



ECTARC

The Early Childhood Training Specialists



TRAINING AND COURSE GUIDE



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Welcome

to the Early Childhood Training and Resource Centre



At the Early Childhood Training And Resource Centre (ECTARC) you will find a team of early childhood professionals committed to excellence in the delivery of training that fosters educators who can provide high

quality education and care to young children. For over 18 years our focus has been training high quality graduates who have the skills and knowledge to deliver best practice in early childhood education and care services.

ECTARC was established in 1998 as a community owned, not for profit Registered Training Organisation (RTO) that specialises in early childhood training and professional development. Illawarra Area Child Care Ltd (IACC) manages ECTARC and 11 early childhood education and care services in the Illawarra and Shoalhaven areas of NSW. The close working connection between IACC services, management and ECTARC staff ensure that training provided continues to meet the needs of the early childhood sector and regulatory bodies.

Please call and speak to one of our Training and Development Officers about your training and professional development needs. ECTARC Training Officers hold early childhood and training qualifications and have many years experience working in the early childhood sector.

Our specialist early childhood knowledge, extensive experience in the sector and commitment to providing the best early childhood training is why we are a leading, well respected, award winning RTO. We welcome you to our organisation and we look forward to supporting you on your learning journey.

Jan Langtry, CEO

AWARD WINNING TRAINING

The NSW Training Awards are conducted annually by the NSW Department of Education and Communities (DEC) to recognise outstanding achievement in the Vocational Education and Training sector. ECTARC has not entered the awards in the last few years but we are proud to have won the following awards:



ECTARC has also received the following awards:

- **STATE WINNER - 2012**
NSW Training Awards Small Training Provider of the Year
- **NATIONAL WINNER**
2007 Australian Innovative Business Award
- **NATIONAL FINALIST 2007**
Australian Training Awards Small Training Provider of the Year
- **STATE WINNER - 2006 & 2007**
NSW Training Awards Small Training Provider of the Year
- **STATE FINALIST - 2005**
NSW Training Awards Small Training Provider of the Year

NATIONALLY RECOGNISED

ECTARC is registered with the Australian Skills Quality Authority (ASQA) - code 90331. ASQA is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.



Expect a high level of student support

Your Training and Development Officer will support you every step of the way

There is always an
ECTARC Training and Development Officer available:
9:00am to 5:00pm - Monday to Friday
Tuesday nights - 5:00pm to 7:00pm



THE ECTARC TEAM

The two main things that make ECTARC so special is that we specialise in early childhood training and development - it is our focus - and we pride ourselves on the high level of support we provide to our students. Our qualified ECTARC Training and Development Officers (TDOs) have worked on the floor in early childhood services. Working with our colleagues at IACC, talking to students, as well as visiting students and employers in services, ensures that the ECTARC team has current knowledge, skills and an understanding of the issues facing staff in services.

Each student has a personal TDO and are encouraged to call or email the moment they need support. Rest assured there is always a TDO available to assist students at all times during office hours and support nights. If you have a question please call us - you are not alone throughout your studies, we are here to help and we want you to succeed.

ECTARC STUDENTS RECEIVE:

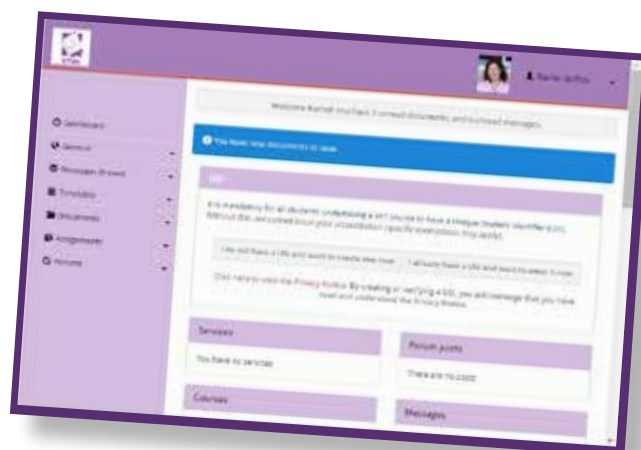
- regular telephone calls from their personal TDO
- email correspondence
- access to the ECTARC Student Portal
- access to the ECTARC Training Portal
- access to TDOs in the evenings on our weekly phone support night
- free access to online study sessions if required.

ONLINE PORTALS

To further support our students, we offer an online Student Portal and a Training Portal that allow students to:

- submit assessment tasks
- view assessment results - students are notified as soon as an assignment is marked
- access learning resources
- send and receive messages from your TDO
- update personal details.

The Portals are available through secure market leading technology. They increase communications with students and ensures valuable information is available when required and provides access to records 24 hours a day, 7 days a week.



RPL and Credit Transfer

Do you have EC sector experience?

Recognition of Prior Learning and Credit Transfer

Recognition of Prior Learning (RPL) is a process that recognises people can learn informally through work and life experiences as well as through formal education and training.

Evidence can be based on:

- formal training programs (e.g. professional development workshops)
- paid or unpaid work experience
- community or voluntary work
- life experiences
- any combination of the above.

To achieve competency through RPL students provide ECTARC with documented evidence that demonstrates their ability to meet all the elements/performance criteria for a particular unit of competency. This includes demonstration of the underpinning knowledge, values and attitudes as well as the practical skills required to perform to the standard stated for that unit.

RPL is designed for candidates with sector experience (suggested minimum 5 years). It may be conducted for individual units or whole qualifications.

The RPL process involves a competency conversation, a practical assessment in the workplace and a portfolio which may include documentation, photos, videos etc., to establish that you have the required skills and knowledge of each unit of competency are met.

An ECTARC TDO will notify the student of the unit/s in which have been deemed competent. Where required, remaining units may be completed through a training and assessment pathway.

CREDIT TRANSFER

If you have undertaken a unit of competency or qualification with another Registered Training Organisation (RTO) and have documented evidence of your achievement (i.e. a Statement of Attainment/Certificate/Transcript) you can apply for credit transfer for the relevant unit(s) of competency. You will need to provide ECTARC with permission to access your USI records on the USI Portal or provide a copy of your transcript and ECTARC will contact the issuing RTO to verify its authenticity.

CALL TODAY TO DISCUSS RPL

Visit www.ectarc.com.au to view additional information and resources. If you feel you are eligible to apply for RPL, please call and speak to an ECTARC TDO to determine which type of assessment would best suit your needs.



Enrol today

Commence at any time of the year

HOW TO ENROL IN A DISTANCE STUDY QUALIFICATION

At ECTARC students can commence study any time of the year. Enrol online at www.ectarc.com.au

- complete the online Enrolment Application Form
- You will be emailed a Foundation Skills Questionnaire which must be completed within 10 business days to complete the enrolment application process.
- scan and then attach verified copies of your identification (e.g. licence), previous qualifications and transcripts
- enter credit card details
- submit

PLEASE NOTE: ECTARC are required to verify previous qualifications, this can be through the USI Portal or through contacting the issuing RTO.

Documents that need to be verified are driver's licence, passport and birth certificate. To verify a document, the original must be seen, and the copy must be signed and dated by an employer, Director/Nominated Supervisor, ECTARC Training & Development Officer or ECTARC staff member.

