



STUDENT INFORMATION QLD, NSW & VIC

Diploma at Guardian

A nationally accredited Diploma of Early Childhood Education and Care CHC50113 sponsored by Guardian Early Learning Group



Grow with Guardian- Diploma at Guardian

Guardian is committed to supporting educators to advance their careers, their knowledge, and their practices through sponsored formal qualifications, as we understand that learning is a lifelong journey.

We are excited to be able to offer our educators who hold a Certificate III in Early Childhood the opportunity to further their education and career by providing a unique “Reggio” inspired **Diploma at Guardian.**

For eligible educators, the Diploma at Guardian qualification is FREE as part of Guardian’s employees benefit package to support our educators ongoing professional learning and development. Educators will be paid* to attend classes and receive paid study time.

Guardian strives for excellence in early education programs and have partnered with expert trainer Kerrie O’Neill (Early Childhood Hub) to write and deliver this unique and inspiring Diploma qualification that is influenced by Reggio Emilia and aligns Guardian practices and curriculum. The Diploma at Guardian is available to Guardian employees only which creates a learning community with other Guardian educators in small classes that foster and encourage a collaborative and supportive environment.

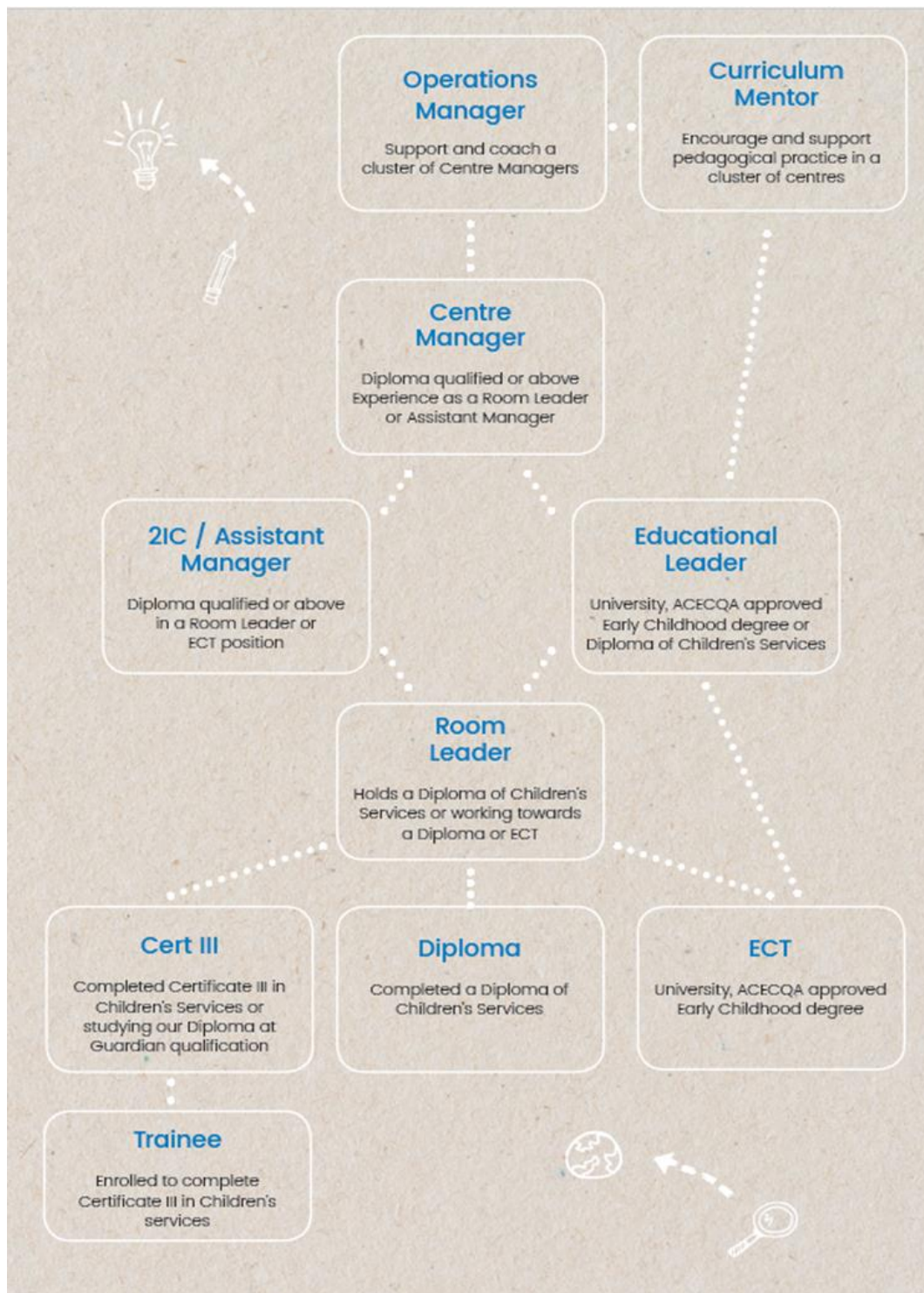
The Diploma at Guardian program is a nationally accredited Diploma qualification CHC50113 and is administered Registered Training Organisations (RTO) in QLD, NSW & VIC. Credits may apply towards bachelor’s degree for those educators wanting to continue their learning pathway.

