



# Student Guide

A guide for studying with C&K College of Early Childhood

The Creche and Kindergarten Association Limited

**Trading as:** C&K College of Early Childhood

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**Website:** <https://www.candk.asn.au/ckcollege>

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## Acknowledgement of Country

C&K College of Early Childhood respectfully acknowledges the Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands on which we live and work. C&K College recognises those whose ongoing efforts protect and promote Aboriginal and Torres Strait Islander cultures, and acknowledges all elders – past, present, and emerging.

## Welcome to C&K College of Early Childhood

On behalf of the staff at C&K College welcome. We look forward supporting you to gain your qualification in Early Childhood Education and Care (ECEC). Studying with C&K College can help you to find employment and promote you in the ECEC sector.

C&K College is owned by The Creche and Kindergarten Association (C&K). C&K has over 330 Branch and Affiliated kindergarten and childcare services around Queensland. As a not-for-profit organisation, C&K's purpose is to nurture and inspire children to succeed in an ever-changing world. C&K, College contributes to this purpose and is part of the rich history of early childhood education in Queensland.

C&K College of Early Childhood (C&K College) is a Registered Training Organisation (RTO), that specialises in the delivery of ECEC courses at Certificate III and Diploma levels. C&K College is an approved Skills Assured Supplier with the Department of Youth Justice, Employment, Small Business and Training (Queensland). As a high-quality Vocational Education and Training provider, C&K College maintains membership with the Independent Tertiary Education Council Australia (ITECA) and is a member of the Queensland Early Childhood Industry Reference Group. C&K College is open to all members of the public who wish to gain qualifications to work in ECEC. With over 100 years' experience in educating and caring for Queensland's children and supporting people to gain qualifications to work in the ECEC sector, C&K College of Early Childhood is ideally placed to support you to develop your career in ECEC.

## Our Approach

At C&K College, we connect you to the best RTO Educators. Each student is allocated an individual RTO Educator, who supports and mentors them throughout their studies. Our RTO Educators are skilled practitioners with recognised training qualifications, and a wealth of experience within the ECEC sector. Our RTO Educators and Assessors maintain their ECEC professional knowledge and practices, to ensure our students achieve high quality course outcomes. Each RTO Educator benefits from C&K's internal professional development opportunities and is closely connected to ECEC services.

The curriculum approach at C&K College aims to develop in all our students a strong professional identity as an ECEC educator. This process is based on a process that combines practical work in real world settings, with professional reflection. Students are supported by their individual RTO Educator to reflect on workplace experiences, using the new knowledge they are learning in their course. This reflection supports students to learn about ECEC in more depth, and to grow professionally as part of that process. Developing professional identity as an educator in this way, makes graduates from C&K College highly sort after within the sector.

I congratulate you on your decision to undertake further studies and training within the field of early childhood and look forward to working with you during your time with C&K College.

Kind regards,

Anthony Shearer  
Manager, C&K College of Early Childhood

## Opening hours and Contact Information

The College is open Monday to Friday 9am – 5pm, excluding Queensland Public Holidays.

**Telephone:** (07) 3513 2524

**Email:** [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)

**Address:** 257 Gympie Road, Kedron, QLD, 4031

Email communication is generally responded within 2 business days. If your matter is urgent, please contact the College by telephone.

## Scope of Registration

C&K College of Early Childhood is a Registered Training Organisation (RTO 5025) that delivers nationally recognised qualifications. Detailed information on the scope of registration can be found on the National Register at <https://training.gov.au/Organisation/Details/5025> Purpose of the student guide.

This Student Guide has been developed to assist applicants and students to make informed decisions about studying with C&K College of Early Childhood. It is a condition of enrolment that all students read this information carefully. It is assumed that all students understand the information in this guide before they enrol.

## Where do I find course information

C&K College works to ensure that applicants are informed about the qualifications on offer, the costs involved, and what is required to successfully complete a qualification. This Student Guide, and the C&K College website provide all the information an applicant needs to make an informed decision. Follow this link to visit the website:

<https://www.candk.asn.au/ckcollege>

## Code of Practice

C&K College of Early Childhood will act with integrity in all dealings with Trainee/Apprentice (past, present and future), employers, and other stakeholders and members of the community.

The C&K College of Early Childhood will:

- engage with the early childhood education and care sector and ensure it influences how our training is delivered,
- ensure the highest possible standards in the selection of staff and the planning and delivery of courses and training,
- ensure that teachers and trainers are suitably qualified and have relevant industry experience,
- maintain a learning environment that is conducive to the success of trainees/ Trainee/Apprentice/clients,
- be vigilant in ensuring that Trainee/Apprentice attendance levels/academic progress are met,
- ensure that the facilities, teaching methods and resources are appropriate to the requirements of Trainee/Apprentice, and levels at which courses are offered.
- monitor training to ensure effective delivery and continued contemporary relevance.

C&K College of Early Childhood will adopt such policies and practices to ensure the quality of vocational education and training programs offered are relevant and in accordance with:

- The VET Quality Framework, a system which ensures the integrity of nationally recognised training in Australia. The VET Quality Framework consists of the:
  - Standards for Registered Training Organisations,
  - Australian Qualifications Framework,
  - Fit and Proper Person Requirements,
  - Financial Viability Risk Assessment Requirements, and
  - Data Provision Requirements.
- Training and assessment services will be provided in a safe environment in line with the legislative requirements of the Work Health and Safety Act 2011 and Work Health and Safety Code of Practice 2011, and other relevant legislation and industry standards.
- Anti-Discrimination Act 1991, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and Disability Standards for Education 2005, Australian Human Rights Commission Act 1986.
- Privacy Act 1988 and Australian Privacy Principles (APPs)
- Commonwealth/state legislation and regulatory requirements.

The C&K College of Early Childhood also operates in compliance with Queensland's Skills Assure Supplier agreements and associated policies.

## Student Responsibilities and Expectations

The Student Rules and Policies outline both what is expected of students and the commitments made in return.