HOW TO ENROL AN EMPLOYEE IN AN EARLY CHILDHOOD TRAINEESHIP OR APPRENTICESHIP

1. Call ECTARC to discuss training requirements including fees payable.
2. Nominate ECTARC as the training provider for the traineeship/apprenticeship with the [Australian Apprenticeship Support Network \(AASN\)](#). The AASN will contact ECTARC and forward the training contract. ECTARC will call the Employer or Nominated Supervisor to discuss the sign up of the trainee/apprentice.

ARE YOU AN EMPLOYER WHO IS NEW TO THE TRAINEESHIP OR APPRENTICESHIP PROCESS?

Please visit pages 16 to 19 of this booklet for a step by step guide to employing, registering and training a trainee or apprentice.

COURSE FEES - FEE FOR SERVICE

Course fees are detailed in the ECTARC Fee Schedule brochure which can be downloaded from www.ectarc.com.au.

Fees are subject to variation as part of the annual review of course costs. ECTARC reserves the right to vary the contents of all courses in line with the training package and any changes may lead to a variation in the number of units and/or the cost of the course. Current students will be notified before any fee increases are introduced.

Other expenses to be covered by you may include travel expenses (for example, to attend a service for practicum), expenses related to the submission of assessment tasks (posting any evidence that supports your assessment), photocopying evidence prior submission and completion of a First Aid certificate (for Early Childhood Education and Care courses only). Where specialised support is required for students with additional learning needs, you may be required to contract specialist support services which is at the discretion and cost of the individual student.

Enrolment fees are paid by credit card during the online enrolment application process. Learning resources will be provided once payment is received and enrolment application is processed. Students pay per unit as they progress through the course via the ECTARC website. **PLEASE NOTE:** The number of units you need to complete may vary if you receive a Credit Transfer for some units – please refer to the RPL and credit transfer information on page 6.

CHC30113 Certificate III

in Early Childhood Education and Care



CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

The CHC30113 Certificate III in Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

This is an entry level qualification for:

- anyone wishing to commence a career in the early childhood sector
- for someone who has been working in the industry for a number of years who wishes to formally recognise their knowledge and skills.

The Education and Care Services National Regulations state that an educator at a centre-based service who is educating and caring for children preschool age or under, must have, or be actively working towards, at least an approved Certificate III level education and care qualification (Section 126 b) if they are counted in the educator to child ratios for the service. A family day care educator must have, or be actively working towards, at least an approved Certificate III level education and care qualification (Section 127).

PATHWAYS

- Fee for service
- Traineeships and Apprenticeships
- Funded Programs
- Recognition of Prior Learning.

WHEN CAN I ENROL?

At any time of the year.

HOW LONG DOES IT TAKE TO COMPLETE?

The average time is 12-18 months. However, as

the course is delivered in a flexible manner, the more time allocated to study will determine when a qualification is achieved.

For example, a student that studies full time may be able to complete the course in approximately 12 months. The full qualification must be completed within 2 years from date of enrolment and regular submission of assessment tasks is required.

UNITS STUDIED FOR THIS COURSE

There are 18 units in total - 15 compulsory units and 3 elective units must be completed for this qualification. These are the units you will study:

1. CHCLEG001 Work legally and ethically
2. CHCECE001 Develop cultural competence
3. CHCECE002 Ensure the health and safety of children
4. CHCECE003 Provide care for children
5. CHCECE004 Promote and provide healthy food and drinks
6. CHCECE005 Provide care for babies and toddlers
7. CHCECE007 Develop positive and respectful relationships with children
8. CHCECE009 Use an approved learning framework to guide practice
9. CHCECE010 Support the holistic development of children in early childhood
10. CHCECE011 Provide experiences to support children's play and learning
11. CHCECE013 Use information about children to inform practice
12. CHCPRT001 Identify and respond to children and young people at risk
13. HLTAID004 Provide an emergency first aid response in an education and care setting
14. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
15. HLTWHS001 Participate in workplace health and



safety

ELECTIVES

Choose 3 electives from this list of units.

1. CHCECE006 Support behaviour of children and young people
2. CHCECE012 Support children to connect with their world
3. CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
4. BSBWOR301 Organise personal work priorities and development
5. CHCSAC004 Support the holistic development of children in school aged care
6. CHCDIV001 Work with diverse people

PLEASE NOTE: *HLTAID004 Provide an emergency first aid response in an education and care setting* is completed through an external registered training provider of the students choice and evidence of completion must be submitted to ECTARC prior to finishing the qualification. This may be through the USI Portal or by providing ECTARC a copy of the Statement of Attainment which will be verified with the issuing RTO. Please note: The first aid must be current at the time of finishing the qualification. Where it has expired the student will be required to renew this. Fees for this unit are paid by the student directly to the RTO. No additional costs for this unit are charged by ECTARC.

WORK PLACEMENT HOURS- 120 HOURS

30 hours – Birth-2 years – (Babies)

30 hours – 2-3 years – (Toddler)

60 hours – 3-5 years – (Preschool)

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace or as a practicum. An ECTARC TDO will visit the workplace to assess students on the job.

STUDY AN INDIVIDUAL UNIT FOR PROFESSIONAL DEVELOPMENT

At any time an individual unit can be studied for professional development. Simply enrol in the unit and you will be provided with the learning materials and the assessment tasks. Please call ECTARC today to discuss your professional development requirements. Our friendly Training and Development Officers will guide you toward the right unit to suit your needs. Any unit from any of our programs can be studied at any time. Please note: all units have practical assessment requirements. ECTARC Training and Development Officers can provide further information.

Do you know ECTARC offers...

- traineeship and apprenticeship training
- distance study courses
- funded training programs
- webinars
- inservice workshops
- consultancy

CHC50113 Diploma

of Early Childhood Education and Care



CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

The CHC50113 Diploma of Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff.

The Education and Care Services National Regulations state under **Section 126: Centre-based services - The qualification requirements** for educators at centre-based services for children preschool age or under are - at least 50 per cent of the educators who are required to meet the relevant educator to child ratios for the service must have, or be actively working towards, at least an approved Diploma level education and care qualification.

Section 128: Family Day Care Co-ordinator qualifications state: A family day care co-ordinator must have an approved Diploma level education and care qualification.

CAREER PROSPECTS

The CHC50113 Diploma of Early Childhood Education and Care is for people who wish to take on a leadership role in an early childhood service. The Diploma qualification is often required for positions such as nominated supervisor, early childhood educator, family day care educator and family day care coordinator.

PATHWAYS

- Fee for service
- Traineeships and Apprenticeships
- Funded Programs
- Recognition of Prior Learning.

ENROLMENT

Any time of year.