So, if you want to be an educator that inspires children’s learning, start your journey today and see what is possible for your future and grow with Guardian.

The Learning and Development Team

*educators will be paid to attend classes if usual rostered working day

My Career with Guardian





Three of our educators from the nursery room are undertaking the diploma, and I have seen a MASSIVE change. At the past two staff meetings I have invited them to share their learning and it has resulted in a very engaging debates and conversations about what we are working towards. As a result, we choose one aspect from their learning and focus on it as a centre for the month! I have also witnessed a change in their curiosity, and they are now starting to question me about practices, which is very exciting! Educational Leader- Balmain

Your Trainer- Kerrie O'Neill

Kerrie O'Neill M.Ed. (Early Childhood) has had over 30 years' experience with the early childhood sector and has worked as a kindergarten teacher, a Director of an Early Learning Centre, a trainer and assessor delivering the Certificate III and the Diploma of Early Childhood Education and Care, and as a tertiary level lecturer at Melbourne Polytechnic (formerly NMIT). She has worked for the Department of Education and Training in Victoria as both an Authorised Officer and as a Senior Policy Officer.

Kerrie was a founding member of the Reggio Emilia Australia Information Exchange in 2000 and is a current committee member. Kerrie's work in the early childhood sector has been profoundly influenced by the educational project of Reggio Emilia, Italy, since her first study tour to the city in 1996.

Kerrie is the Director of Early Childhood Hub and is an Educational and Training consultant working with our partnered RTO's to deliver this unique diploma.

Course Overview

The Diploma of Education and Care qualification was designed to develop the potential and support the learning of Guardian educators so that they are best positioned to provide quality education and care.

The Diploma of Education and Care is a nationally accredited Diploma course which has been written by Kerrie O'Neill M.Ed. (Early Childhood). The course content draws heavily from the inspirational philosophies of the Infant & Toddler Centres and Preschools of Reggio Emilia and connects those inspiring practices to the National Quality Framework.

The course is administered by a Registered Training Organisation (RTO). At the completion of the course all students will receive a nationally accredited Diploma of Early Childhood Education and Care. If you wish to further your education to a bachelor's degree in early childhood and Education – selected units may be credit transferred towards your degree.

Currently, Guardian educators are the only educators in the country who have access to this unique Diploma. Guardian will pay for this wonderful opportunity and support you along the way.

The Diploma at Guardian also supports our curriculum approach that has been specifically designed for Guardian Early Learning Centres to ensure that we provide exceptional practices and experiences for our children, as they deserve nothing less!

Face to face classes provide a rich environment and opportunity to meet other fellow Guardian educators to promote collaboration, discussions, discuss content, philosophies, and practices. This is not an easy Diploma, it does require dedication and commitment from you for the next 14 - 18 months, but don't worry, we will be there every step of the way!



