

## 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  
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A secure, weatherproof mail box is situated by the college entrance for any correspondence students may wish to deposit when the college office is unattended.

## 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 selected for this qualification including;

- 11 compulsory units
- 4 elective units

Compulsory units are as follows

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

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Students may choose 4 electives from the following 7 units

CHCCHILD301A	Support behaviour of children and young people
CHCCN305A	Provide care for babies
CHCCS312A	Use electronic learning materials
CHCORG303A	Participate effectively in the work environment
CHCRF301D	Work effectively with families to care for the child
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
CHCCS310A	Support inclusive practice in the workplace

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).

The maximum total cost of study for a CHC30708 Certificate III in Children’s Services with Bright Futures Training College is \$1,890. This cost can be itemised as follows;

Enrolment Fee	1	*	\$90	=	\$ 90
Compulsory Units	11	*	\$120	=	\$1,320
Elective Units	4	*	\$120	=	<u>\$ 480</u>
Total					\$1,890

This costing is based upon a student completing all units with Bright Futures Training College. The cost will reduce if the student has some Credit Transfer units or completes some units via RPL (Recognition of Prior Learning).

See the Fees Section for a complete explanation of costs.

## 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 selected for this qualification including;

- 12 compulsory units
- 4 elective units

Compulsory units are as follows

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
CHCOSHC401A	Support children to participate in outside school hours care
CHCOSHC402A	Develop and implement activities in outside school hours care
CHCOSHC403A	Work effectively with children in outside school hours care
CHCPR301A	Provide experiences to support children's play and learning
HLTFA301B	Apply first aid
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTOHS300A	Contribute to OHS processes

## Bright Futures Training College – Information Kit

Students may choose 4 electives from the following 18 units

CHCCHILD301A	Support behaviour of children and young people
CHCCS310A	Support inclusive practice in the workplace
CHCCS312A	Use electronic learning materials
CHCDIS301A	Work effectively with people with a disability
CHCFC506A	Foster children's language and communication development
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
CHCIC512A	Plan and implement inclusion of children with additional needs
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
CHCPR515A	Develop and implement a program to support sustainable practice
HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islander people
SRCCRO008B	Interact positively with infants, toddlers and parents in a recreation environment

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).

The maximum total cost of study for a CHC41208 Certificate IV in Children's Services (Outside School Hours Care) with Bright Futures Training College is \$2,010. This cost can be itemised as follows;

Enrolment Fee	1	*	\$90	=	\$ 90
Compulsory Units	12	*	\$120	=	\$1,440
Elective Units	4	*	\$120	=	<u>\$ 480</u>
Total					\$2,010

This costing is based upon a student completing all units with Bright Futures Training College. The cost will reduce if the student has some Credit Transfer units or completes some units via RPL (Recognition of Prior Learning).

See the Fees Section for a complete explanation of costs.

## 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 selected for this qualification including;

- 13 compulsory units
- 5 elective units

Compulsory units are as follows

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

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Students may choose 5 electives from the following 22 units

BSBLED401A	Develop teams and individuals
BSBMGT608B	Manage innovation and continuous improvement
CHCCN520C	Advocate for the rights and needs of children and young people
CHCCS502A	Maintain legal and ethical work practices
CHCFAM503B	Work with a child focused approach
CHCFC507A	Use music to enhance children's experience and development
CHCFC508A	Foster children's aesthetic and creative development
CHCFC520C	Promote ethical understanding of children
CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCINF407C	Meet information needs of the community
CHCORG428A	Reflect on and improve own professional practice
CHCORG506C	Coordinate the work environment
CHCORG610A	Manage change in a community sector organisation
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
CHCPOL402B	Contribute to policy development
CHCPR515A	Develop and implement a program to support sustainable practice
CHCPR614C	Observe children and interpret observations
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTOHS400A	Maintain OHS processes

Bright Futures Training College offers students the broadest range of electives commercially available. Our trainers can assist students to select Elective units which best meet their career and academic aspirations.

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.

The maximum total cost of study for a Diploma of Children's Services with Bright Futures Training College is \$2,610. This cost can be itemised as follows;

Enrolment Fee	1	*	\$90	=	\$ 90
Compulsory Units	13	*	\$140	=	\$1,820
Elective Units	5	*	\$140	=	<u>\$ 700</u>
Total					\$2,610

This costing is based upon a student completing all units with Bright Futures Training College. The cost will reduce if the student has some Credit Transfer units or completes some units via RPL (Recognition of Prior Learning).

See the Fees Section for a complete explanation of costs.

## 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 selected for this qualification including;

- 11 compulsory units
- 7 elective units

Compulsory units are as follows

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

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Students may choose 7 electives from the following 18 units

CHCCHILD301A	Support behaviour of children and young people
CHCCS310A	Support inclusive practice in the workplace
CHCCS312A	Use electronic learning materials
CHCDIS301A	Work effectively with people with a disability
CHCFC506A	Foster children's language and communication development
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
CHCIC512A	Plan and implement inclusion of children with additional needs
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
CHCPR515A	Develop and implement a program to support sustainable practice
HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islander people
SRCCRO008B	Interact positively with infants, toddlers and parents in a recreation environment

The maximum total cost of study for a CHC51008 Diploma of Children's Services (Outside School Hours Care) with Bright Futures Training College is \$2,610. This cost can be itemised as follows;

Enrolment Fee	1	*	\$90	=	\$ 90
Compulsory Units	11	*	\$140	=	\$1,540
Elective Units	7	*	\$140	=	\$ 980
Total					\$2,610

This costing is based upon a student completing all units with Bright Futures Training College. The cost will reduce if the student has some Credit Transfer units or completes some units via RPL (Recognition of Prior Learning).

