



STUDENT INFORMATION SA & ACT

Sponsored Diploma

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

Grow with 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 sponsored Diploma of Early Childhood Education and Care qualification CHC50113.

For eligible educators, this qualification will be FREE as Guardian will pay for any course or enrolment fees as part of Guardian's employees benefit package to support our educators ongoing professional learning and development.

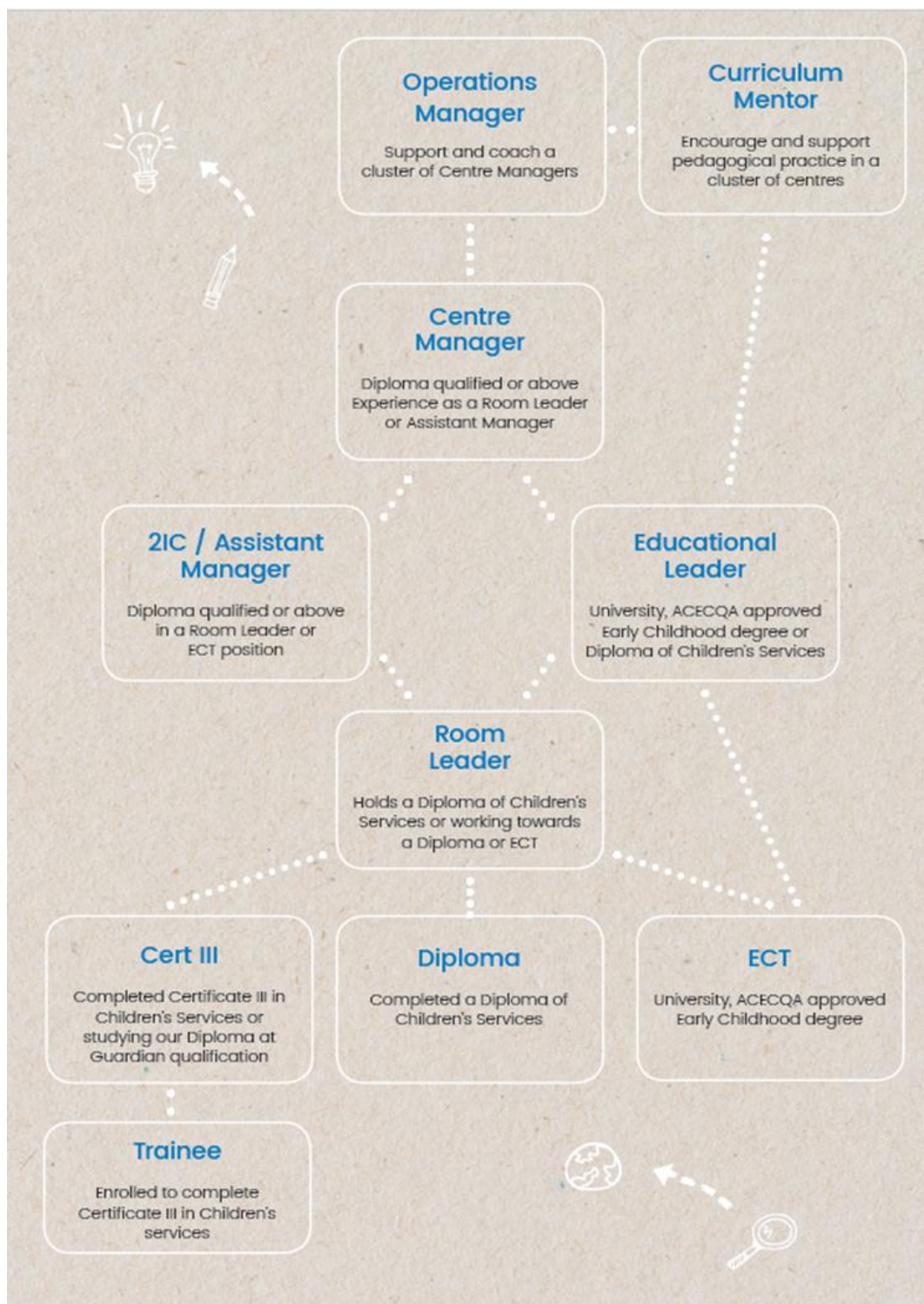
Guardian strives for excellence in early education programs and have partnered with reputable Registered Training Organisations (RTO) in SA & ACT to deliver a high-quality Diploma of Early Education and Care qualification that is nationally recognised and accredited.

By enrolling into a Diploma, not only are you investing in your future career pathway, you are also showing a commitment to providing high quality experiences, practices, and education for our children, and they deserve nothing less!

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

My Career with Guardian



What can you expect?

- online and/or on the job training
- off the floor paid study time
- nationally accredited qualification
- resources to support your learning
- student support from the RTO
- no course or enrolment fees
- ongoing support from Guardian and your Centre Manager
- credit towards bachelor's degree (up to 1 year)

Delivery

The Diploma of Early Childhood Education and Care course is administered and delivered by a Registered Training Organisation (RTO) and are:-

- MADEC in South Australia
- Recognition First in Australian Capital of Australia

At the completion of the course students will receive a nationally accredited Diploma of Early Childhood Education and Care CHC50113.