Thank you for opening my eyes to these 'cookie cutter' traditional practices Kerrie. I look forward to learning and expanding my knowledge of all the wonderful ways I can reflect on my own practices.

Kristen – diploma student

Delivery Guidelines

- Teaching days will be held in each State where there are enough enrolments.
- Small class sizes that promote discussion and collaboration.
- You will receive 4 hours per month paid study time to help with assessments and you will be expected to dedicate 10 -15 hours per month personal study time for your assessments.
- Each teaching day will consist of 6 hours contact time with the trainer and 1.5 hours of “paid” study time as a group study session at the conclusion of the class, *the remaining 2.5 hours “paid” study time is to be arranged direct with your Centre Manager.*
- Trainers and Assessors will undertake workplace observations at your centre 3 times over the course of the Diploma, they will contact and arrange with you in advance.
- During each class, you will receive an assessment related to the topic you have learnt about in that day’s class. We encourage these assessments to be completed and submitted by the due date to ensure you keep on track and actively working towards your Diploma.
- Gap assessments will be completed over the duration of your course but will not be part of the class schedule.



Eligibility

Guardian educators who are: -

- ✓ Employed full time or part time -min 15 hours p/w
- ✓ Australian Citizen or have permanent residency
- ✓ Employed by Guardian for min 6 months.
- ✓ Cert III in Early Childhood qualification
- ✓ Your Centre Manager approval

