

Bright Futures Training College – phone **1300 660 902**

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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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 external studies course are as follows (Note: First Aid not included);

Core Units

CHCCCHILD401A	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 – Not included – Student to provide copy of current, compliant First Aid Certificate
HLTOHS300A	Contribute to OHS processes

Elective Units

CHCCCHILD301A	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).

CHC41208 Certificate IV in Children's Services (Outside School Hours Care)

This qualification covers workers who conduct vacation programs and before and after school activities for children who are of school age. It is also applicable for those who work with children who may not be of school age, for example – a mobile resource unit.

The workers plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

Workers may work under direct supervision or autonomously. Workers are likely to have some supervisory responsibilities for volunteers and other workers.

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;

- Recreation assistant
- Out of school hours care supervisor
- Group leader
- Youth worker
- Special assistant
- Play leader/Senior play leader
- Special needs inclusion worker
- Mobile assistant

Packaging rules

16 units must be successfully completed for this qualification.

Units included in the external studies course are as follows (Note: First Aid not included);

Core Units

CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301A	Ensure the health and safety of 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
CHCOSH401A	Support children to participate in outside school hours care
CHCOSH402A	Develop and implement activities in outside school hours care
CHCOSH403A	Work effectively with children in outside school hours care
CHCPR301A	Provide experiences to support children's play and learning
HLTFA301B	Apply first aid – Not included – Student to provide copy of current, compliant First Aid Certificate
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTOHS300A	Contribute to OHS processes

Elective Units

CHCCHILD301A	Support behaviour of children and young people
CHCORG303A	Participate effectively in the work environment
CHCPR502D	Organise experiences to facilitate and enhance children's development
CHCCS312A	Use electronic learning materials

Successful completion of the CHC41208 Certificate IV in Children's Services (Outside School Hours Care) will satisfy the pre-requisite requirements for entry to the CHC51008 Diploma of Children's Services (Outside School Hours Care).

CHC50908 Diploma of Children's Services (Early Childhood Education and Care)

This qualification covers workers who are responsible for developing and evaluating the program. Workers at this level have responsibility for the supervision of other staff and 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 worker – qualified
- Team leader
- Group leader
- Program leader
- Special needs inclusion worker

Entry requirements

The CHC30708 Certificate III in Children's Services is the pre-requisite qualification required for enrolment.

Bright Futures Training College offers a Recognised Recognition Process for applicants holding the CHC30402 Certificate III in Children's Services

Packaging rules

18 units must be successfully completed for this qualification.

Units included in the external studies course are as follows;

Core Units

CHCCN511A	Establish and maintain a safe and healthy environment for children
CHCFC502A	Foster physical development in early childhood
CHCFC503A	Foster social development in early childhood
CHCFC504A	Support emotional and psychological development in early childhood
CHCFC505A	Foster cognitive development in early childhood
CHCFC506A	Foster children's language and communication development
CHCIC501A	Manage children's services workplace practice to address regulations and quality assurance
CHCIC510A	Establish and implement plans for developing cooperative behaviour
CHCIC512A	Plan and implement inclusion of children with additional needs
CHCPR502D	Organise experiences to facilitate and enhance children's development
CHCPR509A	Gather, interpret and use information about children
CHCPR510A	Design, implement and evaluate programs and care routines for children
CHCRF511A	Work in partnership with families to provide appropriate care for children

Elective Units

CHCFC507A	Use music to enhance children's experience and development
CHCFC508A	Foster children's aesthetic and creative development
CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCINF407C	Meet information needs of the community
HLTHIR403B	Work effectively with culturally diverse clients and co-workers

Successful completion of the CHC50908 Diploma of Children's Services (Early Childhood Education and Care) will satisfy the pre-requisite requirements for entry to the CHC60208 Advanced Diploma of Children's Services.

CHC51008 Diploma of Children's Services (Outside School Hours Care)

Workers at this level have responsibility for the day to day running of a Before and After School Care and/or Vacation Care service. They undertake a managerial role and have responsibility for the supervision of other staff and volunteers. They are responsible for developing and evaluating the program.

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;

- Out of school hours care co-ordinator
- Team leader
- Group leader
- Program leader
- Service manager
- Service director

Entry requirements

The CHC41208 Certificate IV in Children's Services (Outside school hours care) is the pre-requisite qualification required for enrolment.

Bright Futures Training College offers a Recognised Recognition Process for applicants holding the CHC40402 Certificate IV in Out of School Hours Care

Packaging rules

18 units must be successfully completed for this qualification.

