

Bright Futures Training College – Information Kit

INTRODUCTION

Welcome to Bright Futures Training College.

College Principal, Janet March, has established Bright Futures Training College in order to provide a flexible, affordable and caring facility for students wanting to study child care and/or school age care.

All Bright Futures Training College policies conform to the Australian Quality Training Framework Standards.

Bright Futures Training College is a nationally registered training organisation - National Organisation Number 31308. Registration details can be viewed at the National Training Information Service website <http://www.ntis.gov.au>.

Bright Futures Training College is also a registered training provider (Institution Reference Number 4P726) for Centrelink study assistance programs.

The accredited courses offered are:

CHC30708	Certificate III in Children's Services
CHC50908	Diploma of Children's Services (Early Childhood Education and Care)
CHC60208	Advanced Diploma of Children's Services
CHC41208	Certificate IV in Children's Services (Outside School Hours Care)
CHC51008	Diploma of Children's Services (Outside School Hours Care)



Janet March
B.E.C.S. Melb Uni

Locations

Head Office
22 Kabura Street
Clontarf, Qld, 4019

Caboolture Training Facility
42 King Street (Cnr Morayfield Road)
Caboolture, Qld, 4510

Postal Address

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Clontarf Beach Qld 4019

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CHC30708 Certificate III in Children’s Services

This qualification covers workers who use organisational policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Depending on the setting, workers may work under direct supervision or autonomously. In some settings, the worker may also have limited supervisory responsibilities of volunteers.

Workers at this level are required to have an understanding of Indigenous cultures and history and to work with local communities in the provision of services.

Occupations may include;

- Child care assistant
- Family day carer
- Nanny
- Out of school hours care assistant
- Recreation assistant
- Unqualified child care worker

Packaging rules

15 units must be successfully completed for this qualification;

Units included in the full time course are as follows;

Core Units

CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301A	Ensure the health and safety of children
CHCCN302A	Provide care for children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400A	Work within a relevant legal and ethical framework
CHCFC301A	Support the development of children
CHCIC301D	Interact effectively with children
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs
HLTFA301B	Apply first aid
HLTOHS300A	Contribute to OHS processes

Elective Units

CHCCHILD301A	Support behaviour of children and young people
CHCCN305A	Provide care for babies
CHCRF301D	Work effectively with families to care for the child
HLTHIR403B	Work effectively with culturally diverse clients and co-workers

Successful completion of the CHC30708 Certificate III in Children’s Services will satisfy the pre-requisite requirements for entry to the CHC50908 Diploma of Children’s Services (Early Childhood Education and Care).

FULL TIME CLASSES – CHC30708 Certificate III in Children’s Services

LOCATION

Classes are conducted at the Bright Futures Caboolture Training Facility



CLASS SCHEDULE

The full time class timetable dates are the same as the Queensland State Schools Calendar.

Classes are conducted each term over a 10 week period at four days per week (Tuesday, Wednesday, Thursday and Friday) commencing at 9.00am and finishing at 2.30pm.

CLASS SIZE

A maximum number of 14 students will be accepted.

VOCATIONAL PLACEMENT

Students must be able to demonstrate the practical skills required in order to successfully complete their child care Certificate.

Students without relevant work experience will be required to participate in a volunteer (unpaid) Vocational Placement at a local child care centre.

Bright Futures will arrange suitable placements for students, including all government registration requirements, Training Record Books and insurance.

AGE REQUIREMENTS

The minimum age for working in a Child Care Centre in Queensland is 17 years of age.

TRAINING MATERIALS AND RESOURCES

All required training materials and resources are supplied and are included in the course fee.

FIRST AID CERTIFICATE

A child care compliant First Aid Certificate is included in the course fee.

PRE-REQUISITE REQUIREMENTS

This course is conducted in English. Students must be able to communicate (verbal and written) in English.

At the commencement of the course, Bright Futures will conduct a Language, Literacy and Numeracy assessment for each student. Bright Futures will make every effort to modify training and assessment methods, if required, to meet individual student's needs.

There are no academic pre-requisites for this course.

NATIONAL RECOGNITION

National recognition applies nationally and means the recognition and acceptance by a Registered Training Organisation (RTO), of Australian Qualifications Framework qualifications and Statements of Attainment issued by other RTO's, enabling individuals to receive national recognition of their achievements.

National Recognition is available to any student enrolling with Bright Futures Training College.

CREDIT TRANSFER

Credit Transfer means credit towards a qualification granted to students on the basis of outcomes gained by a student through participation in identical units of competency from courses or training packages with another Registered Training Provider.