As a student, you are responsible for:

- Providing all necessary documentation and completing required actions at the time of enrolment;
- Treating others with respect, fairness, and courtesy;
- Ensuring the safety and well-being of others and respecting their property;
- Avoiding behaviour that could be seen as unsafe, intimidating, discriminatory, harassing, bullying, or disruptive;
- Respecting the use of facilities and resources;
- Using computing and electronic resources responsibly;
- Participate actively and positively in learning and assessment activities;
- Engaging actively and positively in your learning and assessment activities;
- Doing your best to meet assessment requirements and submit work by the due dates;
- Meeting the academic progression and completion requirements of your course;
- Sharing any relevant information that may help support your study experience; and
- Reaching out to support services when you need help.
- When emailing or call or texting a trainer please state, name, unit code activity and or summative assessment numbers you are working on when asking your question or seeking training

As a student, you can expect to:

- Receive accurate and clear information about your course and enrolment requirements;
- Be treated with fairness, respect, and courtesy, regardless of age, gender, background, religion, sexuality, or ability;
- Learn in a safe environment, where hazards are identified and managed where possible;
- Have access to the resources you need to complete your studies;
- Have your personal information handled confidentially and only shared when legally required or permitted;
- Be assessed fairly, based on clearly outlined criteria in your course materials;
- Receive timely, constructive feedback on your assessments and study progress;
- Have any complaints or appeals addressed promptly and fairly; and
- Access support services when needed.

## Child Safety and Your Responsibilities

### Child Safety is Important

At the C&K College of Early Childhood, the safety and wellbeing of children and young people is very important. We want all children and young people to feel safe, respected, and supported.

Everyone has a role in keeping children safe. This includes students, trainers, staff, volunteers, and contractors.

We do not accept any form of child abuse, neglect, violence, bullying, grooming or other behaviour that may harm a child.

### What you must do to keep children safe

As a student, you will work with or be around children during your studies or placement.

You must:

- Treat children and young people with respect.
- Follow the child safety policies and rules of the organisation you are working at.
- Keep professional boundaries with children and young people.
- Report any concerns about a child's safety.
- Cooperate with any child safety investigation if asked.

If you are not sure whether something should be reported, it is better to report it and ask for advice.

### Queensland Reportable Conduct Scheme

From 1 July 2026, the Queensland Reportable Conduct Scheme will apply to all people working with young children, including students on placement. This means all students at C&K College are part of the Queensland Reportable Conduct Scheme. The scheme helps organisations respond to concerns about any behaviour that may harm a child. The scheme is designed to make sure child safety concerns are taken seriously and reported to the right people.

### What is Reportable Conduct?

Reportable conduct is behaviour that may harm a child by a worker, volunteer, contractor, student, or other person connected to an organisation.

Examples include:

- Sexual offences against a child.
- Sexual behaviour involving a child.
- Physical violence towards a child.
- Serious emotional or psychological harm to a child.
- Serious neglect of a child.
- Ill-treatment of a child.

Some behaviours may be reportable even if they happen outside the workplace or training environment.

### Reporting Concerns

If you see, hear about, or have a reasonable belief or suspicion that a child may have been harmed, you must report your concern as soon as possible to your Centre Manager, College Team member, or your Trainer and Assessor. You can also report by email at this link: <https://www.candk.asn.au/contact>

A reasonable belief or suspicion means you have information, observations or concerns that make you think a child may not be safe.

- You do not need proof that something happened.
- You do not need to investigate the matter yourself.
- Your responsibility is to report the concern so the organisation can take the right action.

## **Investigations**

Organisations may need to investigate a child safety concern.

If a report is made, by you or someone else, you may be asked to:

- explain what you saw or heard
- attend an interview or meeting
- write a witness statement
- provide information that may help the investigation.

If you are involved in an investigation, you must be honest and keep the matter confidential.

### **If an Allegation is made about You**

Sometimes a student may be the subject of a child safety allegation.

An allegation is a claim that someone may have done something wrong. An allegation does not mean the claim is true.

However, the organisation must take all allegations seriously and follow its legal responsibilities.

Depending on the situation, the organisation may need to report the matter to external agencies such as:

- The Queensland Family and Child Commission
- The Department of Education
- Child Safety services
- Queensland Police
- Other government or regulatory bodies.

The organisation may also take action while the matter is being investigated to help keep children safe. This may include temporarily removing you from activities involving children or suspending you from your employment or work placement while the investigation is being completed. These actions are not a finding that you have done anything wrong. They are taken to help protect children and to allow the matter to be investigated fairly.

### **Confidentiality and Support**

Child safety matters are private and sensitive.

If you are involved in a report or an investigation, you must not discuss the matter with other students or people who are not involved.

Support may be available if you are:

- reporting a concern
- a witness
- a person affected by the incident
- the subject of an allegation.

If you have any questions about child safety or your responsibilities, please speak to your trainer.



## Blue card

C&K is a child safe organisation. Prior to enrolment, Applicants are required to apply for and hold a valid Blue Card (Paid/ Student/ or an Exemption Card).

We do not enrol applicants if they cannot obtain a valid Blue Card.

Without a valid Blue Card, you will be:

- ineligible to undertake your placement
- unable to complete any related assessments required for your successful completion of the qualification.

If you are enrolled at C&K College, and your Blue Card is

- suspended,
- cancelled or
- withdrawn,

then your enrolment will be withdrawn. If your Blue Card is re-instated, then you are able to apply for re-enrolment with C&K College.

If you believe this requirement may affect you, or you have concerns about your eligibility, please contact the College as soon as possible for confidential advice and support.

If you are a disqualified person or a relevant disqualified person under the Working with Children (Risk Management and Screening) Act 2000, you must not sign a Blue Card or Exemption Card application. Doing so is a serious offence and may result in legal penalties.

**Fees:** Applicants do not have to pay for a student blue card. If you are doing paid work or are a jobseeker, you will need to pay a fee for your blue card application directly to Blue Card Services.

**Under 18 Years of Age:** Prior to enrolment, applicants under 18 years of age are required to apply for and hold a valid Paid or Student Blue Card under Queensland's Working with Children Check regulations.

Once enrolled students who are under 18 years of age may attend work or vocational placement but must be adequately supervised at all times by an educator who is 18 years or more.

To find out more about blue cards contact the Commission for Children and Young People and Child Guardian on 1800 113 611 or visit the website: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

## Foundations of Child Safety Training

Prior to enrolments applicants are required to complete the [mandatory child safety training](#) to comply with s162B. Everybody working or volunteering in an early childhood education and care (ECEC) service regulated under the National Quality Framework (NQF) must complete national child safety training. Only one course is approved to meet this requirement, it's **FREE** and only available through Geccko (*please right click on the link and open in new tab*) [national child safety training modules](#).