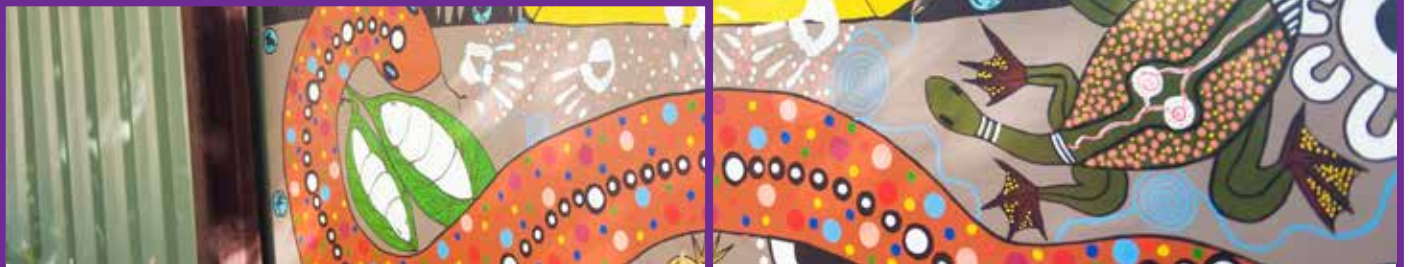
HOW LONG DOES IT TAKE TO COMPLETE?

Average completion time is 18 - 24 months. As this course is delivered in a flexible manner, the more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 3 years from date of enrolment and regular submission of assessment tasks is required.

UNITS STUDIED FOR THIS COURSE

28 units in total - 23 compulsory units and 5 elective units must be completed for this qualification. Students must choose 5 electives from the elective units listed below.

1. CHCLEG001 Work legally and ethically
2. CHCECE001 Develop cultural competence
3. CHCECE002 Ensure the health and safety of children
4. CHCECE003 Provide care for children
5. CHCECE004 Promote and provide healthy food and drinks
6. CHCECE005 Provide care for babies and toddlers
7. CHCECE007 Develop positive and respectful relationships with children
8. CHCECE009 Use an approved learning framework to guide practice
9. CHCECE016 Establish and maintain a safe and healthy environment for children



10. CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
11. CHCECE018 Nurture creativity in children
12. CHCECE019 Facilitate compliance in an education and care service
13. CHCECE020 Establish and implement plans for developing cooperative behaviour
14. CHCECE021 Implement strategies for the inclusion of all children
15. CHCECE022 Promote children's agency
16. CHCECE023 Analyse information to inform learning
17. CHCECE024 Design and implement the curriculum to foster children's learning and development
18. CHCECE025 Embed sustainable practices in service operations
19. CHCECE026 Work in partnership with families to provide appropriate education and care for children
20. CHCPRT001 Identify and respond to children and young people at risk
21. HLTAID004 Provide an emergency first aid response in an education and care setting
22. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
23. HLTWHS003 Maintain work health and safety

ELECTIVES

Choose 5 electives from this list of units.

1. BSBINN502 Build and sustain an innovative work environment
2. CHCDIV001 Work with diverse people
3. CHCMGT003 Lead the work team

4. CHCPOL002 Develop and implement policy
5. BSBLED401 Develop teams and individuals
6. CHCPRP003 Reflect on and improve own professional practice

PLEASE NOTE: HLTAID004 *Provide an emergency first aid response in an education and care setting* is completed through an external registered training provider of the student's choice and evidence of completion must be submitted to ECTARC prior to finishing the qualification. This may be through the USI Portal or by providing ECTARC a copy of the Statement of Attainment which will be verified with the issuing RTO. Please note: The first aid must be current at the time of finishing the qualification. Where it has expired the student will be required to renew this. Fees for this unit are paid by the student directly to the RTO. No additional costs for this unit are charged by ECTARC.

WORK PLACEMENT HOURS - 240 HOURS

60 hours – Birth-2 years – (Babies)

60 hours – 2-3 years – (Toddlers)

60 hours - 3-5 years (Preschool age)

30 hours – must include a child with additional needs (any age group)

30 hours – Service management.

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace or as a practicum. An ECTARC TDO will visit the workplace to assess students on the job.



CHC40113 Certificate IV

in School Age Education and Care



CHC40113 CERTIFICATE IV IN SCHOOL AGE EDUCATION AND CARE

The CHC40113 Certificate IV in School Age Education and Care qualification is for educators who conduct vacation programs as well as before and after school care activities for children of school age.

SAEC educators:

- plan experiences and provide care to children to enable them to achieve their developmental outcomes
- may work under direct supervision or autonomously
- may have some supervisory responsibilities for volunteers and other educators.

CAREER PROSPECTS

Employment prospects for people holding the CHC40113 Certificate IV in School Age Education and Care qualification include assistant SAEC coordinator, mobile assistant, SAEC assistant, SAEC supervisor/coordinator, play leader, program leader, recreation assistant, recreation leader, team leader or vacation care supervisor.

PATHWAYS

- Fee for service
- Traineeships and Apprenticeships
- Funded Programs
- Recognition of Prior Learning.

ENROLMENT

Any time of year.

COMPLETION TIME

Average completion time is 18 months via distance study. As this course is delivered in a flexible manner, the more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed within 2½ years from date of enrolment and regular submission of assessment tasks is required.

UNITS STUDIED FOR THIS COURSE

19 units in total - 15 compulsory units and 4 elective units must be completed for this qualification.

1. CHCLEG001 Work legally and ethically
2. CHCECE001 Develop cultural competence
3. CHCECE002 Ensure the health and safety of children
4. CHCECE004 Promote and provide healthy food and drinks
5. CHCECE009 Use an approved learning framework to guide practice
6. CHCECE011 Provide experiences to support children's play and learning
7. CHCPRT001 Identify and respond to children and young people at risk
8. CHCSAC001 Support children to participate in school age care
9. CHCSAC002 Develop and implement play and leisure experiences in school age care
10. CHCSAC003 Work collaboratively and respectfully with children in school age care
11. CHCSAC004 Support the holistic development of children in school age care
12. HLTAID004 Provide an emergency first aid response in an education and care setting
13. CHCDIV001 Work with Diverse people



14. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
15. HLTWHS001 Participate in workplace health and safety.

ELECTIVES

Choose 4 electives from this list of units.

1. CHCECE006 Support behaviour of children and young people
2. CHCECE010 Support the holistic development of children in early childhood
3. CHCECE012 Support children to connect with their world
4. CHCECE021 Implement strategies for the inclusion of all children
5. CHCECE022 Promote children's agency
6. CHCECE025 Embed sustainable practices in service operations
7. BSBWOR301 Organise personal work priorities and development
8. CHCPRP003 Reflect on and improve own professional practice

PLEASE NOTE: *HLTAID004 Provide an emergency first aid response in an education and care setting* is completed through an external registered training provider of the students choice and evidence of completion must be submitted to ECTARC prior to finishing the qualification. This may be through the USI Portal or by providing ECTARC a copy of the Statement of Attainment which will be verified with the issuing RTO. Please note: The first aid must be current at the time of finishing the qualification. Where it has expired the student will be required to renew this. Fees for this unit are paid by the student directly to the RTO. No additional costs for this unit are charged by ECTARC.

WORK PLACEMENT HOURS - 120 HOURS

120 hours - 6-12 years - School age

Please note that certain units have work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace or as a practicum. An ECTARC TDO will visit the workplace to assess students on the job

CHC50213 Diploma

of School Age Education and Care



CHC50213 DIPLOMA OF SCHOOL AGE EDUCATION AND CARE

The CHC50213 Diploma of School Age Education and Care course is for educators who have the responsibility for the day-to-day management of a before and after school care and/or vacation care service, including planning, implementing and managing programs which address licensing, quality rating systems and duty of care requirements. At this level educators have responsibility for supervision of other staff and volunteers.