Credit Transfer is available to any student enrolling with Bright Futures Training College.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning refers to the acknowledgement of skills and knowledge as a result of formal training, work experience and/or life experience.

Recognition of Prior Learning is available to any student enrolling with Bright Futures Training College. Students may request an RPL assessment when they complete their Student Enrolment Form, or at any other time during their course of study.

If a student requests an RPL assessment, they will be required to provide information about their relevant experience and qualifications. This is done using a RPL Assessment Form.

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A Bright Futures Training College trainer will then review the student's skills and knowledge to determine if any units of competency may be assessed using the RPL method.

ISSUE OF QUALIFICATION

Upon successful completion of the theoretical (class room) and practical (vocational placement) components, students will be awarded the CHC30708 Certificate III in Children's Services.

WORKING WITH CHILDREN CHECK (BLUE CARD)

The Working with Children Check is a detailed national check of a person's criminal history, including any charges or convictions. A person whose application is approved is issued with a positive notice (letter) and a blue card.

Students who have to work with children or young people as part of their studies must be issued with a blue card before they begin their placement.

Students who are not working are considered volunteers and applications are processed without charge.

Bright Futures Training College can assist students with their application for a Blue Card.

Students are required to hold their Working With Children Blue Card in order to undertake their Vocational Placement.

Further information about the Blue Card can be found at <http://www.childcomm.qld.gov.au/employment/index.html>

FEES

The total cost of the Certificate III Full Time Classroom course is \$1,890.

A 10% discount is available for full payment upfront. This discount reduces the total cost to \$1,701.

Payment may also be made as four equal instalments of \$472.50.

The first instalment is required to confirm enrolment.

Payment options available to students are;

- Cash
- Cheque/Money Order
- Credit Card – MasterCard/Visa
- Debit Card
- Direct Bank Deposit

REFUNDS

Students who have paid the full fee upfront and who cancel their enrolment within the first 7 units of study, may receive a refund of \$850. Once a student commences their 8th unit of study, then no refund will be applicable.

Instalment payments are not refundable.

CENTRELINK ASSISTANCE

Bright Futures Training College is a registered training provider (Institution Reference Number 4P726) for the following Centrelink programs;

- Youth Allowance
- Austudy
- Abstudy
- Pensioner Education Supplement

You may qualify for Pensioner Education Supplement if you are studying and receive;

- Parenting Payment (Single)
- Disability Support Pension
- Carer Payment
- Special Benefit
- Widow Allowance or Widow B Pension
- Wife Pension
- Newstart/Youth Allowance

For further information contact Centrelink on 13 24 90.

This information is provided as a guide only. Students should consult Centrelink before making any study decision

TAX DEDUCTION

Students employed in child care may be able to claim the cost of their Bright Futures Training College study on their income tax return. The Australian Tax Office publishes the following guidelines on its web page at <http://www.ato.gov.au/>

“You may be able to claim the costs associated with educating yourself – whether you are a part-time or full-time student – if there is a direct connection between your course of study and your current job or work activities – that is, your education will maintain or improve your skills.

You can generally claim study-related items such as:

- *textbooks*
- *course fees (excluding HECS)*
- *stationery*
- *student union fees*
- *travel expenses to and from university or TAFE*
- *the decline in value of equipment used in study, such as a computer.*

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You cannot claim your education costs:

- if you are studying so you can get a new job or open up a new business opportunity
- against income you received from Centrelink payments such as youth allowance or austudy”.

Bright Futures Training College does not offer tax advice. This extract from the ATO was included for general information only. All students should contact the ATO or their tax advisor to determine their own tax position before making any decision.

QUEENSLAND CERTIFICATE OF EDUCATION

Some study units in the Certificate III in Children’s Services may contribute points towards the Queensland Certificate of Education.

Bright Futures reports successfully completed units of study to the Queensland Government for accreditation.

LIFETIME BRIGHT FUTURES ENROLMENT

People who establish a career in child care, often find that they need to participate in further study for their Diploma of Children’s Services and their Advanced Diploma of Children’s Services.

Students who undertake further study with Bright Futures are never required to pay another Enrolment Fee.

PROFESSIONAL DEVELOPMENT

Bright Futures regularly conducts Professional Development seminars for people who are already qualified in child care.

Current students of Bright Futures receive generous discounts for these events.

GRADUATION CEREMONY

Bright Futures holds an award ceremony at the end of each calendar year for all current year graduates (Certificate, Diploma and Advanced Diploma).

Successful students from the Full Time Certificate Classes will be invited to this prestigious event.

The entrance fee to this event is not covered by the course fee.

Please contact **Bright Futures** on **1300 660 902**
if you would like to enrol or if you have any
questions