### How to register

Visit the (*please right click on the link and open in new tab*) [Geccko registration page](#) and follow the prompts to create your account. Or, if you already have your own Geccko account, (*please right click on the link and open in new tab*) [log in](#) and update your details.

Certificate of Completion will need to be submitted with your enrolment form.

## Unique Student Identifier (USI)

All Trainee/Apprentice in Australia require a Unique Trainee/Apprentice Identifier (USI). Your USI is your individual education number for life.

It provides an online record of any Vocational Education and Training (VET), or Tertiary Education undertaken in Australia. This means that an applicant needs a USI to enrol with C&K College of Early Childhood.

It is free to get a USI. There are two ways to apply:

- you can apply for a USI directly on computer or mobile device.  
<https://www.usi.gov.au/Trainee/Apprentice/get-a-usi>
- you can authorise C&K College to apply for a USI on your behalf. To do this you will be required to provide the details from one form of identification (such as a Medicare card, Australian Birth Certificate, or Passport) and declare that you have read the privacy information on <https://www.usi.gov.au/about-us/privacy>.

## Enquiring to study

Enquiring to study with C&K College is easy. All you need to do is complete the “C&K College enquiry” on our website (Phone enquiries are directed to complete the “C&K College enquiry” on our website).

Once the enquiry has been completed the Administration staff undertake checks to determine funding options and an obligation free quote (valid for 7 days) with the following forms are sent via email:

- Language, Literacy, Numeracy and Digital (LLND) Skills
- Student Guide
- Relevant course Fact Sheet Booklet (e.g. Certificate III & Diploma)

## Application Process

**Step 1:** Applicants carry out the following tasks:

- review the Obligation free quote, fact sheets and enrolment information,
- make an informed decision about continuing with enrolment,
- Complete and upload the Language, Literacy and Numeracy and Digital (LLND) Skills to our share point folder.

A member of our academic team will review language, literacy, numeracy, and digital submission.

Applicants will receive an email with the next step once the review is complete.

**Step 2:** may include:

- Undertaking Foundation skills
- Participating in a pre-enrolment interview

Once pre-enrolment interview is completed, Applicants receive an enrolment form via email.

**Step 3:** Applicants complete an online enrolment form, that requires them to upload:

- Photo Identification;
- Proof of Citizenship/Permanent Resident;
- Proof of Queensland Residency

Once the online enrolment form has been submitted, the administration team will review and if all documents have been submitted:

- Applicant will receive 2 emails from our secure payment portal with subject line:
  - C&K College of Early Childhood - Secure Payment Portal Registration
  - C&K College of Early Childhood - Payment options to activate your enrolment

Once payment has been made in full or a payment schedule entered in our secure payment portal, enrolment will be activated, either the same day or next business day.

## Enrolment

Once we activate your enrolment you are considered to have commenced the course,

Students receive the following via email:

- Confirmation of Enrolment
- Individualised study plan (part time/full time)
- Placement Guide
- RTO Educator contact information
- Registration/login details for College Canvas
- eBook (emailed)
- Orientation information
- You will receive an email from your RTO Educator introducing themselves

## Orientation

All students are encouraged to attend a group orientation session conducted by our Student Services Officer via teams (Microsoft teams is free to download) Orientation is not mandatory; however, it will assist you in navigating the online learning system (College Canvas), Vocational placement and any other questions you may have regarding your course.

## Student Services

Student Services can be contacted via phone (07) 3513 2524 or email [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au). Support can be arranged outside of hours by appointment.

They provide support with:

- Course information
- Enrolment activation processes
- Student fees, charges, and debt enquiries
- Student Orientation
- Check-in and support phone calls
- Student contact information updated (change of address, phone or email)
- Change of name
- Student Progress Reports
- Support with College Canvas
- Placement agreements
- Update placement information
- Credit Transfer Applications
- Administrative support to maintain course progress (At Risk,)
- Leave of Absence Applications
- Extension Application
- Booking of face-to-face and online tutoring hubs
- Release of units
- Withdrawals/Course cancellations
- Course Completions

## RTO Educator (Trainer & Assessor)

Students will be allocated a primary RTO educator; however, during your studies, you may have assessments, direct observations, or training sessions facilitated by other RTO educators at the college. Our team works collaboratively to support all students by share expertise, to ensure consistency through moderation and shared knowledge.

All our RTO Educators are experienced early childhood professionals who understand the complexities of working in the Early Childhood Education and Care profession. They draw on personal experience, professional knowledge, and C&K practices, to support students to work effectively with children and families in all contexts.

RTO Educators provide support with:

- initial training introduction
- support, Information, and early childhood resource emails
- questions about submitting assessment
- assistance with assessment instructions
- queries or concerns related to unit assessments.
- personalised tutoring/coaching on units via phone, teams, and email
- scheduled placement visits in person or via teams to complete direct observations
- facilitate skill development workshops/tutorials
- consultation and assessment of Recognition of Prior Learning (RPL)
- making of assessment submission within 10 business days of upload to College Canvas
- conduct study reviews to ensure progression is met at a reasonable rate to complete your qualification within the enrolment period
- access to educational and support services necessary to meet the requirements of the course, this may include LLND support or additional tutorials.

## Study Option

C&K College has adopted a flexible, student-centred approach to delivery in recognition of differences in students' learning styles, special needs, geographic isolation and/or lifestyle, work and/or family commitments.

Training delivery can take many forms, for example students may work individually at home, work and/or participate in the skill development tutorials.

This means all students study through multi-modal delivery on either a full-time or part-time basis.

Multi-modal delivery includes:

- online reading and presentations
- completing learning activities
- participating in workshops and/or webinars
- completing written and verbal assessments
- completing practical assessments within an approved early childhood education and care environment.

## Study Modes

Study mode options:

- CHC30125 Certificate III in Early Childhood Education and Care:
  - Full time consists of 4 study periods across 12 months
  - Part time consists of 8 study periods across 24 months
- CHC50125 Diploma of Early Childhood Education and Care:
  - Full time consist of 4 study periods across 12 months
  - Part time consist of 7 study periods across 24 months

Change in study mode must be submitted via email to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au) within 2 weeks of the study period start date. Students are expected to complete the units within a study period to progress.