See the Fees Section for a complete explanation of costs.

## 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 selected for this qualification including;

- 7 compulsory units
- 6 elective units

Compulsory units are as follows

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

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Students may choose 6 electives from the following 23 units

CHCCM605C	Develop practice standards
CHCCN520C	Advocate for the rights and needs of children and young people
CHCCS414A	Provide education and support on parenting, health and well being
CHCCS607D	Coordinate in-service assessment and response to address client needs
CHCCW503A	Work intensively with clients
CHCFC520C	Promote ethical understanding of children
CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCIC620C	Manage complex behavioural situations
CHCINF604C	Manage the organisation's information systems
CHCNET404A	Facilitate links with other services
CHCORG428A	Reflect on and improve own professional practice
CHCORG502A	Work autonomously
CHCORG607C	Manage workplace issues
CHCORG610A	Manage change in a community sector organisation
CHCPR613C	Facilitate the development of programs for children with additional needs
CHCPR614C	Observe children and interpret observations
CHCRF621C	Promote equity in access to the service
CHCRF622C	Plan child care provision with families
CHCRF623C	Respond to problems and complaints about the service
CHCRF624C	Support parents in their parenting role
CHCSD611C	Facilitate the inclusion of children with additional needs
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
PSPMNGT605B	Manage diversity

Bright Futures Training College offers students the broadest range of electives commercially available. Our trainers can assist students to select Elective units which best meet their career and academic aspirations.

The maximum total cost of study for a CHC60208 Advanced Diploma of Children's Services with Bright Futures Training College is \$2,170. This cost can be itemised as follows;

Enrolment Fee	1	*	\$90	=	\$ 90
Compulsory Units	7	*	\$160	=	\$1,120
Elective Units	6	*	\$160	=	<u>\$ 960</u>
Total					\$2,170

This costing is based upon a student completing all units with Bright Futures Training College. The cost will reduce if the student has some Credit Transfer units or completes some units via RPL (Recognition of Prior Learning).

See the Fees Section for a complete explanation of costs.

## 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.

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.

## UNIVERSITY RECOGNITION

Upon successful completion of a Diploma or Advanced Diploma of Children’s Services from Bright Futures Training College, students may apply for admission and/or credits to a variety of university courses.

The following is a list of some, though not necessarily all, Queensland universities offering recognition;

	Bachelor of Learning Management (Early Childhood)	Bachelor of Early Childhood	Bachelor of Education (Early Childhood)
<b>Central Queensland University</b> http://www.cqu.edu.au 1300 360 444	✓		
<b>Queensland University of Technology</b> http://www.qut.edu.au 07 3864 2000		✓	✓
<b>University of Southern Queensland</b> http://www.usq.edu.au 07 4631 2893		✓	✓

*This information is provided as a guide only. Students should consult the universities of their choice before making any study decision.*

## 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 trainers can assist students with their application for a Blue Card.

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

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### FEES

An Enrolment Fee of \$85 applies to each student enrolment and is paid only once. If a student enrolls in more than one course, they still only pay one enrolment fee.

This fee is non-refundable, unless Bright Futures Training College cancels the course of study before commencement or the applicant is unable to successfully complete the pre-requisite qualification Recognised Recognition Process.

Unit fees are as follows:

- |                                      |                          |
|--------------------------------------|--------------------------|
| • \$120 per Certificate subject      | \$65 per Certificate RPL |
| • \$140 per Diploma subject          | \$75 per Diploma RPL     |
| • \$160 per Advanced Diploma subject | \$95 per Adv Diploma RPL |

No Fee is charged for Credit Transfer.  
All fees include GST where applicable.

Prices are subject to change without notice.

Student enrolment does not take effect until;

1. The Enrolment Fee is received by Bright Futures Training College, *and*
2. The Recognised Recognition Process applicable to pre-requisite qualifications is completed (if necessary).

All units must be paid for at time of delivery, unless a Direct Debit payment plan has been established.

Payment options available to students are:

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

The Bright Futures Direct Debit facility offers the following advantages;

- There are no additional Bright Futures fees, charges or interest payable, students only pay normal course fees
- There are no Bright Futures contracts, bonds or commitments of any kind. You can still study at your own pace and exit your study at any time
- If you put your study on hold, you can put your Direct Debit on hold

Direct Debit registration forms are available from the Bright Futures Training College office.

## 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.

## REFUNDS

### Enrolment Fee

A refund of the Enrolment Fee will be made if a course is cancelled, before commencement, by Bright Futures Training College for any reason or if the applicant is unable to successfully complete the pre-requisite qualification Recognised Recognition Process.

### Unit or RPL Application Fees

Fees for unit purchases or RPL applications are generally not refundable.

If a student has purchased multiple units in advance, then a refund of 85% of the fee paid will be made if:

- The units are still current
- The units are still unopened and in their original packaging

In all other cases, refunds are at the discretion of the College Principal of Bright Futures Training College and may be negotiated on an individual case-by-case basis.

## ENROLMENT

### Student Selection and Induction

Bright Futures Training College provides assistance in clarifying the suitability of courses to the applicant's skill and desired outcomes prior to enrolment. All potential students are encouraged to check the competencies and/or learning outcomes of courses to ensure they understand the performance requirements prior to enrolment.

At this time, all matters relating to trainer support, teaching methods, work standards etc will be comprehensively communicated by the trainer to the potential student.

Application for Enrolment is made using the Bright Futures Training College "Student Enrolment Form".