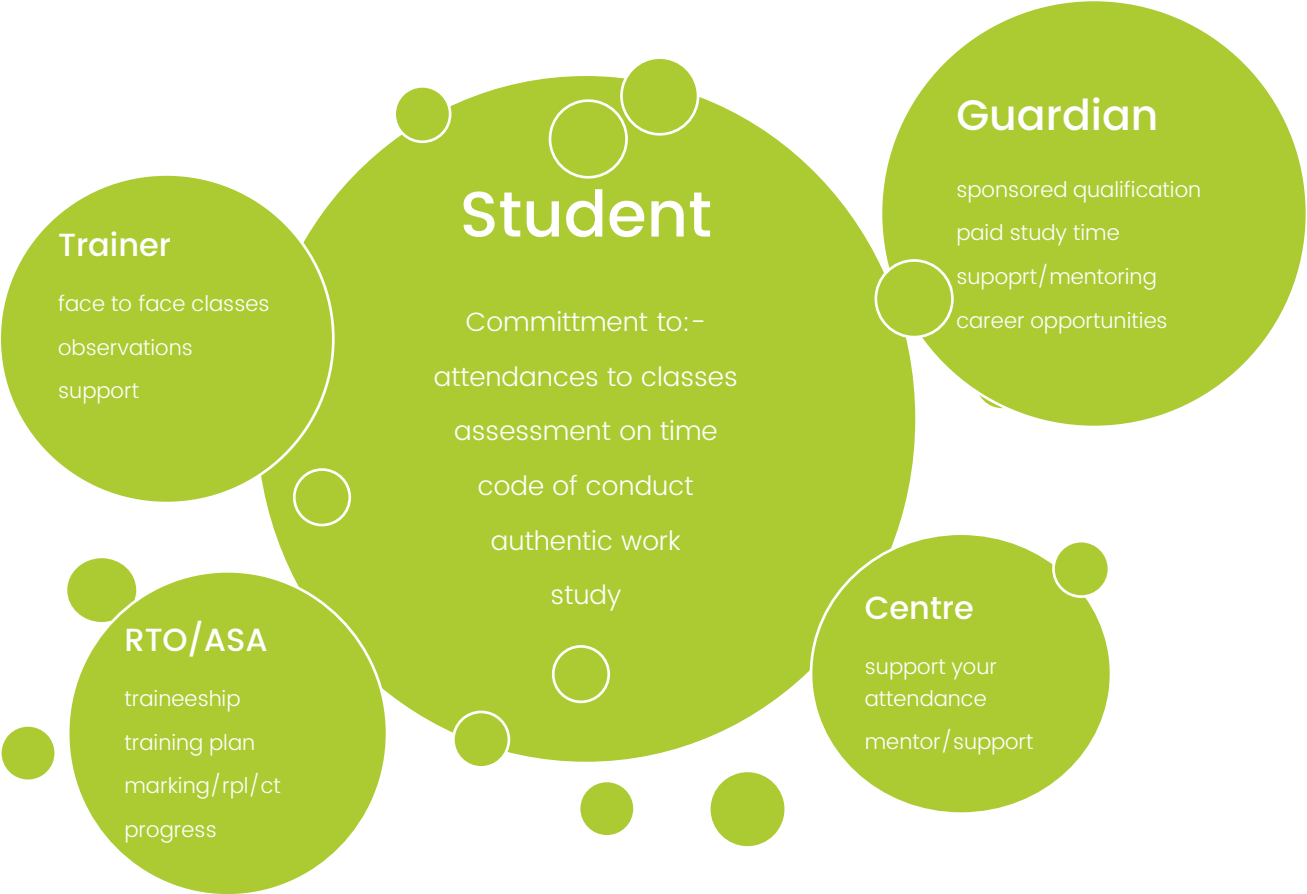
What to expect

Important things you should know before you start your Diploma at Guardian

- It's going to be hard work.....but it will be worth it!
- A basic Language, Literacy & Numeracy test (this is standard pre-enrolment requirement by the RTO).
- Expect 10 – 15 hours per month personal time for study and to complete your assessments.
- You will also be provided 4 hours per month “paid” study time. (*refer delivery guidelines*)
- Hand in your assessments by the due date to ensure you stay on track.
- Classes are delivered face to face and provide an opportunity to collaborate with fellow Guardian educators.
- Attendance is required to all classes as there are no make up classes.
- Guardian's policies' & expectations as outlined in the Employee Handbook apply.
- From time to time, your Centre Manager, Guardian PL team, the RTO & Trainer will check on your progress.
- You must submit authentic work.
- You will need current FirstAid004 as part of your unit of competency.
- If you're struggling, lets us know, there is a wealth of professional and knowledgeable people who are committed to help you successfully complete your Diploma!

RESPONSIBILITIES

We all play a part in making sure students are successful in achieving their Diploma of Early Childhood Education and Care qualification. Outlined below is a quick guide of who's who and responsibilities.



Don't forget... we are committed to help support you on your learning journey, **but the biggest commitment will come from you!**

You will need to commit to the classes, study time, assessments and proactively take responsibility for your own progress and actively participate in the classes.

Responsibilities – RTO

The course is administered by a Registered Training Organisation (RTO), Southern Solutions in New South Wales, Skilled up in Victoria, and QLD TAFE in Queensland. At the completion of the course all students will receive a nationally recognised Diploma of Early Childhood Education and Care CHC50113

The RTO is responsible for: -

- Enrolment & traineeship
- Language, Literacy, and numeracy assessment
- Recognition of Prior Learning (RPL) or Credit Transfers
- Training schedule/Training plan
- Record keeping in line with state legislative requirements
- Marking assessments and conducting workplace observations
- Ensure the student has access to the RTO's student Handbook
- Assist with any additional needs and support
- Certificate & Transcript at successful completion of the course

Responsibilities – Trainer/Assessor

The Trainer is responsible for delivery of the course units and is endorsed and appointed by the RTO and is the nominated Trainer for this Diploma.

Assessors will be appointed by the RTO and are responsible for marking your assessments in a timely manner and arranging your workplace observations.

Responsibilities – Centre Manager

Your Centre Manager must endorse and approve your enrolment, this is part of the application process and will support you in the following ways: -

- Arrange backfill for your shift to allow you to attend classes
- Ensure you receive your “paid” study time
- Maintain any necessary documentation or records on staff file
- Support you with your workplace practices to develop your skills and knowledge on the unit of competency you are currently working through
- Provide a mentor/mentoring or additional support where required
- Regularly monitor and discuss your progress to ensure you are actively working towards your diploma- see below extract from ACECQA



National Quality Framework

Qualifications

Assessment & Ratings

Home > Qualifications > Qualification requirements > Actively working towards a qualification

Actively working towards a qualification

If you are 'actively working towards' an [approved certificate III, diploma](#) or [early childhood teaching \(ECT\) qualification](#) you may be counted towards qualification requirements.

