic early childhood learning, development and wellbeing
CHCSAC010 - Foster holistic learning, development and wellbeing for school age children
CHCECE041 - Maintain a safe and healthy environment for children
CHCPRP003 - Reflect on and improve own professional practice

## TIMETABLE AND SCHEDULE

### • FACE TO FACE

- Monday and Tuesday      • 13.5 hours / week
- From 9:00 AM to 4:15 PM (including 30 mins break)

### • ONLINE STUDY

TERM	WEEK	HOURS
Term 1	Week 1-2	6.5 hours / week
Term 2	Week 22	
Term 3	Week 27-28	
Term 4	Week 48	
Term 5	Week 53-54	
Term 6	Week 74	
	Rest of the weeks	1.5 hours / week

### • WORK PLACEMENT

Students are required to participate in a minimum of 285-hour practical placement within an accredited early childhood education and care service. Students are responsible for finding their own work placement however BBI has agreements with different Childcare centres which students may contact if they can't find their own.

TERM	WEEK	HOURS
Term 1	Week 3-9	35
Term 2	Week 14-21	40
Term 2	Week 22	20
Term 3	Week 29-35	35
Term 4	Week 40-47	40
Term 4	Week 48	20
Term 5	Week 55-61	35
Term 6	Week 66-73	40
Term 6	Week 74	20

**Total: 285 hours**



## COURSE PATHWAYS

### Certificate III in Early Childhood Education and Care

4 Terms | 52 Weeks | 1 Year



### Diploma of Early Childhood Education and Care

6 Terms | 78 Weeks | 1.5 Years



### Total 2.5 Years

10 Terms | 130 Weeks

## FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study mode is best for students who prefer a flexible schedule that matches their daily routine and to study at their own pace.

Students who enrol in our courses will have access to Berkeley Business Institute's learning resources through our online platform 'E-learning.' Studying the theory component of our course online will not change the learning outcomes required by the courses.

#### E-learning Access

<https://elearning.berkeley.edu.au/login/index.php>

#### Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYYnryIM0Uw&t=1s>



#### WHAT CAN YOU DO ON E-LEARNING:

- On-line study and attendance
- Download study materials
- Download online study guide
- Download assessments
- Assessment submission
- Weekly online activities



## HOW TO APPLY

### STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at [www.berkeley.edu.au](http://www.berkeley.edu.au)

### STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form ✨

Student Handbook ✨

### STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- ✔ Certified copies of passport
- ✔ Education qualifications
- ✔ English qualifications
- ✔ Working experience (if relevant)
- ✔ RPL application (if relevant)

### STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to:  
Berkeley Business Institute

Suite 2, Level 1, 338 Pitt St. Sydney NSW 2000 AUSTRALIA

OR email to : [info@berkeley.edu.au](mailto:info@berkeley.edu.au)

### STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## INTAKE DATES

2023 Main Intake	<input type="radio"/> 09 JAN	<input type="radio"/> 10 APR	<input type="radio"/> 10 JUL	<input type="radio"/> 09 OCT
2023 Mid-Intake	<input type="radio"/> 06 FEB	<input type="radio"/> 08 MAY	<input type="radio"/> 08 AUG	<input type="radio"/> 06 NOV
2024 Main Intake	<input type="radio"/> 08 JAN	<input type="radio"/> 08 APR	<input type="radio"/> 08 JUL	<input type="radio"/> 07 OCT
2024 Mid-Intake	<input type="radio"/> 05 FEB	<input type="radio"/> 06 MAY	<input type="radio"/> 05 AUG	<input type="radio"/> 04 NOV



# B JOIN BBI



## Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



## Multi pathway entry

Successful completion will entry into higher education of child education and care courses.



## Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



## Teaching Quality

All the students are satisfied with the teaching they have received



## Campus futures

Modern and up-to-date new campus with multiple facilities which located in Sydney CBD, closed to transports, mall and restaurants.



## Learner Engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

## ORIENTATION AND ENROLMENT

Orientation is usually held on the Thursday prior to the course commences dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, their student ID card and have a chance to ask any questions about the course and living in Australia. Students will be provided with the information they need to know about BBI and links to all the forms they will need whilst studying with us.



## STUDENT SUPPORT

To assist you while studying at BBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.



**Make Quality Education**

**Fair and Accessible**

## CONTACT WITH US

 SUITE 2, LEVEL 1, 338 PITT ST. SYDNEY NSW 2000

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