



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

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

Candidate Information

These two qualifications focus on working with children aged 5-12 years, specifically focusing on before and after school activities and vacation care programs. It may also be applicable for those who work with children in related areas such as mobile resource units, family day care and multi-age children's services.

Before candidates commence the Diploma pathway they must have completed at least the 12 pre-requisite subjects from part of the Certificate IV.

Network offers these two qualifications through Workplace Recognition.

What is Workplace Recognition?

Network's accredited training program utilises workplace recognition as a way for a training candidate to prove their existing knowledge and skills. You will be asked to provide evidence against the units of competencies (subjects) in the qualification.

Evidence can be provided in a number of different ways depending on your level of experience, literacy, cultural background and any other recognised additional needs. This could include written material as part of an Evidence Portfolio, verbal, photographic, professional conversations, supervisor reports and assessment questions.

An assessor will identify any gaps in your evidence and examine how best to meet them. Workplace recognition is an individual pathway - your skills and knowledge reflect your own experience.

Pathway Options

Candidates can choose to complete the courses in a couple of different ways:

1. Enrol in the Certificate IV, complete in full and receive the Certificate. You can then enrol in the Diploma, complete in full and receive that piece of paper. This option will attract two separate charges.
2. You may have already completed the Certificate IV elsewhere. In which case you can enrol in the Diploma and complete that.
3. You may choose the Integrated Pathway, which means enrolling in the Diploma and completing the 12 pre-requisite subjects at the same time. This option has a separate charge. Successful candidates will only receive the Diploma of Out of School Hours Care.

Please see the enrolment form for details of costs and payment plans.

Enrolment

There are no set enrolment periods, candidates are able to enrol and commence these pathways when they are ready and once the enrolment form and payment has been received by Network's office.

The fee for each pathway covers enrolment, initial resources, assessment, workplace visit and any communication with their assessor. If the candidate is required to undertake outside training to complete units such as first aid or child protection or others as identified by the assessor, please note these fees are not covered by Network and must be paid by the candidate or their workplace as and when necessary.

Traineeships

Currently only the Certificate IV is available as a traineeship. Network's recognition pathway is available as an Existing Worker Traineeship provided the candidate meets the requirements of the Australian Government. Please complete the Traineeship Expression of Interest for further information.

Network also offers the Certificate IV as a School-Based Traineeship Program. Please contact our office or your school career's advisor for further details.

Further Information

If you have any further questions regarding enrolment in these qualifications please contact the Network office:

Network of Community Activities
66 Albion Street
Surry Hills NSW 2010
Phone: (02) 9212 3244
Fax: (02) 9281 9645
Email: training@netoosh.org.au
Website: www.netoosh.org.au

What are the steps in Workplace Recognition?

Step 1

Information – read the information package and call Network to discuss any questions you may have.

Step 2

Complete the enrolment form and make part or full payment to Network.

Step 3

Network will arrange an assessor to bring the documents to you and give an orientation to the pathway requirements. Your Employer is also invited to this orientation if required.

Step 4

Candidate commences work on compiling evidence contributing to their Evidence Portfolio using the supplied documentation.

Step 5

After you've sourced and compiled as much evidence as possible, send to Network. This will be forwarded to your assessor to assess and identify gaps (if any) and may request further information and/or assessment tasks to be completed and/or further training to be undertaken.

Step 6

A workplace assessment visit will be organised between the assessor and the candidate. This is generally over 1 afternoon and is a great opportunity to provide verbal and visual evidence.

Step 7

The assessor will commence to address specific units of competency against the evidence provided. At this stage a decision will be made if the candidate is competent in all or some of the units. If competency has not been achieved then the assessor will again go through an evidence gathering process with the candidate to address gaps. The assessor will also contact the workplace supervisor to discuss evidence or request Supervisor Reports to be completed.

Step 8

The assessor will issue a positive competency decision to Network advising that the candidate has now provided enough evidence to receive the relevant qualification.

Step 9

Network will produce either the Cert IV or Diploma to the candidate and return the documentation/evidence portfolio.

Units of Competency

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

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 *

Electives: (pick 4)

CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services
CHCCOM302C	Communicate appropriately with clients and colleagues
CHCIC512A	Plan and implement inclusion of children with additional needs
CHCPR302A	Support sustainable practice
CHCORG	Work autonomously

* = *this subject is a pre-requisite for the Diploma*

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

CHCNC511A	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

Electives: (pick 7)

HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islander people
CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCPR502D	Organise experiences to facilitate and enhance children's development
CHCCN520C	Advocate for the rights and needs of children and young people
CHCINF407C	Meet information needs of the community
CHCORG614A	Manage a community sector organisation
BSBMGT401A	Show leadership in the workplace
HLTOHS400A	Maintain OHS processes

Explanation of Documentation

Once we receive your enrolment form and payment please allow two weeks for processing and sending out the course information. Candidates will receive the Candidate Handbook, the Application Form and Evidence Portfolio and the Record Book. Other documentation may follow later depending on advice from the assessor. A letter and documentation will also be forwarded to your Employer.

Below is an explanation of the documents that are used throughout the Recognition process. Please note that both the Certificate IV and Diploma pathways follow the same framework with differing unit information.

1. *Candidate Handbook*
 - information on national qualifications
 - outlines units which are part of the Certificate
 - discusses recognition and gives an overview of the process
 - key features of recognition, how does recognition work and how to apply for recognition
 - frequently asked questions
 - glossary
 - explanation of workplace assessments
 - role of the employer
2. *Application Form and Evidence Portfolio*
 - information for the assessor
 - professional development
 - experience
 - pre-assessment of competencies – gathering initial evidence about your existing skills which may reduce the amount of further assessment needed
 - supporting information and documents from candidate
3. *Record Book*
 - allows the candidate and the assessor to keep track of the units of competencies you have achieved and those you are working towards
 - gives ideas and suggestions about evidence to provide
 - gives information on workplace assessment (certain modules must be assessed on the job)
 - completed units will then be signed off by your assessor
 - the record book guides your collection of evidence
4. *Employer Handbook*
 - sent to the employer after enrolment
 - gives knowledge to the employer of the process and the confidence to support their employee
 - outlines recognition and workplace assessment
 - outlines the role of the employer
5. *Assessment Tool*
 - tasks for the each Cluster which the participant may be required to complete
 - supervisor's report for each cluster, to be completed by the direct supervisor of the candidate
 - candidate's receive this before the workplace visit if necessary
6. *Assessor Handbook (not given to candidate)*
 - information on recognition
 - steps in the recognition assessment model
 - assessment matrixes

**Any more questions? Contact Network - (02) 9212 3244 or
training@netoosh.org.au**