Students are expected to make satisfactory progress in their studies for each unit regardless of study mode. If a student is having difficulties in the progress of their study, they are expected to take all possible steps to improve their performance. This can include, but is not limited to:

- Contacting their C&K College Educator and Student Services for support
- Negotiating a change to their enrolment resulting in a reduced study load
- If a student is identified as not participating and/or achieving satisfactory academic progression, the first step will be for the college to seek understanding of the reason/s. Formal intervention strategies may be required the student to address the specific issues preventing them from achieving successful outcomes.

**A full-time study load** is defined as a total of 75% or more full time load. Students must therefore ensure they always maintain at least 75% of a full-time study load - <https://www.humanservices.gov.au/individuals/students-and-trainees>

Where students are either receiving benefits from the Department of Human Services, or 'actively working towards' their qualification to maintain their role in an Early Childhood Education and Care service, they must maintain progress in their studies. The Department of Human Services has very strict guidelines for students receiving benefits. The Department will regularly check to ensure these guidelines are being met.

## Completion Time

Students who enrol with the C&K College of Early Childhood need to adhere to the time frame set out for each qualification they wish to complete. Courses include self-directed learning and are designed to ensure students have reasonable minimum and maximum times to complete all requirements.

Exemptions to these time frames require a written application for consideration and authorisation by the Manager of C&K College of Early Childhood.

**Certificate III in Early Childhood Education and Care** - average completion time is 12 months. The full qualification must be completed within 2 years from date of enrolment, and regular (on time) submission of assessment tasks is required.

**Diploma of Early Childhood Education and Care** - average completion time is 24 months. The full qualification must be completed within 3 years from date of enrolment, and regular (on time) submission of assessment tasks is required.

## Placement Forms

Students completing an Early Childhood Education and Care course through the C&K College of Early Childhood are provided with the Placement Forms.

The Guide support students to gain understanding about the knowledge, skills and responsibilities educators need to work successfully with children.

The Placement forms include the following:

- Child's Parent/Guardian Permission Form
- Logbook Diary

## Placement Hours

As part of the course requirements, all students must complete practical placement hours in an approved, regulated early childhood education and care service in Australia as detailed in the assessment requirements of units of competency.

### **CHC30125 Certificate III in Early Childhood Education and Care qualification,**

Students must have completed a total of at least 160 hours.

- Placement hours are tied to competency requirements and may need to exceed the minimum if further workplace evidence is required.
- Hours can be applied collectively across all units that require workplace evidence.

At C&K College students must complete the practical placement hours to meet the minimum requirement:

- 40 hours with infants (0–23 months)
- 40 hours with toddlers (2–3 years)
- 80 hours with children aged 3–5 years

However, certain units have a specific focus on age groups and/or hours required to be deemed competent.

The following units have a specific focus on age groups as outlined in the performance criteria:

- CHCECE032 Nurture babies and toddlers,
- CHCECE036 Provide experiences to support children's play and learning

The following units have a specific focus on hours outlined in the performance criteria; these units cannot be marked competent prior to the 160 hours of placement being completed:

- CHCECE031 Support children's health and wellbeing
- CHCECE032 Nurture babies and toddlers
- CHCECE033 Develop positive and respectful relationships with children
- CHCECE035 Support the holistic learning and development of children
- CHCECE036 Provide experiences to support children's play and learning

### **CHC50125 Diploma of Early Childhood Education and Care qualification,**

Students must complete a minimum of 280 hours.

- Placement hours are tied to competency requirements and may need to exceed the minimum if further workplace evidence is required.
- Hours can be applied collectively across all units that require workplace evidence.

At C&K College students must complete the practical placement hours with children aged birth–5 years.

All Students, have the service approved by C&K College, and a Student Placement Form must be completed in full prior to the commencement of placement hours.

The College recognises that some student may be employed as an Early Childhood Educator. If employed, you must still complete the Student Placement Form.

## Practical Placement

Placement provides you with the opportunity to apply your learning in a real-world early childhood setting, allowing you to develop the practical skills required to meet the competencies of your qualification.

### Interstate applicants

Applicants who do not reside in Queensland must source their own placement.

Placement must take place:

- in a regulated children's education and care service in Australia; and
- allow Virtual Observations to take place.

To safeguard our interstate applicants, we require an interstate student placement form completed prior to enrolment being activated.

### Work placement

The College recognises that some student may be employed as an Early Childhood Educator and would like to use their paid employment hours towards completing the placement hours required for their course.

If a student undertakes Work Placement at a service that only provides care for children aged 3-5 years, they may also have to complete placement hours at another service specific to the age group required under a Vocational Placement arrangement.

### Vocational placement

The College arranges placement of students at an appropriate service under Vocational Placement arrangements; students are lawfully unpaid and responsible for their own travel and associated travel costs to attend placement.

C&K College has students attending Vocational Placement with a range of providers from large, privately-owned organisations, community-based or not-for-profit services, to services located on school grounds. Where possible, we aim to place students locally at C&K Centres or other approved early childhood settings. Our goal is to ensure that travel time is no more than 60 minutes by public transport (where practical).

Under the Fair Work Act 2009 Vocational placement students are lawfully unpaid and are not considered to be employees. They are not entitled to the minimum wage, nor to other entitlements.

## Communicable Diseases

Undertaking placement or working in Early Childhood Education and Care services can expose us to infectious diseases through contact with infectious children and their blood and body substances.

Recommended vaccinations for working with young children include:

- hepatitis A
- measles-mumps-rubella (MMR) (persons born during or since 1966 who have only received one dose of the MMR vaccine should have a second dose)
- chickenpox (if not previously infected)
- pertussis (whooping cough) (an adult booster dose)
- influenza (annual vaccination, or as recommended by the relevant government agency).