CAREER PROSPECTS

Employment prospects for people holding the CHC50213 Diploma of School Age Education and Care qualification include Nominated Supervisor, group coordinator, group leader, SAEC coordinator, SAEC educator, program leader, team leader or vacation care coordinator.

PATHWAYS

- Fee for service
- Traineeships and Apprenticeships
- Funded Programs
- Recognition of Prior Learning.

ENROLMENT

Any time of year.

COMPLETION TIME

Average completion time is 24 months via distance study. This is self paced, more time allocated to study will determine when the qualification can be achieved. The full qualification must be completed

within 3 years from date of enrolment and regular submission of assessment tasks is required.

UNITS STUDIED FOR THIS COURSE

25 units in total - 18 compulsory units and 7 elective units must be completed for this qualification.

1. CHCECE001 Develop cultural competence
2. CHCECE004 Promote and provide healthy food and drinks
3. CHCECE009 Use an approved learning framework to guide practice
4. CHCECE011 Provide experiences to support children's play and learning
5. CHCECE016 Establish and maintain a safe and healthy environment for children
6. CHCECE018 Nurture creativity in children
7. CHCECE019 Facilitate compliance in an education and care service
8. CHCECE020 Establish and implement plans for developing cooperative behaviour
9. CHCECE021 Implement strategies for the inclusion of all children
10. CHCECE024 Design and implement the curriculum to foster children's learning and development
11. CHCECE026 Work in partnership with families to provide appropriate education and care for children
12. CHCPRT001 Identify and respond to children and young people at risk
13. CHCSAC001 Support children to participate in school age care
14. CHCSAC002 Develop and implement play and leisure experiences in school age care
15. CHCSAC003 Work collaboratively and respectfully with children in school age care
16. CHCSAC005 Foster the holistic development and wellbeing of the child in school age care



17. HLTAID004 Provide an emergency first aid response in an education and care setting
18. CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

ELECTIVES

Choose 7 electives from this list of units

1. BSBLED401 Develop teams and individuals
2. CHCECE022 Promote children's agency
3. CHCECE023 Analyse information to inform learning
4. CHCECE025 Embed sustainable practices in service operations
5. CHCECE017 Foster the holistic development and wellbeing of the child in early education
6. CHCPOL002 Develop and implement policy
7. CHCPRP003 Reflect on and improve own professional practice
8. BSBINN502 Build and sustain an innovative work environment
9. HLTWHS003 Maintain work health and safety

PLEASE NOTE: HLTAID004 *Provide an emergency first aid response in an education and care setting* is completed through an external registered training provider of the students choice and evidence of completion must be submitted to ECTARC prior to finishing the qualification. This may be through the USI Portal or by providing ECTARC a copy of the Statement of Attainment which will be verified with the issuing RTO. Please note: The first aid must be current at the time of finishing the qualification. Where it has expired the student will be required to renew this. Fees for this unit are paid by the student directly to the RTO. No additional costs for this unit are charged by ECTARC.

WORK PLACEMENT HOURS - 240 HOURS

210 hours - 6-12 years - School age

30 hours - must include a child with additional needs (any age group)

Students must have access to an outside school hours care service to undertake the practicum component of the course.

Please note that certain units have practical work placement hours that are required to be completed before the unit is deemed competent. These hours can be completed within your workplace or as a practicum. An ECTARC TDO will visit the workplace to assess students on the job.



Leadership & Management

Commence at any time of the year



BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

Would you like to be a more effective leader? Improve your business management skills? Do you aspire to take on a leadership role? Today's managers need to have skills and knowledge in people management, finance, WHS, leadership, marketing, business planning and industrial relations. The qualification gives owners and Nominated Supervisors new and improved leadership and management skills in these areas. People who assess or coordinate the work of other employees are ideal candidates for this leadership and management qualification.

ENROLMENT

Commence at any time of the year.

ASSESSMENT

This course is designed for people who are currently employed in a workplace. Students are provided with hard copy learning materials and the assessment tasks are provided within these. Written assessment tasks are to be submitted via the ECTARC Student Management Portal. Third Party Reports must be completed by a Workplace Supervisor. While there are no specific work placement hours for this qualification, students are required to have access a workplace to complete the practical assessment tasks. Students may also be eligible to address the units through a Recognition of Prior Learning pathway. For relevant units completed in previous qualifications Credit Transfer may also be granted.

TRAINING PATHWAYS

Distance study.

COMPLETION TIME

There are 12 units in the BSB42015 Certificate IV in Leadership and Management course. Each unit takes approximately 50 hours to complete - inclusive of approximately 30 hours reading and approximately 20 hours completing the assessment. If you allocate 10 hours per week to study you would complete the qualification within approx 4 months. The more time you allocate to study the quicker the qualification can be achieved. The qualification is required to be completed within 8 months.

UNITS STUDIED FOR THIS COURSE:

12 units of competency - 4 Core and 8 Elective units. ECTARC has recommended elective units that strongly relate to job roles and responsibilities based on consultation with the Early Childhood sector and participants of previous and current programs. Elective choices may be customised to suit individual students.

Core units

1. BSBLDR401 Communicate effectively as a workplace leader
2. BSBLDR402 Lead effective workplace relationships
3. BSBLDR403 Lead team effectiveness
4. BSBMGT402 Implement operational plan

Elective units

1. BSBMGT401 Show leadership in the workplace
2. BSBPMG522 Undertake project work
3. BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
4. BSBMGT403 Implement continuous improvement
5. BSBFIA402 Report on financial activity
6. BSBLED401 Develop teams and individuals
7. TAEDEL404 Mentor in the workplace
8. BSBCMM401 Make a presentation

Traineeships & Apprenticeships

NSW, ACT & QLD

Commence at any time of the year

Traineeships NSW, QLD, ACT

Traineeships are available at services across:

- New South Wales - This training is subsidised by the NSW Government
- Queensland - Funded by the Queensland Government
- Australian Capital Territory Traineeships are an ACT Government training initiative, funded by the ACT and Australian Government.

The following traineeship courses are available:

- CHC30113 Certificate III in Early Childhood Education and Care traineeship (NSW, QLD, ACT)
- CHC40113 Certificate IV in School Age Education and Care traineeship (NSW, ACT)
- CHC50113 Diploma of Early Childhood Education and Care traineeship (NSW, ACT)
- CHC50213 Diploma of School Age Education and Care traineeship (NSW, ACT).

SCHOOL BASED TRAINEESHIPS

School Based Traineeships are also available in the following:

- CHC30113 Certificate III in Early Childhood Education and Care traineeship (NSW, QLD, ACT)
- CHC40113 Certificate IV in School Age Education and Care traineeship (NSW).



Apprenticeships QLD

The following apprenticeship programs are funded by the Queensland Government and delivered through face to face training at the service and/or live webinar training sessions in all locations throughout Queensland:

- CHC50113 Diploma of Early Childhood Education and Care apprenticeship.

SCHOOL BASED APPRENTICESHIP

School Based Apprenticeships are also available in the following:

- CHC50113 Diploma of Early Childhood Education and Care.