Certificate III and diploma

You are considered actively working towards an **approved certificate III** level qualification if you can provide documentary evidence from the course provider to your approved provider that you are:

- enrolled in the course and have started study
- making satisfactory progress towards completing the course
- meeting the requirements to maintain enrolment.

You are considered actively working towards an **approved diploma** level qualification if you can satisfy all of the above and one of the following:

- hold an approved certificate III level qualification OR
- have completed the [approved certificate III units](#) OR
- have completed 30% of the units in an approved ECT qualification.

'Actively working towards' provisions may not apply where a state or territory specific regulation is in place, including for [services educating and caring for school age children](#). If you have any questions about this, [contact your regulatory authority](#).

Please note that all family day care coordinators in Australia are required to have an approved diploma level education and care qualification and cannot be 'actively working towards' this qualification.

Actively working towards provisions apply under regulations 126(1) and 127 of the [National Regulations](#).

Responsibilities- Guardian Early Learning (employer)

Guardian is committed to ensure the student is supported whilst studying for their Diploma and working at Guardian, and will provide the following

- A “no course fee” diploma
- Liaise with the RTO/Trainer when and if required
- Support to the student when & if required or requested
- Provide a suitable venue and resources for the teaching days

Responsibilities – Student

Now that you have made the commitment to further your education with Guardian, there is some important information you need to know and be responsible for: -

Your Training Plan

- Take note of units that you have been CT (credit transfer) or RPL (recognition of prior learning) that you have been deemed to satisfy this requirement
- If you have CT/RPL for a complete cluster of units- You do not need to submit the assessment, however ***attendance is still required to class*** to enable you to experience Kerrie O’Neill’s delivery of content that is inspired & contextualized by Reggio Emilia that is aligned with the Guardian Curriculum.
- IMPORTANT: - If you have received one CT/RPL of a unit that is part of a cluster, but not all units have been completed in that cluster- ***you must attend the class & complete the assessment for the cluster.***
- Print a copy of the Training Plan for your own records and ensure your Centre Manager also has a copy in your employee file.
- Be aware of the “***actively working towards***” Diploma guidelines as outlined in the “Centre Manager” responsibilities above.
- You will need a current First Aid HLTAID004 as part of your diploma “compulsory” unit of competency and Child Protection CHCPRT001 is part of your gap assessment.

Timetable

- You will be provided with a schedule of clusters/units as your timetable
- Print out the timetable and discuss dates with your Centre Manager to ensure that your shift is backfilled to allow you to attend the classes.
- Your attendance is compulsory, and Guardian supports your attendances to all classes.

Important things you should discuss with your Centre Manager

- The delivery of units and how they can best support you in practice regarding the tasks and learning objectives for your units.
- Assigning you with a mentor if required to help you along the way i.e.: Ed Leader, your CM or even someone who has just completed this Diploma
- Study Time- make sure you receive your “paid” study time. In addition, you must dedicate some of your own time to ensure you keep on top of your assessments and complete your Diploma in the allocated time.
- Ensure you communicate your Workplace Observation visit dates to your Centre Manager.

Study Time

- You are entitled to 4 hours “Paid” study time per month (*refer delivery guidelines*) Discuss with your Centre Manager how this works for your circumstances. Monthly paid study time is only available during the scheduled delivery of classes and not applicable during term breaks or after your Diploma classes have finished.
- Expect approx. 10 – 15 hours personal time per month for further study.