Students should contact their General Practitioner or Community Health Centre for advice regarding immunisation requirements. Please visit this link for more information on Immunisation in early childhood education and care services [Immunisation in early childhood education and care services \(worksafe.qld.gov.au\)](https://www.worksafe.qld.gov.au/immunisation)

### Pregnant or suspect to be

Students who are, must not complete any placement hours until you have contacted the College and have permission to continue. They should also inform their treating medical practitioner of the placement requirements and seek advice on the diseases relevant to pregnancy, immunity status and precaution for infection control. Pregnant students on a Vocational Placement in Early Childhood Education and Care services will be excluded from working with children who are not toilet trained as per Work Health and Safety guidelines. If a student is required to be trained/assessed in a service with an age group catering for children under three years, then alternative assessment arrangements will need to be organised, this may include delaying workplace assessment until after the birth of the child.

For students employed in services, responsibility relies between the employer and the employee relating to the tasks completed by the pregnant worker.

## Credit Transfer

We recognise the Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by other RTOs under the principle of National Recognition.

- Credit transfer allows the Trainee/Apprentice to provide evidence of a competency previously achieved.
- Credit transfers can only be awarded to units of competency that have an equivalent competency outcome, as deemed by the Australian Government National register for Training in Australia.
- Units of competency may directly transfer or only partially transfer to the units in the current training package of the qualification you choose to study.
- Where there is a partial credit transfer, a bridging assessment may be required.

### Credit Transfer and First Aid

The C&K College of Early Childhood does not offer individual student the First Aid competency standard.

Trainee/Apprentice will need to undertake the required First Aid course as outlined on the course factsheet and provide a certified copy of the Statement of Attainment to the College for the Credit Transfer process.

Should the College engage a specialist first aid trainer, student will be advised of the cost of attending the first aid course prior to enrolment in the unit and attendance at training workshop.

## Recognition of Prior Learning (RPL)

RPL is a process that acknowledges a person's skills and knowledge acquired through previous on-the-job experience or training. Enrolled students can discuss the RPL process with their RTO Educator if they feel they are able to demonstrate competency in a unit of study.

The RPL process requires each candidate to be actively involved in the process, participating in the required steps, and undertaking assessment.

During the RPL process, the candidate will be asked to:

- Provide evidence of and samples of work experience / practice
- Perform tasks
- Talk about and explain how they perform and have specific tasks (competency conversation).

Their RTO Educator will consider the evidence of knowledge and skills the candidate has provided, matching this evidence against the relevant qualification.

## Competency Based Training and Assessment

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments. Competency Based Training develops the skills, knowledge and attitudes required to achieve the early childhood education and care sector determined competency standard – as outlined with the Nationally Recognised Training Package.

Competency is measured via evidence that can be collected by various means. To ensure the evidence captured leads to the successful accomplishment of competency, the evidence must be sufficient, valid, reliable, and current. Competency based assessment comprises knowledge, skill and the application of that knowledge and skill to the standards of performance required in the workplace and detailed in the nationally endorsed Training Package.

Assessment may include (but is not limited to):

- Written, oral, and scenario-based questions
- Practical field exercises
- Written assignments
- Workplace tasks with observation checklists
- Role plays
- Project work
- Simulated environments
- Quizzes



## Assessment Submissions

Students must submit assessments by the unit end dates identified on their Student Progress Report. Failure to submit is regarded as an assessment attempt, and the submission opportunity is forfeited.

Students are required to:

- submit all elements of an assessments in Canvas by the unit end date
- keep their own copy of assessment submissions
- assessment received by email, text or hard copy may not be marked.

## Assessment Resubmissions

Students have two attempts to successfully complete assessment tasks for a unit.

The first submission will align with the unit end date outlined on each student's progress report (if required students may be granted a second attempt).

If you receive feedback from their RTO Educator, will be advised of a resubmission (generally two weeks).

## Reasonable Adjustments

To assist students to participate on the same basis as their peers, the RTO Educator may apply reasonable adjustments. This ensures students with identified disabilities, learning difficulties or impairments are not disadvantaged. Reasonable adjustments cannot change identified standards, or minimum levels of competency required to demonstrate a unit of competency.

RTO Educator's will discuss the student's circumstances with them and document ways they may be able to incorporate adjustments or alternative learning and assessment strategies. All reasonable adjustments must be approved by the Manager, C&K College of Early Childhood.

## Third Party Reports & Direct Observations

Supervision records are a compulsory assessment component of Placement. The forms for recording supervision are called:

- Third Party Reports (completed by the placement supervisor)
- Direct Observation by trainer or professional demonstration (completed by the RTO Educator)

These forms can be downloaded from each unit in Canvas.

- RTO Educator will negotiate with the student when to complete Direct Observation by trainer or professional demonstration.

## Marking and Competency Achieved Outcome

Assessment submissions are generally marked within 10 business days; results are made available to students once their RTO Educator is satisfied that they have provided the appropriate evidence required to meet all criteria.

Results are advised on their Student Progress Report and provided by email to the student. The purpose of the Student Progress Report is to provide the student with a record of their progress and achievement.

Result Code and Description:

20 = Competency Achieved/pass

30 = Not Yet Competent/fail

40 = Withdrawn/discontinued

@@ = Withdrawn

51 = Recognition of Prior Learning granted

60= Credit Transfer

65= Gap Assessment competency

70 = Continuing enrolment (all your currently enrolled subjects will show this code)

85 = Not yet started – Units are automatically changed to enrolled (70) when the planned unit start date approaches.



## Course progression

Progression is the active involvement of the student in their course and is measured through the completion of units. Unit completion dates are outlined on the Student Progress Report.

The expectation of all students is that they:

- submit all assessments by the unit end date outlined in their Student Progress Report
- work independently as an adult learner, with self-motivation, and seeks out their own resources to support their learning
- respond to contact made by college staff
- communicate openly and frequently with RTO Educator
- participate as a reflective learner.

## Maintaining progress

C&K College expects all students to maintain progress. Progress timelines are outlined as study periods on the Student Progress Report.

C&K College supports students to actively work towards their qualification, or maintain progress, by:

- providing up to date Student Progress Report/ Study Plans with clear unit end,
- undertaking a diagnostic assessment of language, literacy and numeracy
- providing unlimited access to the Learning Management system (Canvas) while enrolled
- providing training and assessment that is supported by each student's individual RTO Educator
- offering additional training sessions to support student progress.