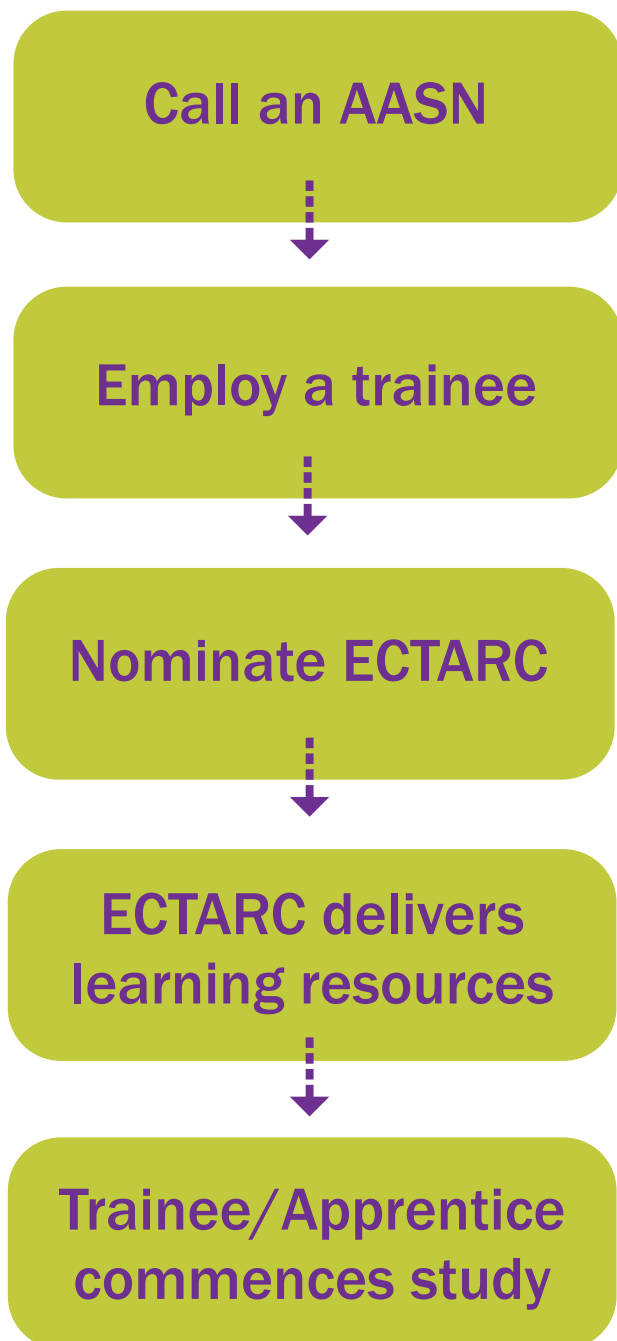
5 great reasons for services to employ a trainee or apprentice

1. Traineeships and apprenticeships are a great way to give someone the chance to commence an early childhood career. It is a wonderful opportunity for experienced early childhood educators to model best practice and mentor new people.
2. The Federal Government pays [financial incentives](#) to early childhood services that employ a trainee or apprentice. Trainees and apprentices are often an affordable staffing option for many services.
3. Trainees and apprentices may be included in staff ratios.
4. When the trainee or apprentice finally gains their qualification, your service will have a skilled worker that knows the children, parents and how your service operates.
5. An employer has the opportunity to have input into what training organisation trains their staff member. Services that pride themselves on producing high quality educators can direct their trainees/apprentices to well respected RTOs that produce high quality graduates.



Traineeships and Apprenticeships

New South Wales, Australian Capital Territory and Queensland



THE TRAINEESHIP/APPRENTICESHIP PROCESS

1. A service is required to employ a staff member or choose an existing worker for a traineeship or apprenticeship. The owner/Nominated Supervisor should call their local [Australian Apprenticeship Support Network](#) (AASN) to discuss the eligibility requirements of traineeships and apprenticeships.
2. Once a person is successfully recruited by an early childhood education and care service, a representative from an AASN will attend the service to confirm details about incentives and organise the signing of a training contract between the new employee and employer.
3. At the contract signing with the AASN, the **employer will nominate ECTARC to be the Registered Training Organisation (RTO)** to provide the training.
4. The new trainee will be allocated an ECTARC Training and Development Officer (TDO) to support them throughout their studies. The ECTARC TDO will conduct the traineeship/apprenticeship orientation and develop the training plan by either visiting the service, via live webinar or over the phone (in the case of geographically isolated services that we cannot attend promptly). The new trainee/apprentice will be provided with learning resources and assessment tasks from ECTARC and training can commence immediately.
5. The trainee/apprentice must complete assessments and submit these for marking in line with their training plan. A qualified educator from the service is given the role of being the mentor/workplace supervisor to assist and guide the trainee/apprentice during the traineeship/apprenticeship. An ECTARC TDO will visit the workplace to assess students on the job. A qualification will be issued once all requirements are completed and training fees are paid.



STUDY TIME

Employers must allocate trainees and apprentices time off the floor each week to read learning resources and complete assessment tasks as part of their training contract. A qualified educator from the service will act as the trainee/apprentice mentor/workplace supervisor. The mentor/workplace supervisor provides support and advice to the trainee throughout the traineeship/apprenticeship.

NSW & ACT

In NSW and the ACT, traineeships are delivered via distance study, and students will receive contact visits at the service from an ECTARC TDO throughout the traineeship (ECTARC will negotiate appropriate support structures for geographically remote services).

QLD

In QLD, trainee/apprentices receive one-on-one training at the service from an ECTARC TDO or via live webinar tutorials.

All trainee/apprentices are required by DESBT, The Department of Employment, Small Business and Training, to co-contribute towards the cost of their training. The co-contribution fee is calculated at a set rate per nominal hour as outlined by DESBT. Fees will be invoiced and a number of payment options are available.

FEES

Please see the ECTARC Fee Schedule at www.ectarc.com.au for the associated fees for all Traineeships and Apprenticeships.

SUPPORT

Trainees/Apprentices will receive additional support from ECTARC through:

- regular telephone calls from their allocated ECTARC Training and Development Officer
- email correspondence
- optional online study sessions
- weekly phone support evenings
- Student Portal
- Training Portal
- Social media updates.

EMPLOYERS

FINANCIAL INCENTIVES

Financial incentives are available for eligible employers of trainees and apprentices. For information on incentives visit <http://www.australianapprenticeships.gov.au/>.

SUPPORT

At any time an employer can check the progress of a trainee/apprentice. Employers are encouraged to call or email ECTARC at any time if they have a question or concern about the training process. Employers can have access to their trainee/apprentice's records 24 hours/7 days a week via the ECTARC Student Portal.

Employers are informed of their trainee's/apprentice's progress throughout the contract with regular telephone and written communications. Monthly progression emails are sent to the Nominated Supervisor/employer to clearly communicate how the trainee/apprentice is progressing with their studies and meeting their contractual requirements.

ECTARC values the relationship we have with employers and Nominated Supervisors and our team works hard to support, advise and provide prompt action to ensure a high quality training experience.

Child Protection

CHCPRT001 IDENTIFY AND RESPOND TO CHILDREN AND YOUNG PEOPLE AT RISK

Under the Education and Care National Regulations 2011, Chapter 7, Part 7.3, Division 3, Regulation 273 states: The approved provider of an education and care service must ensure that the nominated supervisor of the service and any certified supervisor in day to day charge of the service has successfully



completed a course in child protection approved by the New South Wales Regulatory Authority.

