

CONTENTS

INTRODUCTION	6
GUIDES TO SUPPORT THE DELIVERY OF THE CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE	7
Trainer Guides	7
Assessor Guides	7
Learner Guides	7
Supporting Guides	7
ASSESSMENT	9
Assessment process for a full qualification	10
Assessment process for a single unit of competency	11
The Assessment tools at a glance	12
Instructions for using the Assessment tools and resources	12
Title page	13
Assessment Cover Sheet	13
Written Assessment Tasks	14
Navigating the National Quality Framework Written Assessment Task	15
Written Assessment terminology and definitions	16
Written Assessment Marking Guides	17
Third-Party Report	18
Declaration of work placement hours	19
PRACTICUM INFORMATION	19
Practicum hours	20
Practicum Pathways	20
The Practicum process	20
GUIDES AND RESOURCES FOR PRACTICUMS	22
<i>Learner Practicum Information Guide</i>	22
<i>ECEC Services Practicum Information Guide</i>	22
<i>Workplace Supervisor Information Guide</i>	22
<i>Mentor Information Guide</i>	22

PRACTICAL ASSESSMENT	23
Assessment through simulations	23
RECOGNITION OF PRIOR LEARNING (RPL)	24
RPL unit of competency clusters	24
SUPPORTING INFORMATION AND GUIDANCE	25
Australian Qualifications Framework (AQF)	25
Contextualisation and customisation	25
First aid	25
Elective units	25
FOUNDATION SKILLS	26
Australian Core Skills Framework (ACSF) skills	26
Employability skills	26
Assessing and supporting the foundation skills of Learners	26
MAPPING OF LEARNING MATERIALS AND ASSESSMENT TOOLS AGAINST UNITS FROM THE CHC TRAINING PACKAGE	27
Principles of Assessment and Rules of Evidence	27
Principles of Assessment	27
Rules of Evidence	28
TRAINING AND ASSESSMENT STRATEGIES AND PRACTICES	28
Using these resources for different modes of delivery	29
Validation	29
WORK HEALTH AND SAFETY (WHS)	30
DO YOU NEED FURTHER INFORMATION?	30
Companion volumes for the CHC Training Package	30
Further information	30
Feedback	30
Glossary	31
Resources	33

Introduction

Enriching Futures have developed a program of training and training resources to support the delivery of the CHC30113 Certificate III in Early Childhood Education and Care. This Guide includes general information and instruction regarding the use of the Enriching Futures training tools and resources, as well as general information about the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and the CHC Training Package.

Registered Training Organisations (RTOs) are strongly encouraged to read all of the information included in this Guide to ensure the correct implementation of the tools and resources into their training and Assessment systems.



Assessor resources



RPL resources



enriching futures TRAINING RESOURCES



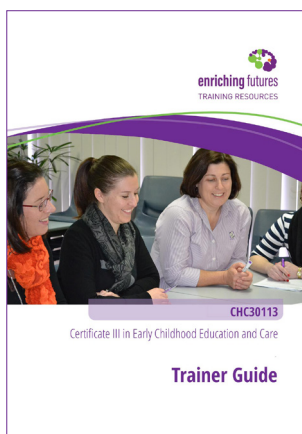
Trainer resources



Learner resources

Guides to support the delivery of the CHC30113 Certificate III in Early Childhood Education and Care

Trainer Guides

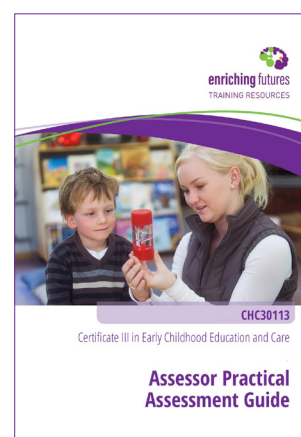
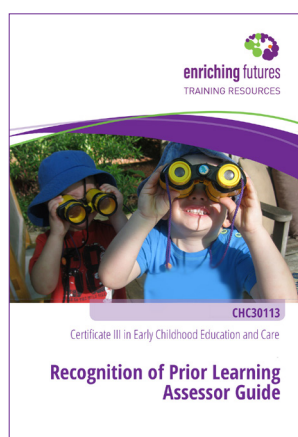
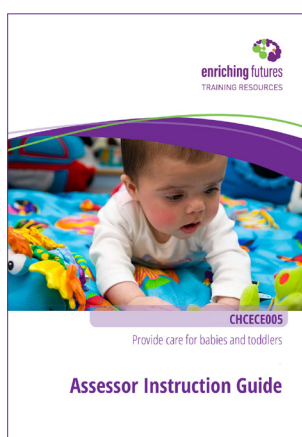
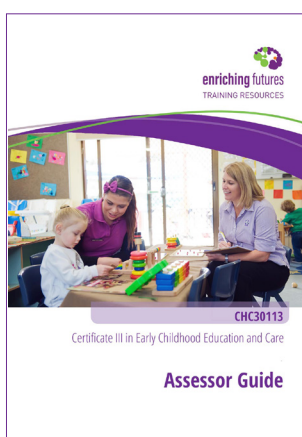


CHC30113 Certificate III in Early Childhood Education and Care Trainer Guide:

Provides general information and guidance about using the Enriching Futures training tools and resources for the full qualification.

Trainer Instruction Guides (unit-specific): These provide unit-specific information and guidance about using the training tools and resources for each unit of competency, including Session Plans, PowerPoint presentations, mapping of the learning materials against the unit of competency, suggested training resource lists and Practicum information.