The expectations for students to maintain progress, or actively work towards a qualification are:

- Advise of any reason why your studies would be disrupted (Holiday, Wedding) via the Leave of Absence form
- review their individualised student Progress Report/Study Plan
- regularly access College Canvas
- complete all forms related to enrolment and placement
- attend placement
- work through units by completing activities and assessments on a regular basis
- stay in contact with their RTO Educator (trainer and assessor) and college staff
- complete units assigned in each study period
- request assistance as needed
- abide by the C&K Code of conduct as it applies to students, and act with academic honesty and integrity

## Artificial Intelligence, Plagiarism and Collusion

The College requires students to submit work that is their own, and considers that plagiarism, and collusion constitute academic misconduct for which penalties may be applied. Please refer to Appendix A.

- **Use of AI** (Artificial Intelligence) – students may use AI for research purposes or to support the checking of spelling and grammar. Any work generated by AI cannot be submitted as the student's own work for assessment purposes. The College makes use of AI to check student submissions.
- **Plagiarism** – Is to take someone's words or ideas or other materials and present them as your own including text, ideas, images or answers generated by AI
- **Collusion** – Is an understanding or agreement between two or more people to intentionally cooperate to gain an unfair advantage in assessment and may include. Unauthorized and unacknowledged joint authorship in an assessment task. Unauthorized and unacknowledged copying or use of material prepared by another person for use in assessment.

## Extensions

Extensions will be granted in exceptional circumstances only and must be supported by appropriate evidence (e.g., medical certificate)

- Extensions are requested during the 5-day period leading up to the unit end date.
- Must be applied for using the Extension Policy & Form.
- Approval/non-approval will be given in writing (or via email)

## Leave of Absence

At times students may require leave from their study. Students can apply for a Leave of Absence using the application form once they have read and understand the Leave of Absence Policy. If you are employed in the early childhood sector it is strongly recommended to seek advice from your employer whether taking leave from study will affect your current role (position). If you are under 18 years of age, your parent or guardian must agree by signing the Leave of Absence application form.

## Student Progress Report

The purpose of the student progress report is to provide students with a record of their progress and achievement in their Early Childhood Education and Care qualification. The Student Progress Report provides a summary of training, that students receive each time it is updated.

- Unit Start Date - Date your study in a unit commences.
- Unit End Date - Date unit is finalised and removed from the Learning Management System (LMS)
- Outcome Code and Description.

## At Risk & Show Cause

Students receive an At-Risk email for the following reasons:

- Units are incomplete at the end date of a study period.
  - Action: Study plan is updated with an additional 10 business days to complete units within the study period.
- Agreed payment schedule is not met
  - Action: Email sent identifying how bring the account up to date within the appropriate timeframe.

If, after being placed At Risk, a student is still unable to complete their assessment or bring their account up to date within the identified timeframe, they will receive an email to Show Cause.

Students who are required to Show Cause must provide a plan that addresses the identified concerns effectively. Where a student is unable to provide a workable plan, their enrolment will be moved to withdrawal. Failure to respond to the Show Cause within 10 business days will result in full course withdrawal.

## Cancellation/Withdrawal Policy

Students who wish to withdraw from their course are required to complete the withdrawal form and send it via email to [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)

Students remain liable for all fees, please see section on refund of fees for a definition on refunds.

Students may appeal the withdrawal process through the College's normal appeal procedure.

## Re-enrolment

Withdrawn students may re-enrol but will remain liable for any outstanding fees related to their previous enrolment. Student wishing to re-enrol within 6 months of failure to Show Cause, will require approval from the College Manager.

Students who re-enrol into a course with the same code and name as their withdrawn course will receive credit transfer for completed units and will be re-enrolled into withdrawn or non-completed units.

If a Training Package update has occurred, students will receive credit transfer for units completed that have the same unit code and name.

Government funding only applies to the first two attempts in a unit undertaken at the College. This means that students who have been withdrawn from a unit at C&K College more than once will need to re-enrol in the unit at full fee.

All applicants are required to complete the enrolment process, including the "C&K College enquiry" on our website for an obligation free quote.

## Training package transitions

Training packages go under review to ensure that it continues to meet the needs of students, employers, education providers and the wider community, these changes are necessary to keep pace with current industry practices, regulations, and technologies. Training package transition period are an essential aspect of this process, with strict deadlines set by the Australian Skills Quality Authority (ASQA). C&K College will keep Trainees/Apprentices and Employers informed about transition periods and teach-out end dates.

Trainees/Apprentices and their employer will be given information regarding transitioning to the new qualification or completing their qualification within the teach-out time frame.

### Transition Period

Transition period means, where a training product has been superseded, removed, or deleted from the National Register, the allowable timeframe within which the student's training, assessment, and Australian Qualifications Framework (AQF) certification documentation issuance needs to be completed or, in the case of a superseded training product, within which the student is transitioned into the replacement training product.

### Why learner transitions are important

Accredited training products are superseded when new content and training methods are required to equip learners with skills relevant to current industry practice. As such, VET stakeholders benefit when students are trained, assessed, and awarded AQF certification documentation in the currently endorsed or accredited training product. When training products are superseded, you have one year from the date that the new training product is released on the National Register to teach-out students enrolled in the superseded training product. This guidance applies for providers that teach to domestic students and/or overseas students.

### Teach-out

Teach-out is a term used to describe the timeframe after a training product has been superseded, removed, or deleted from the National Register, and any transition period has expired, in which a student's training, assessment and AQF certification documentation issuance needs to be completed.

## Grievances and Complaints

The complaints process is considered a valuable tool for management to improve our training and assessment service delivery, our student journey from enquiry to graduation, and our RTO business operations.

We encourage the use of the online feedback form available on the C&K website <http://www.candk.asn.au/online-feedback-form> to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with promptly and efficiently.

The C&K College of Early Childhood is committed to addressing your grievances and complaints effectively and as stipulated by the standards for RTO's.

If you have a grievance or complaint, please raise this with us promptly by doing any of the following:

- Submitting feedback through the C&K Website: <http://www.candk.asn.au/online-feedback-form>
- Sending us an email: [ckcollege@candk.asn.au](mailto:ckcollege@candk.asn.au)
- Phoning for assistance on 07 3513 2524
- Writing to us detailing your concerns: C&K College of Early Childhood, 257 Gympie Road Kedron QLD 4031

C&K will use a formal process to resolve your grievance or complaint to ensure that all complaints and grievances are dealt with quickly, including acknowledging your grievance or complaint within two business days.