Chapter 4, Part 4.2, Division 1, Regulation 84 also states 84: The approved provider of an education and care service must ensure that the nominated supervisor and staff members at the service who work with children are advised of— (a) the existence and application of the current child protection law; and (b) any obligations that they may have under that law. Penalty: \$1000. Note: A compliance direction may be issued for failure to comply with this regulation.

ECTARC is an approved provider of this qualification.

COMPLETION TIME

Up to 50 hours to complete. Unit must be completed within 6 months from date of enrolment.

TOPICS COVERED INCLUDE:

1. Implement work practices which support the protection of children and young people

This includes:

- understanding the different forms of abuse - physical, sexual, emotional, neglect and domestic

violence

- recognising indicators, recognising risk factors in family situations etc
- understanding the effect of abuse on children and young people
- responding to disclosure in accordance with accepted standards and techniques
- reviewing appropriate information gathering techniques
- importance of confidentiality and understanding own level of responsibility.

2. Report indicators of significant risk of harm

This includes understanding the learner's role in identifying and reporting incidents; reviewing relevant state legislation and understanding mandatory notification implications; understanding accurate recording of relevant specific and general circumstances surrounding risk of harm; understanding service's policy and procedures for reporting to relevant authorities.

PLEASE NOTE: Students need to be working in a service to complete practical requirements. An ECTARC Assessor will visit the workplace to assess students on the job.



SINGLE UNITS

A single unit can be commenced at any time of year for professional development. Studying a unit via distance is an ideal way to gain knowledge and skills from the comfort of your home/service and is something you can do at your own pace.

A list of all units available for study can be found at www.ectarc.com.au.

Nutrition and Menu Planning

Commence at any time of the year

Education and Care Services National Regulations state:

4.2: CHILDREN'S HEALTH AND SAFETY

Division 1 - Health, safety and wellbeing of children

79 Service providing food and beverages

(1) The approved provider of an education and care service that provides food or a beverage to children being educated and cared for by the service must ensure that -

(a) the food or beverage provided is nutritious and adequate in quantity; and

(b) the food or beverage provided is chosen having regard to the dietary requirements of individual children taking into account - (i) each child's growth and development needs; and (ii) any specific cultural, religious or health requirements.

ECTARC offers two professional development opportunities for staff in early childhood settings to learn the knowledge and skills to meet the requirements outlined above.



CHCECE004 PROMOTE AND PROVIDE HEALTHY FOOD AND DRINKS

This unit covers how to promote healthy eating, how to plan food/menus and drinks that are nutritious and appropriate for each child and how to maintain food safety while carrying out food-handling activities. An ideal unit for all early childhood staff to learn current best practice and understand their responsibilities in this area. The unit is offered by distance study, can be commenced at any time of the year and is nationally accredited.

ASSESSMENT

The assessment process for this unit includes:

- Written Assignment
- Third Party Report signed by a workplace supervisor
- Videos: Video evidence may be submitted for the practical component of this course.

TRAINING PATHWAYS

Distance study.

COMPLETION TIME

Up to 50 hours to complete. Unit must be completed within 6 months from date of enrolment



Safe Food Handling

Commence at any time of the year



HLTFSE001 FOLLOW BASIC FOOD SAFETY PRACTICES

Education and Care Services National Regulations state:

4.2: CHILDREN'S HEALTH AND SAFETY

Division 1 - Health, safety and wellbeing of children 77 Health, hygiene and safe food practices

(1) The approved provider of an education and care service must ensure that the nominated supervisor and staff members of, and volunteers at, the service implement -

- (a) adequate health and hygiene practices; and*
- (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.*

(2) The nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement -

- (a) adequate health and hygiene practices; and*
- (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.*

(3) A family day care educator must implement -

- (a) adequate health and hygiene practices; and*
- (b) safe practices for handling, preparing and storing food - to minimise risks to children being educated and cared for by the service.*

This unit teaches hygienic food handling practices and how to maintain safe food practices when preparing and offering food at your service. Whilst completing the course, you will develop skills and practical knowledge relevant to your service routine as the course has been customised to meet early childhood sector needs.

TOPICS COVERED INCLUDE:

1. Food hygiene and the law
2. Food unfit for consumption - spoiled food; food capable of causing illness
3. Food poisoning
4. Personal hygiene
5. Safe work practices with food
6. Cleaning, sanitation and waste disposal
7. Pest control.

The unit is offered by distance study, can be commenced at any time of the year and is nationally accredited.

ASSESSMENT

The assessment process for this unit includes:

- Written Assignment
- Third Party Report signed by a workplace supervisor
- Videos: Two (2) videos are required to be submitted demonstrating following correct hand washing procedures and cleaning and tidying work areas at least twice (2 times).

COMPLETION TIME

Approximately 15 hours to complete.

Unit must be completed within 6 months from date of enrolment

Food Safety Supervisor



FOOD SAFETY SUPERVISOR COURSE

Under the Food Act 2006, some states require that any business services providing food must have a Food Safety Supervisor that has completed an accredited qualification. A food safety supervisor takes a lead role in supervising food safety in a food business. A food safety supervisor must be 'reasonably available' at all times the business is operating and:

- (a) know how to recognise, prevent and alleviate food safety hazards of the food business;
- (b) have skills and knowledge in matters relating to food safety relevant to the food business; and
- (c) have the authority to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

See http://www.health.qld.gov.au/foodsafety/food_act_2006/safety_supervisors.asp for further information.

In the Food Safety Supervisor course you must complete 3 units from the HLT Health Training Package:

1. HLTFS001 Follow basic food safety practices
2. HLTFS005 Apply and monitor food safety requirements
3. HLTFS007 Oversee the day-to-day implementation of food safety in the workplace.

UPGRADE OPTION

Persons who have completed a Statement of Attainment in HLTFS001 Follow basic food safety practices can upgrade to the Food Safety Supervisor course by undertaking part of the program. Contact ECTARC for details.

TRAINING PATHWAY

Distance study.

ENROLMENT

Any time of year.

COMPLETION TIME

Approximately 45 hours to complete (this includes practicum hours). Unit must be completed within 12 months from date of enrolment.

PRACTICUM

Participants will require access to a service that provides food for clients to complete practical requirements or submit videos as evidence.

TOPICS COVERED INCLUDE:

1. Legal requirements for food safety
2. Safe work practices with food
3. Cleaning, sanitation and waste disposal
4. Food safety programs
5. Food safety records required
6. Preventing food poisoning
7. Personal hygiene
8. Food safety hazards
9. Pest control
10. Implementing auditing.



Professional Development

Enrol in a workshop online today

FACE TO FACE WORKSHOPS

ECTARC delivers an exciting and diverse variety of professional development face to face workshops in metropolitan, regional and remote areas. Workshops are delivered by ECTARC Training and Development Officers or external guest presenters. Training and Development Officers are qualified and have many years experience working in education and care ensuring current information and practical advice.

The ECTARC workshop calendar can be viewed on the ECTARC website.

WEBINARS

Webinars have become incredibly popular as educators can access professional development from their service or home regardless of their location throughout Australia.