Assessor Guides



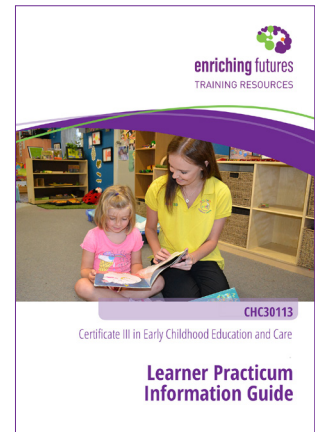
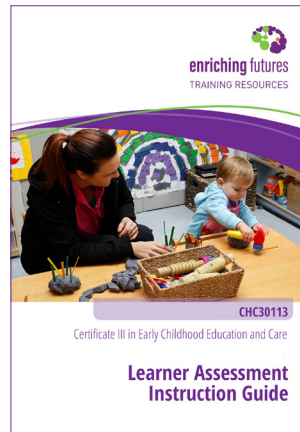
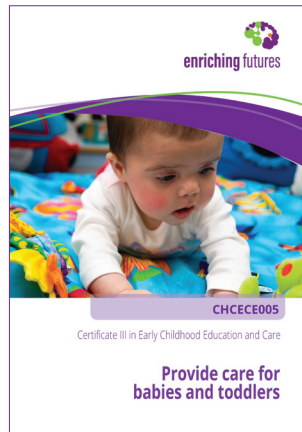
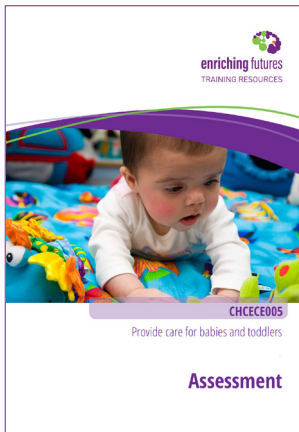
CHC30113 Certificate III in Early Childhood Education and Care Assessor Guide: Provides general information and guidance about using the Enriching Futures Assessment Tools and Resources for the full qualification.

Assessor Instruction Guides (unit-specific): These provide unit-specific information about the Assessment process for each unit of competency, including instructions for using the Assessment tools and undertaking Assessment; simulations; suggested resources; and mapping of the

Assessment Tasks against the unit of competency, covering each element, performance criteria, knowledge evidence, performance evidence, foundation skill and Assessment conditions.

Recognition of Prior Learning (RPL) Assessor Guide: A complete tool for assessing a Candidate's competency in the CHC30113 Certificate III in Early Childhood Education and Care through Recognition of Prior Learning (RPL).

Learner Guides



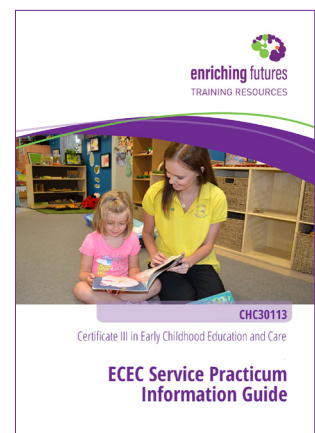
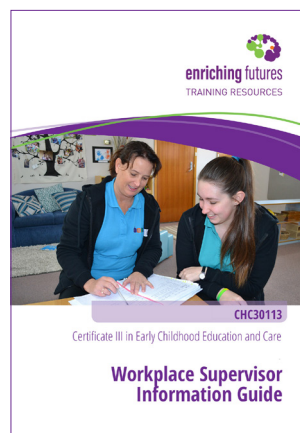
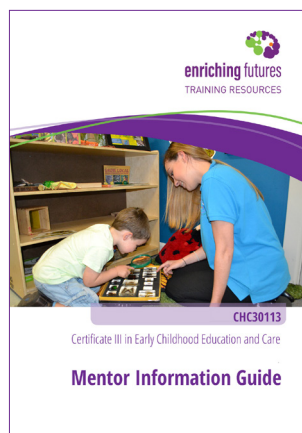
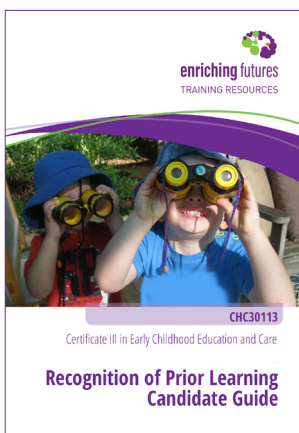
CHC30113 Certificate III in Early Childhood Education and Care Learner Assessment Instruction Guide:

Provides Learners with detailed information and guidance to ensure that they are fully aware of the Assessment tools and processes that will be used to assess their competence in each unit of competency. This document explains to the Learner how to complete the *Written Assessment Tasks*, the *Third-Party Report* requirements and specific information regarding Practical Assessments and simulations.

Written Assessment Tasks: Provided as supplementary evidence to support the Assessor in determining the Learner's competence. Each unit includes a *Written Assessment Task*, together with an *Assessment Cover Sheet* and Assessment instructions, as well as a *Third-Party Report* for the Workplace Supervisor to complete. The *Navigating the National Quality Framework Written Assessment Task* also covers knowledge evidence from a number of units of competency.

Learner Practicum Information Guide: Provides detailed information about the Practicum requirements and the Practicum process. It also includes forms and learning activities that may be used during the Practicum process.

Supporting Guides



Recognition of Prior Learning Candidate Guide: Clearly explains the RPL process and provides information and guidance to the Candidate. During this process the Candidate must clearly document the evidence that they are providing to substantiate their claim for RPL—this Guide includes forms to assist Candidate's with this requirement. Suggested evidence guides indicate the types of evidence that could be provided by the Candidate to demonstrate their existing knowledge and skills for each unit of competency.