Please note:

- We may contact you to discuss your concerns or ask for more information
- We will treat you and our staff with fairness. All matters will be treated with due respect to privacy and equity
- We will keep you fully informed as we work through the process

The Manager, C&K College of Early Childhood will be able to make a final decision on grievances and complaints.

If a resolution through the C&K RTO is not possible, then the next steps you must take and who you must contact depends on the nature of the issue.

Complaints can be registered with the National Training Complaints Hotline via

- phone on 13 38 73, Monday to Friday, 8am to 6pm, or
- email [skilling@education.gov.au](mailto:skilling@education.gov.au)

## Final Qualifications Certificate

The Final Qualification (Testamur) and Record of Results are issued within 30 calendar days of the learner being assessed as meeting all the requirements to be course complete. Final Qualification and Record of Results will not be released if there are outstanding fees to be paid.

## Statements of Attainment - Partial Completion of course

Statements of Attainment are issued within 30 calendar days of Withdrawal the course, for any units that have successfully completed. Statements of Attainment will not be released if there are outstanding fees to be paid.

## Reissuance of Qualification or Statements of Attainment

C&K College will reissue a Qualification or Statement of Attainment on application, and payment of a reissuance fee. For a Qualification or Statement of Attainment to be reissued, students must make a request in writing to the C&K College. This request must contain the following information:

- Student name
- Contact number
- Email address
- Form of Identification – Front of Drivers licence or Passport
- Course name and course code
- Date started and completion date of the course.
- Mailing address

Please allow 14 days for processing and reissuing once payment has been received.

## Funding

C&K College of Early Childhood is registered as a Skills Assured Supplier (SAS).

As a supplier C&K College can offer subsidised course fees to eligible applicants under:

- Career Start General Training Pathway,
- Career start Traineeship Pathway,
- Career Boost General Training Pathway,
- Career Boost Apprenticeship Pathway.

Under these programs, the Queensland Government assists eligible students by contributing to payment of course fees. The Queensland Government does not pay the full cost of study. Eligible students are required to pay a co-contribution fee.

**Fee concessions** may apply to government funded courses for eligible students.

To be eligible for concession fees, students must be eligible to access subsidised training as well as meet one of the following criteria:

- Hold a valid Health Care or Pensioner Concession Card issued under Commonwealth law.
- Be named on the card as a partner or dependent of someone holding a valid Concession Card.
- Be of Aboriginal or Torres Strait Islander descent.
- Documentation verifying the applicant has a disability.

Proof of eligibility for concession must be demonstrated prior to the commencement of training.

## Fee For Service (Self-Funded Students)

Applicants who are not eligible for a position in a subsidised training program, will be offered enrolment in our fee for service training program.

Fee for Service students are:

- 100% self-funded.

## Career Start Program 2025 -2028

Career Start provides individuals with the skills and support to start their career.

The program provides training to help individuals find a job and supports those already employed to move into more skilled roles or full-time employment, including after completing an apprenticeship or traineeship.

Career Start supports delivery of entry level training to students, apprentices and trainees aligned with the skill outcomes required by industry.

Career Start offers either a general training pathway or employment-based apprenticeship or traineeship pathway.

Under Career Start, an individual may access up to two subsidised training places through one of the following options:

- a general qualification at certificate III and an apprenticeship/traineeship, noting that if the apprenticeship/traineeship is done first, the individual is no longer eligible to access a general qualification under Career Start; or
- two apprenticeships/traineeships at either certificate II or III, including school based apprenticeships or traineeships (SATs).

In addition, under Career Start, individuals may access one subsidised introductory-level skill set.

An individual cannot do two general pathway qualifications under Career Start. This is to ensure equitable access for all eligible Queenslanders to a training opportunity

### **Career Start General Training Pathway:**

To access a subsidised training place under Career Start, a student must meet the following criteria:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills qualifications do not count);
- not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

### **Career Start Apprentice/traineeship pathway:**

School students can only access apprenticeships and traineeships through a registered School-based apprenticeship and traineeship (SAT). This is to ensure a school student does not use their entire apprenticeship/traineeship entitlement while at school.

To be eligible to receive government subsidised training, the apprentice or trainee must:

- have entered into a Contract (training contract) for a qualification that is funded by DTET and be registered on DTET's training database;
- if from overseas, have a visa allowing them to work in Australia; and
- not have already completed two apprenticeship/traineeship qualifications (including SATs) within the last 10 years.

Applicants and their employer can nominate C&K College of Early Childhood as the Supervising Registered Training Organisation (SRTTO) through their Apprentice Connect Australia Provider.

## Career Boost Program 2025 -2028

Career Boost aims to take a person's career to the next level, enabling them to grow and apply their skills to existing or new job roles and to support productivity growth and workplace innovation.

The program delivers training to help individuals develop the higher-level skills needed to secure employment, advance their careers, or progress to further education and training to undertake university or tertiary qualifications.

Career Boost offers either a general training pathway *or* employment-based apprenticeship or traineeship pathway.

Under Career Boost, an eligible individual may access:

- one subsidised training place in either a certificate IV, diploma, or advanced diploma qualification under the general training pathway; OR
- a higher level apprenticeship/traineeship at certificate IV or above; and
- up to two subsidised skill sets in priority industries or sectors as part of the program.

If the individual has already accessed two apprenticeships/traineeships through a school based apprenticeship or traineeship (SAT) or Career Start within the last 10 years, they are **not** eligible to undertake an

apprenticeship/traineeship under Career Boost.

An individual cannot do two general pathway qualifications under Career Boost. This is to ensure equitable access for all eligible Queenslanders to a training opportunity.

### Career Boost General Training Pathway

To access a subsidised training place under Career Boost, a student must meet the following criteria:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate IV or higher qualification (including tertiary
- years (qualifications completed as a school student and foundation skills qualifications do not count). Note: This eligibility requirement does not apply to individuals seeking to enrol in a skill set;
- not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

### Career Boost Apprentice/traineeship pathway:

To be eligible to receive government subsidised training, the apprentice or trainee must:

- have entered into a Contract (training contract) for a qualification that is funded by DTET and be registered on DTET systems;
- if from overseas, have a visa allowing them to work in Australia; and
- not have already completed two apprenticeship/traineeship qualifications (including SATs) within the last 10 years.