To participate in an online workshop participants will require a headset with a microphone and a device with internet access. It is a simple process to log on to a workshop session, only basic computer skills are required to participate. Visit the ECTARC website to view the webinar calendar or to enrol today.



Enrol online today
@ www.ectarc.com.au

Enrol in a workshop or webinar via the ECTARC website at www.ectarc.com.au
For information about workshops please call ECTARC on 02 4223 1111 or email pd@ectarc.com.au

Webinars & Workshops

Customised to meet the needs of your service

INSERVICE WORKSHOPS AT YOUR SERVICE

For convenience, ECTARC can come services to present professional development training. Teams can decide on the subject matter and select from a range of durations.

ECTARC offers a wide range of accredited and non-accredited professional development programs to meet the needs of teams. ECTARC inservices reflect current information under the the National Quality Framework.

ECTARC is renown for delivering high quality, relevant professional development to services throughout Australia. Our Training and Development Officers are qualified and have extensive experience in the education and care sector. ECTARC Training and Development Officers understand the demands placed upon educators on the floor and ensure that the information provided in workshops is practical, realistic and improves knowledge and skills.

Benefits of holding an ECTARC inservice:

- workshops can be tailored to the needs of the service
- a number of staff can be trained all at once – time and cost efficient
- the workshop can be held at a time, date and venue of choice
- staff have the opportunity to interact on a one-on-one basis with the presenter to discuss specific issues relating to your service. This maximises the quality of training received
- the ease and comfort of not having to travel to workshops.

ECTARC endeavours to keep costs to a minimum so workshops are affordable. Small services may like to approach another service in their area to undertake combined training activities. Please note: travel and accommodation costs do apply and will be negotiated at the time of booking.

For details on professional development, download the Inservice Professional Development guide from www.ectarc.com.au.

Consultancy Services

Service support and consultation

Talk to ECTARC about how our extensive knowledge and experience can support individual teams.

ECTARC have demonstrated success providing consultancy and support that includes:

- self assessment against the National Quality Standard
- review and advice on the development of Quality Improvement Plans and strategies for reaching key improvement outcomes
- leadership practices
- education leader support, direction and planning
- program development
- optimising engagement with families and community
- human resources management
- professional development
- marketing.

An obligation free quote can be provided on the range of ECTARC's Consultancy Services. Call ECTARC on 02 4223 1111 or email info@ectarc.com.au



ECTARC Learning Resources

ECTARC is proud to offer students learning resources that have been written by our qualified and experienced ECTARC early childhood trainers, assessors and sector specialists. The resources capture best practice and the essential skills and knowledge required by the CHC training package. Students will be inspired by the colourful layout and visuals which bring content to life to deliver an engaging learning experience.

Sample pages from ECTARC Learning Guides:



Symbols that you will encounter throughout this workbook:

 Indicates that there is a task for you to complete	 Indicates a link to My Time, Our Place: Framework for School Age Care in Australia
 Indicates a link to the National Quality Standard	 Indicates a link to the United Nations (UN) Convention on the Rights of the Child
 Indicates a link to the Education and Care Services National Regulations	 Indicates a link to the Early Childhood Australia (ECA) Code of Ethics
 Indicates a link to Belonging, Being & Becoming: The Early Years Learning Framework for Australia	

Some important acronyms to be aware of:

ECEC: Early Childhood Education and Care	NQF: National Quality Framework
EC: Education and Care	NQS: National Quality Standard
EYLF: Early Years Learning Framework for Australia	SAEC: School Age Education and Care
MTOP: My Time, Our Place: Framework for School Age Care in Australia	UNCRC: United Nations Convention on the Rights of the Child

General Information

Training, Practicum, Enrolment

NATIONALLY RECOGNISED VS NON-ACCREDITED COURSES

All ECTARC qualifications are nationally recognised and aligned to the Australian Qualifications Framework. A Qualification or Statement of Attainment is issued on the successful completion.

Non-accredited courses or workshops offer professional development opportunities. A Statement of Participation is given to students that attend non-accredited workshops.

ENTRY REQUIREMENTS, CLIENT SELECTION AND ENROLMENT POLICY

All students will be recruited in an ethical and responsible manner. Our access and equity policy ensures that client selection decisions comply with equal opportunity legislation and legislative requirements.

Prior to enrolment, student's are required to complete a Foundations Skills Questionnaire which is assessed by an ECTARC TDO to ensure that the chosen qualification is suitable for the student.

If you are concerned about your eligibility to enrol in a course, contact ECTARC for further information.

ACCESS AND EQUITY POLICY

All ECTARC staff are required to act in accordance with the ECTARC Code of Practice and ensure that all students/clients are made aware of their rights and responsibilities. The Code of Practice can be viewed on the ECTARC website at www.ectarc.com.au. Under the relevant Commonwealth Legislation, ECTARC will make reasonable adjustments for people with additional needs. This may include Aboriginal and Torres Strait Islanders, South Sea Islanders, people from culturally diverse backgrounds, people with disabilities and people living in rural and remote

areas.

This means:

- ECTARC offers additional language, literacy and numeracy support to students who enrol in a study course. Where specialised support is required for students with additional learning needs, you may be required to contract specialist support services which is at the discretion and cost of the individual student.
- Assessment tasks will be assessed flexibly – taking into account students' specific needs.
- ECTARC has policies and procedures to ensure all students receive appropriate welfare and guidance throughout their course.

LEARNING RESOURCES

Upon completion of the enrolment process, access to learning resources takes up to 3 business days. Study can be commenced as soon as you receive access to the ECTARC Training Portal.

ASSESSMENT

Each unit consists of the following assessment requirements:

- Written Assessment Task
- Practical assessment in the workplace (simulations and videos may also be required)
- Third Party Report to be completed by a qualified workplace supervisor.

ECTARC can also customise assessment tasks for students to meet individual learning needs. Please call ECTARC to discuss the assessment methods for each course if you require more information.

General Information

Refund Policy, Financial Assistance, Learning Materials

SUBMISSION OF ASSESSMENT TASKS

Assessment tasks are completed and submitted by the student on the ECTARC Training Portal. The assessment task is marked by an ECTARC TDO, feedback is provided and a notification email is sent to students when an assessment has been marked.

PLEASE NOTE: Fee for service students must submit at least one assessment task within a 6 month period or their enrolment will be made inactive. Where the student has not made attempt to contact ECTARC or submitted an assessment within 12 months the student will be withdrawn from the program.

WORK PLACEMENT/PRACTICUM

Qualifications require students to complete work placement hours in a regulated early childhood education and care service within Australia. These hours may be completed as part of the students paid employment or as an unpaid Practicum. An ECTARC Assessor will visit the workplace to assess students on the job. Please see notes on practicum under each qualification for more information.

CRIMINAL HISTORY CHECK

Most states and territories throughout Australia have regulatory and/or legislative requirements to protect the interests of children, by setting standards that include the requirement that 'fit and proper' persons be engaged in prescribed children's services. This requirement applies equally to voluntary/work experience educators.

If you are enrolled in an education and care qualification and are not currently employed in the sector, you may be required to complete your states relevant checks prior to attending practicum. Contact ECTARC for further details.