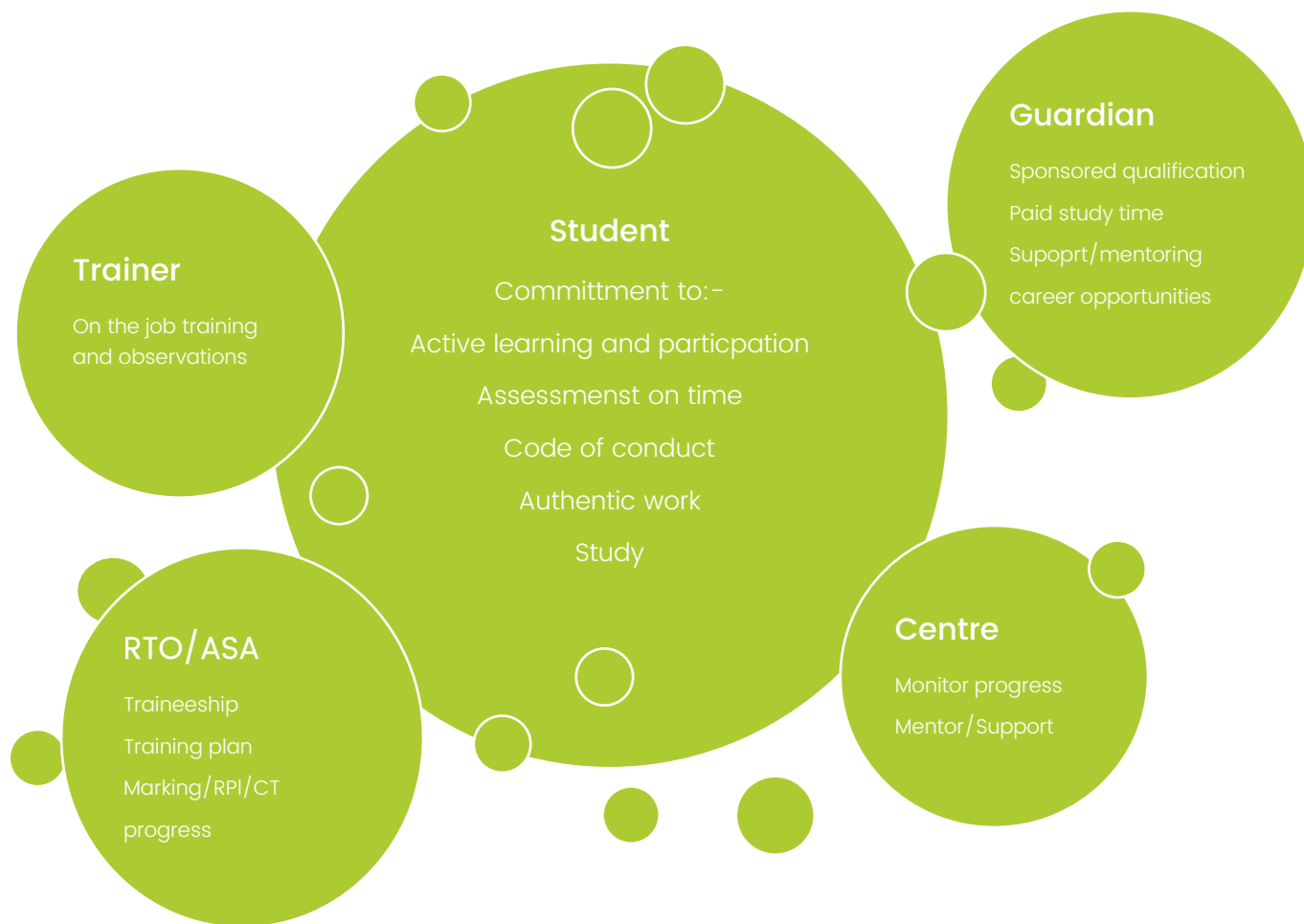
Eligibility Guidelines

Guardian Educators who are:

- employed full time or part time (over 15 hours per week).
- Australian citizens or have permanent residency
- complete an ASA eligibility assessment form
- have been employed by Guardian for more than 6 months
- educators must have completed a certificate III in children's services or early childhood education and care
- centre manager approval
- application subject to eligibility requirements and approval

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 active learning and participation, study time, assessments and proactively take responsibility for your own progress.

Responsibilities – Registered Training Organisation (RTO)

The course is administered by a Registered Training Organisation MADEC in South Australia and Recognition First in Australian Capital Territory. At the completion of the course all students will receive a nationally recognised Diploma of Early Childhood Education and Care.

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 support your application for you to enroll in the Diploma course. This is part of the application process. They are also there to support you with your diploma and can help in the following ways: -

- Support you with on the job training & study requirements
- 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

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- Your trainer will discuss with you your units to be completed.
- 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. Guardian offers renewals of these qualifications to our educators as an employee benefit and upcoming courses are listed on the Learning and Events page, however if your qualification expires and you have missed a scheduled course, you will be responsible to arrange your own course at your cost. Child Protection CHCPRT001 is part of your gap assessment. If you are unsure, please speak with your Centre Manager.

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 to help you along the way i.e.: Ed Leader, your CM or even someone who has just completed this qualification.

- Make sure you receive your 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 with your Centre Manager if you have any concerns of your progress.

Assessments

- You will be provided a due date with each assessment.
- Always keep a copy of your assessment for your records.

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 are in attendance at the centre for the on the job training.
- You are respectful to the Trainer/Assessor, your fellow educators, families and children.
- You actively participate in your training and are prepared to learn.
- If you are unable to attend your training i.e. due to illness/leave , notify your Centre Manager and Trainer/Coordinator.
- If absent due to illness, normal Human Resource Policies apply.

Have fun & enjoy!

Being supported with on the job training & study allows you to learn in your own centre, amongst your fellow colleagues and children. It also provides a familiar and supportive environment to ensure your success towards your qualification and professional learning goals.

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 learning & development team.

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: - 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