Teaching days

- The Guardian employee Code of Conduct applies, and your Diploma training day should be the same as if you were going to your normal work at the centre.
- Please wear appropriate attire & ensure you arrive before class starts.
- If you are sick or unable to make the class- Employee absence policies apply, you will need to contact your trainer, Centre Manger or Guardian Learning & Development team.
- Be respectful as there will be others in the class.
- You will be given your assessment guide from the trainer for the units delivered on the day.

Assessments

- You will be provided a due date with each assessment.
- Always keep a copy of your assessment for your records. You can submit your assessments via email to the coordinator of the RTO. (details will be provided)
- You can submit your assessments for marking without AT5 (workplace observations) being completed at the time.
- Workplace observations- these will be arranged throughout your course and advised by your Trainer/Assessor in advance- usually min 2 weeks' notice.

Resources & SAGS (student assessment guides)

Each student is given a loaded USB with additional resources to assist them and a reflective Journal. The "Foundation Library" is available to students for purchase however they are not a compulsory purchase for the Diploma.

The series of 18 books that are written by Kerrie O'Neill from Early Childhood Hub support the teaching and learning of Early Childhood Education and Care and are contextualised to help support the curriculum at Guardian. We highly recommend them as resource for your continued learning and understanding to support the Guardian curriculum. Limited copies are available at Guardian Head Office as reference if required.

SAGS (student assessment guides)

SAGs will be provided for each cluster/unit in hard copy at the class and available as an editable format that will be emailed to the student either prior to the class or after class.

When submitting assessments, you must complete the cover sheet.

Marking of your assessments will be "satisfactory" or "not satisfactory".

If your assessment is marked as "satisfactory", it is lodged and recorded with the RTO. All assessments marked as satisfactory will be deemed competent once the workplace observations AT5 have been conducted.

If the assessment is marked "not satisfactory", the assessor will advise the student of what information is required/missing and the student is given the opportunity to re-submit the assessment.

Each assessment consists of 5 Assessment Tasks as outlined below

- AT1 – Written Assignment
 - AT2 – Project
 - AT3 – Reflective Journal
 - AT4 – Workplace Tasks
 - AT5 – Workplace Observations- 3 visits during the diploma timetable and will be advised
- to be completed and handed in by due date.

Withdrawal/deferring

We know that sometimes life can be very busy when you are juggling work, family & study, if you are feeling at any stage during your diploma that it is becoming difficult to manage, we encourage you to discuss any concerns as soon as possible with your Centre Manager, mentor, Trainer/Assessor, or the RTO. They may be able to provide solutions to help you continue your journey.

If, however you do decide to cancel or withdraw from the Diploma, you must notify your employer and the RTO in writing.

If you wish to defer your course, you must notify your employer and the RTO in writing. This must be accompanied with the reason for the deferral.

Code of Conduct

As this is a professional and accredited course, we expect all students to adhere to the code of conduct that is outlined in the RTO's handbook as well as the Guardian's employee handbook, please take the time to make yourself familiar with these policies.

Expectations for all students are: -

- That you arrive on time for the class and return on time from breaks.
- You are appropriately dressed in the event you need to return to work.
- You are respectful to the other students and Trainer/Assessor.
- You actively participate in class and come prepared to learn at each class.
- If you are unable to attend a class, you notify your Centre Manager, Trainer/Coordinator.
- If absent due to illness, normal Human Resource Policies apply.
- Mobile phones should be stowed away and on silent during the class.

Have fun & enjoy!

Being in small classes allows you to network with your fellow colleagues. It's always easier to achieve success when you have friends studying at the same time. You can bounce ideas off one another and help keep each other motivated and on track, so make sure you get to know each other!

FAQ's

Q: - is this an accredited Diploma?

A: - yes, this is a nationally recognised Diploma of Early Childhood Education and Care

Q: - how long will my Diploma take?

A: - This diploma will take approx. 14 - 18 months to complete. Each State has a maximum timeframe that the student must complete their qualification in- refer to the RTO's student Handbook

Q: - Why do I need to do a Language, Literacy & Numeracy test?

A: - This is a standard pre-enrolment assessment conducted by the RTO that will assist in determining any support the student may require as well as to assist in determining expectations and skills that is required for the course.