FEES PAID IN ADVANCE

ECTARC students are permitted to pay no more than \$1000 prior to commencement of the course and \$1500 in advance throughout the course. Where a third party is paying for the course, this amount may be increased with the approval of the CEO. Where a student enrolls online and the amount paid is greater than this they shall be contacted and refunded the difference.

REFUND POLICY - FEE FOR SERVICE

The enrolment fee is non-refundable, except where the student withdraws their application within the 14 day cooling off period, or they do not satisfy the enrolment criteria, in which case it is refunded in full. If a student is accepted by ECTARC and then elects not to participate in the course after the cooling off period, then the enrolment fee is non-refundable.

ECTARC offers clients refunds on fees paid in the following circumstances:

- within 10 business days of purchase - cost of the unit less a 20% administration fee
- Where a student has overpaid the enrolment fee/unit charges – full refund of the difference
- Where a course is cancelled by ECTARC – full refund.

FINANCIAL ASSISTANCE

Centrelink has a range of financial assistance such as Austudy, Abstudy and Youth Allowance, for eligible students. It is important to recognise, however, that if you are in receipt of an allowance or supplement from Centrelink, you must fulfil your responsibilities e.g. continuous enrolment, regular submission of assessments etc. as student progression is monitored to determine continued eligibility. To see if you are eligible for financial assistance please call Centrelink.

Program Information

Materials, Study and Support

DISCIPLINARY PROCEDURES

ECTARC reserves the right to terminate the training and/or assessment of any student found guilty of academic misconduct (e.g. plagiarism). This policy is set out in detail in the Student Information Handbook and is available on the ECTARC website at www.ectarc.com.au.

APPEALS AND COMPLAINTS

ECTARC offers students the opportunity to appeal against an assessment decision or make a complaint. The appeals and complaints process is considered a valuable tool for management to improve the products, services and business operations it delivers to students. Students are encouraged to contact ECTARC to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with:

- promptly and efficiently
- in a fair and equitable manner
- so as to respect confidentiality and ensure impartiality is maintained
- so that parties are informed regularly of action being taken/progress
- in a manner whereby follow up checks are made at a later date to review the appropriateness of solutions reached
- so that documented records are maintained.

The formal appeals and complaints process is outlined in detail in the Student Information Handbook at www.ectarc.com.au.

NATIONAL TRAINING COMPLAINTS HOTLINE

Where a student feels that an issue needs to be addressed further by an external organisation they can contact the National Training Complaints Hotline. The hotline will not investigate complaints but will forward complaints to the most appropriate agency, authority or jurisdiction for consideration. Complaints

can be registered with the National Training Complaints Hotline by Phone: 13 38 73, Monday–Friday, 8am to 6pm nationally or emailing NTCH@education.gov.au.

STUDENT RECORDS

Students will have 24hour access to current and accurate records through the ECTARC Student Portal and the right to review and correct information if required. A progression transcript is available at any time throughout your studies at no cost.

WELFARE AND GUIDANCE SERVICES

Should you require support in areas other than your study, ECTARC can assist you to locate appropriate welfare and guidance services. Please speak to your ECTARC TDO.

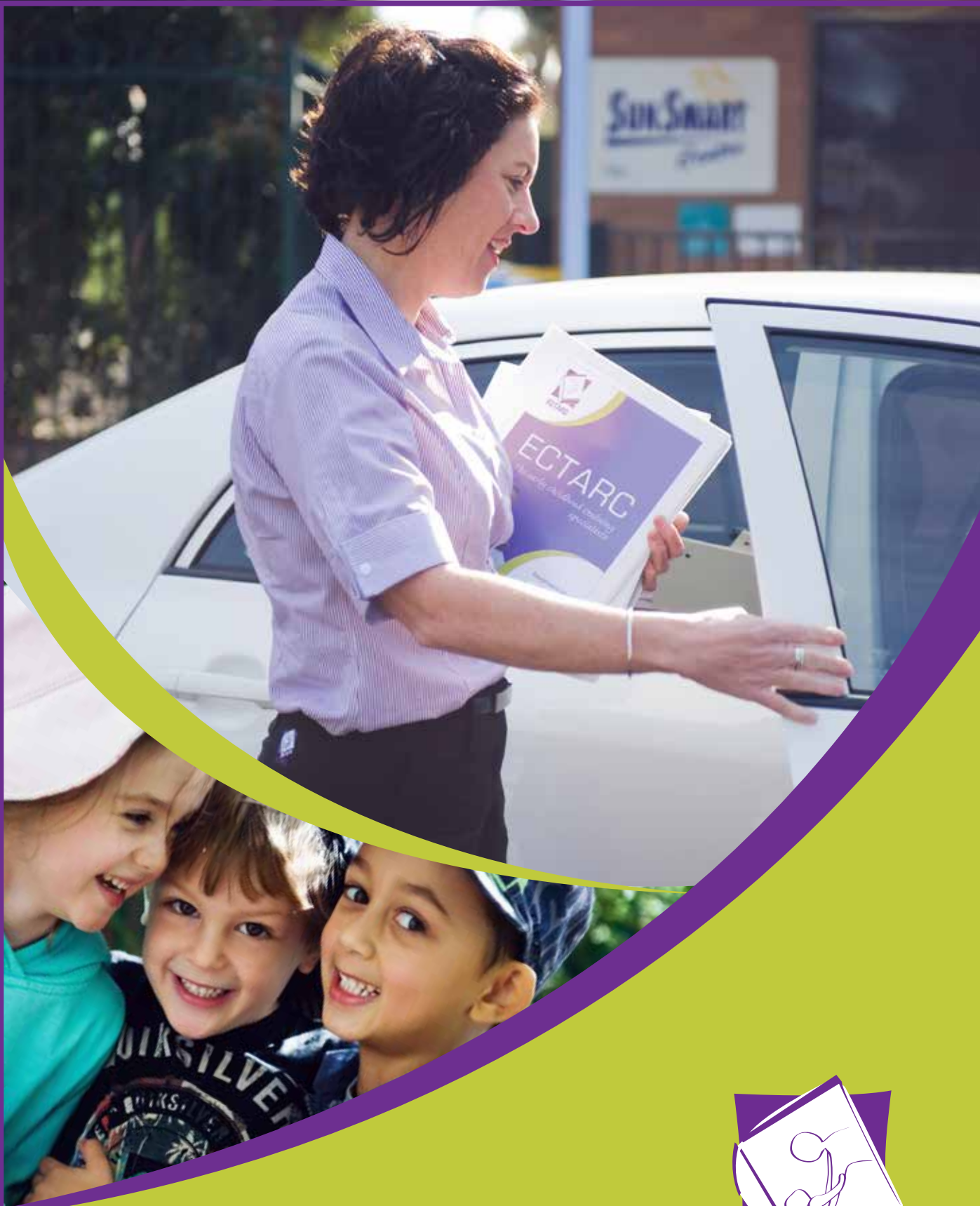
UNIVERSITY ADVANCED STANDING

ECTARC qualifications are nationally recognised. Universities are now offering advanced standing for Vocational Education and Training qualifications. Each university has its own criteria for assessing advanced standing. ECTARC recommends you contact the university of your choice to discuss entry and advanced standing requirements.

SOCIAL MEDIA

Follow the ECTARC facebook/Instagram pages to receive training updates, EC sector news and reminder messages.





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ECTARC