



Mount Isa Institute of TAFE

# Fact Sheet

## CHC60202 – Advanced Diploma of Children's Services

### What career options do I have?

Director in Long Day Care Centre and other leadership roles in Children's Services programs.

### What will I learn?

- Guide other team members in planning their personal and professional development.
- Recognise the importance of and understanding of child development within the socio-cultural context as it underpins the establishment of high quality programs.
- Monitor the maintenance of a safe and healthy work environment to assist the child in developing independence.
- Communicate with and develop positive relationships with children, other members of the childcare team and parents.
- Establish a climate of collaboration with families to develop an understanding of the cultural and social needs of the community
- Use a collaborative approach with the team and families to develop, implement and review service policies and procedures
- Lead and develop others to create a cohesive team committed to the provision of quality care
- Develop an understanding of an review the administrative and financial aspects of the service

### What qualification will I receive?

Advanced Diploma in Children's Services or a Result of Assessment for competencies successfully achieved.

### Where will I train?

Mount Isa Institute of TAFE and via distance education - regular access to a children's service is needed.

### How long will the training take?

As this is a flexible program, study will normally be completed within a two year period. Dependant on commitments, students may progress at a faster rate.

### How will the training take place?

Depending on your circumstances the following training methods are available, part-time, flexible day and evening classes, some video conferencing, centre visits and telephone tutorials.

### What assessment methods will be used?

An extensive and diverse range of assessment tools will be used to assess competency, knowledge and skills. It is essential if you are not employed on a regular basis in a children's services centre you must enrol into VPC200-Vocational Placement. Assessment tools will include but are not limited to the following: simulated working environments, role plays and 'what if?' question and answers to scenarios, a demonstrated ability to utilize a diverse range of observations techniques, and a progressive resources portfolio.

### Is there anything I need to bring?

An A4 folder for study and learning materials, Pens, pencils, eraser & a large A4 folder for your portfolio. Please refer to your study guide for any optional resources that may be required.

### Am I eligible?

To be eligible for this program, you must have completed a Diploma in Children's Services.

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

### Can I go onto further training?

You can continue studies at University level. Generally you can receive partial credit towards a Bachelor of Education (Early Years). Contact individual universities for more information

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### When can I start? /How do I apply?

Contact the Client Information Centre to arrange for an enrolment interview with a Children's Services teacher who will develop a study plan prior to enrolment.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

To gain this qualification, 20 units of competency are to be achieved. There are 10 core units and 10 elective units.

**Please refer to the reverse of this Fact Sheet for a full list of core and elective units.**

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# Mount Isa Institute of TAFE

## Core units

CHCAD3A	Undertake systems advocacy
CHCCS4C	Manage the delivery of quality client service
CHCCS7C	Co-ordinate the assessment and delivery of services to clients with particular needs
CHCNET4A	Work with other services
BSBMGT505A	Ensure a safe workplace
CHCORG20B	Promote and represent the service
CHCORG21B	Act as a resource to other services
CHCORG24B	Provide leadership in community services delivery
CHCORG7B	Manage workplace issues
CHCORG19B	Develop and maintain the quality of service outcomes

CHCRF23B	Respond to complaints about the service.
CHCRf24B	Support parents in their parenting role.
CHCRF22B	Plan childcare provision with families
CHCORG11B	Lead and develop others
CHCORG10B	Manage organisational change
CHCORG27A	Provide mentoring support to colleagues
CHCORG12B	Review organisational effectiveness

VPC200 Vocational Placement is compulsory if you are not employed on a regular basis in a children's service.

## Elective Units 1

CHCCW13B	Work with clients intensively
CHCIC20B	Manage complex behavioural situations
CHCCS406A	Provide education and support on health, wellbeing and parenting
CHCCN20B	Advocate for the rights and needs of children and young people.

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