Units included in the external studies course are as follows;

Core Units

CHCCN511A	Establish and maintain a safe and healthy environment for children
CHCFC512A	Foster physical development in middle childhood
CHCFC513A	Foster social development in middle childhood
CHCFC514A	Support emotional and psychological development in middle childhood
CHCFC515A	Foster cognitive development in middle childhood
CHCIC501A	Manage children's services workplace practice to address regulations and quality assurance
CHCIC510A	Establish and implement plans for developing cooperative behaviour
CHCIC512A	Plan and implement inclusion of children with additional needs
CHCPOL504B	Develop and implement policy
CHCPR510A	Design, implement and evaluate programs and care routines for children
CHCRF511A	Work in partnership with families to provide appropriate care for children

Elective Units

CHCCHILD301A	Support behaviour of children and young people
CHCFC506A	Foster children's language and communication development
CHCORG303A	Participate effectively in the work environment
CHCORG428A	Reflect on and improve own professional practice
CHCORG502A	Work autonomously
CHCORG611A	Lead and develop others in a community sector workplace
CHCPR502D	Organise experiences to facilitate and enhance children's development

CHC60208 Advanced Diploma of Children's Services

This qualification covers those workers who may operate at an advanced skills level to;

- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

Occupations may include;

- Service director

Entry requirements

The CHC50908 Diploma of Children's Services (Early childhood education and care) is the pre-requisite qualification required for enrolment.

Bright Futures Training College offers a Recognised Recognition Process for applicants holding the CHC50302 Diploma of Children's Services

Packaging rules

13 units must be successfully completed for this qualification. Units included in the external studies course are as follows;

Core Units

BSBMGT608B	Manage innovation and continuous improvement
CHCCS502A	Maintain legal and ethical work practices
CHCCS604A	Manage the delivery of quality services to clients
CHCORG611A	Lead and develop others in a community sector workplace
CHCORG620C	Promote and represent the service
CHCORG624C	Provide leadership in community services delivery
CHCORG627B	Provide mentoring support to colleagues

Elective Units

CHCCW503A	Work intensively with clients
CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCNET404A	Facilitate links with other services
CHCORG428A	Reflect on and improve own professional practice
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islander people

TRAINING MATERIALS AND RESOURCES

All required training materials and resources are supplied and are included in the course fee (other than First Aid).

FIRST AID CERTIFICATE

A First Aid Certificate is not included in the course fee – required for Certificate only.

PRE-REQUISITE REQUIREMENTS

Courses are conducted in English. Students must be able to communicate (written and/or online) in English.

Students undertaking Diploma or Advanced Diploma courses must hold the pre-requisite qualifications.

VOCATIONAL PLACEMENT

All students must be able to demonstrate the practical skills associated with the course of study they are undertaking.

Bright Futures has a Skills Evaluation/Vocational Placement process in place. Upon enrolment, students will be provided with all necessary documentation.

Students will generally be required to source a suitable workplace for Vocational Placement.

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.

METHODS OF STUDY

Study units may be undertaken either by workbook or online (not all subjects available online).

Class teaching and/or workshops are not included in the External Studies program

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.

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 (workbooks or online) and practical (vocational placement) components, students will be awarded the appropriate qualification.

FEES

First payment, either full payment upfront or 1st instalment, is required to confirm enrolment.

CHC30708 Certificate III in Children's Services

Total cost \$1,251 if paid upfront or
\$1,390 if paid by instalments

Four payments of \$347.50

First Aid Certificate NOT included

CHC50908 Diploma of Children's Services (Early childhood education and care)

Total cost \$1,899 if paid upfront or
\$2,110 if paid by instalments

Four payments of \$527.50

CHC60208 Advanced Diploma of Children's Services

Total cost \$1,503 if paid upfront or
\$1,670 if paid by instalments

Four payments of \$417.50

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CHC41208 Certificate IV in Children's Services (Outside school hours care)

Total cost \$1,359 if paid upfront or
\$1,510 if paid by instalments

Four payments of \$377.50

First Aid Certificate NOT included

CHC51008 Diploma of Children's Services (Outside school hours care)

Total cost \$1,899 if paid upfront or
\$2,110 if paid by instalments

Four payments of \$527.50

POSTAGE

Bright Futures provides a Reply Paid facility for students, which means that students do not incur any postage costs.

REFUNDS

Students who have paid the full fee upfront and who cancel their enrolment within the first 3 units of study, may receive a refund of half of the amount paid.

Once a student commences their 4th 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.*

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.

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.

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