Q: - What if my Centre Manager does not encourage or support me to explore the practices in the workplace for course units that I am currently working on?

A: - Talk to your Ed Leader, trainer, or the coordinator.

Q: - What if my Centre Manager won't let me attend class due to staffing issues?

A: - Your attendance to each class is supported by Guardian and is compulsory, however the responsibility is on you, the student, to ensure you advise your Centre Manager in advance of the class schedule so they can plan backfill for your shift. If you are experiencing any issues, contact the Guardian Learning and Development team immediately.

Q: - What happens if I cannot hand the assessment in on time?

A: - Advise your Trainer or the RTO as soon as possible to discuss options.

Q: - Do we still have to do assessments for units that have been Credit Transferred?

A: - We recommend that you attend all classes even if you have CT for all or some of the units being delivered in that class, so you can experience this unique Reggio Emilia inspired content

Q: - When will I know if the assessor is coming in for workplace observations?

A: - The trainer/assessor should contact you at least 2 weeks prior to advise of a date and approximate time.

Q: - How much work is required for each assessment?

A: - Each cluster is different, some are easier than others. However, we recommend that you would need to put aside between 10 -15 hours personal time each month to complete your assessments.

Q: - What if I don't understand a question or task in my assessment?

A: - You can email the Trainer/RTO anytime for support

Q: - who is the best person to contact at if I need further assistance?

A: - Jennifer Del Medico E: learninganddevelopment@guardian.edu.au P: 02 8305 2326

“TYPICAL” LEARNING AND ASSESSMENT SCHEDULE – EXAMPLE ONLY

Class	Units of Competency
Class 1	Contextualising Reggio Emilia
Class 2	CHCECE011 Provide experiences to support children's play and learning CHCECE026 Work in partnership with families to provide appropriate education and care for children
Class 3	CHCECE009 Use an approved learning framework to guide practice CHCECE016 Establish and maintain a safe and healthy environment for children
Class 4	CHCECE020 Establish and implement plans for developing cooperative behavior CHCECE021 Implement strategies for the inclusion of all children
Class 5	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood CHCECE018 Nurture creativity in children CHCECE025 Embed sustainable practices
Class 6	CHCECE017 Foster the holistic development and wellbeing of the child in early childhood CHCECE018 Nurture creativity in children CHCECE025 Embed sustainable practices
Class 7	CHCECE019 Facilitate compliance in an education and care service HLTWHS003 Maintain Work health safety
Class 8	CHCECE001 Develop cultural competence (Certificate III unit for those who have not completed this) CHCDIV001 Work with diverse people CHCDIV002 Work effectively with Aboriginal and/or Torres Strait Islander people (Certificate III unit for those who have not completed this)
Class 9	CHCECE022 Promote children's agency CHCECE023 Analyse information to inform learning CHCECE024 Design and implement the curriculum to foster children's learning and development
Class 10	CHCECE022 Promote children's agency CHCECE023 Analyse information to inform learning CHCECE024 Design and implement the curriculum to foster children's learning and development
Class 11	BSBLED401 Develop teams and individuals CHCMGT003 Lead the work team CHCPRP003 Reflect on and improve own professional practice
Class 12	BSBLED401 Develop teams and individuals CHCMGT003 Lead the work team CHCPRP003 Reflect on and improve own professional practice

Foundation Library

Written by Kerrie O'Neill and available for purchase from Early Childhood Hub



Early Childhood Hub

This series of 18 books written by Kerrie O'Neill can be used to support the teaching and learning of educators studying Certificate III in Early Childhood Education and Care or Diploma of Early Childhood Education and Care.

These books align with the national training package and draw on the educational project of Reggio Emilia as a catalyst for thinking about early childhood education and care in Australia with more than one 'lens' or 'gaze'.

The Foundation Library is also aligned with the Guardian curriculum and supports those educators who are enrolled in the Diploma at Guardian qualification.

Foundation Library

Valued
at over \$600
Pay only \$450!

Available in 3 installments of
\$150 each

(Tax deductible)