Applicants and their employer can nominate C&K College of Early Childhood as the Supervising Registered Training Organisation (SRTTO) through their Apprentice Connect Australia Provider.

## Payment of Fees

All payments are to be made to C&K College of Early Childhood. Payment term is 5 Business days from date customer account statement/ Tax Invoice issued.

A variety of payment options are available as follows.

By completing a payment authorisation with the following options:

- One off payment (direct debit), or
- payment schedule (direct debit) – smaller payments spread across the course duration.
- By credit card over the phone.
- BPAY (BPAY has a minimum of \$20)

Applicants will be invoiced the fee for the units included in their first study period as part of the enrolment process:

- Full-time students: 4 units
- Part-time students: 2/3 units

Enrolment will only be activated once payment has been made, either:

- Upfront, or
- Through an interest-free payment schedule via our secure payment portal (fail payments attract a \$4 fee).

Ongoing Study Period Payments:

- fees will be invoiced at the beginning of each study period, based on the number of units issued. This structure allows students to spread the cost of their training across the duration of the course, making it more manageable.

## Additional Fees and Charges

Other expenses to be covered by students may include travel expenses (for example, for vocational placement), expenses related to the submission of assessment tasks (posting assignments by mail), photocopying assessment tasks before submission, and completion of a First Aid certificate.

|                                                                                                  |                             |
|--------------------------------------------------------------------------------------------------|-----------------------------|
| Re-Issue Textbook Fee                                                                            | \$115.00 (includes postage) |
| Additional eBook code                                                                            | \$90                        |
| Re-Issue of Qualification Fee                                                                    | \$60.00 per qualification   |
| Request for interim/additional Statement of Attainment                                           | \$60.00 per request         |
| Print-based Learning Material                                                                    | \$30.00 per unit            |
| Recognition of Prior Learning (RPL)                                                              | Equivalent to unit fee      |
| Gap training to upgrade units to new qualification<br>(if not eligible for Government subsidies) | \$150.00 per unit           |

## Refund on Fees

**Funded Students** (Career start/Career Boost) will receive a refund in the following circumstances:

- Where a course is cancelled by C&K College:
  - A full refund is given.
- Where several units have been purchased:
  - Units that have not commenced will be refunded in full

Refunds will not be provided for units in which training has commenced, including attended class, commenced online training, or received training by a college RTO Educator (in person, online through the College LMS, or by phone/video call or similar).

**Fee for Service** Students will receive a refund in the following circumstances:

Once Enrolment has been activated, The College does not provide refunds for any unit issued.

- Where a course is cancelled by C&K College:
  - A full refund is given.



## Price List

Fees are subject to variation as part of the annual review of course costs. C&K College of Early Childhood reserves the right to vary the contents of all courses and changes may lead to a variation in the number of units and/or the cost of the course. Unit Fees are set on enrolment, as per the obligation free quote. These fees do not normally change. Additional fees such as Administration Fees are subject to change. Students will be notified before any fee increases are introduced.

### CHC30125 Certificate III in Early Childhood Education and Care

| General Training Pathway             | Per Unit         | Per Course   |
|--------------------------------------|------------------|--------------|
| Caree Start Program                  | \$16.00          | \$256.00     |
| Caree Start Program – Concession     | \$8.00           | \$128.00     |
| Traineeship Pathway                  | Per nominal hour | Per Course   |
| Caree Start Program – Concession     | \$ 0.64          | \$695.04     |
| Caree Start Program – Non-Concession | \$ 1.60          | \$1,737.60   |
| Funding Type                         | Unit Price       | Course Price |
| Fee for Service                      | \$277.00         | \$4,432.00   |
| Fee for Service (C&K Employee)       | \$249.00         | \$3,984.00   |

### CHC50125 Diploma of Early Childhood Education and Care

| General Training Pathway              | Per Unit         | Per Course   |
|---------------------------------------|------------------|--------------|
| Career boost program                  | \$20.00          | \$300.00     |
| Career boost program – Concession     | \$10.00          | \$150.00     |
| Apprenticeship Pathway                | Per Nominal hour | Per Course   |
| Career boost program – Concession     | \$0.64           | \$898.85     |
| Career boost program – Non-Concession | \$1.60           | \$2,244.80   |
| Funding Type                          | Unit Price       | Course Price |
| Fee for Service                       | \$300.00         | \$4,500.00   |
| Fee for Service (C&K Employee)        | \$270.00         | \$4,050.00   |

## Overdue Fees

Where students have overdue fees or payments, an overdue fee plus interest at commercial bank overdraft rates will be charged on overdue accounts, at the discretion of C&K College of Early Childhood.

- A transaction fee of \$4.00 per transaction for failed payments from a bank account will be charged.
- Reasonable fees that C&K incurs to recover any debt referred to an external debt collection agent will be added to the original amount owing and will be payable by you. The recovery fee is 15% of the referred debt plus a flat referral fee of \$25.



## Acceptable Fee Schedules

Students are required to set up a Payment Schedule based on the number of units invoiced per study period or pay the entire fee for a study period in full.

Use the table below to see what an acceptable payment schedule would be based on the number of units issued.

The payment schedule will automatically stop once payment has been made in full.

### Certificate III in Early Childhood Education and Care:

- Full time consists of 4 study periods across 12 months,
  - each study period has 4 units.
- Part time consists of 8 study periods across 24 months,
  - each study period has 2 units.

| Non-C&K Employee (unit price \$277.00) |                               |            |             |             |
|----------------------------------------|-------------------------------|------------|-------------|-------------|
| # of units                             | Total amount for study period | Monthly    | Fortnightly | Weekly      |
|                                        |                               | 2 payments | 5 payments  | 10 payments |
| 4                                      | \$1,108.00                    | \$554.00   | \$221.60    | \$110.80    |
| 2                                      | \$554.00                      | \$277.00   | \$110.80    | \$55.40     |

| C&K Employee (unit price \$249.00) |                               |            |             |             |
|------------------------------------|-------------------------------|------------|-------------|-------------|
| # of units                         | Total amount for study period | Monthly    | Fortnightly | Weekly      |
|                                    |                               | 2 payments | 5 payments  | 10 payments |
| 4                                  | \$996.00                      | \$498.00   | \$199.20    | \$99.60     |
| 2                                  | \$498.00                      | \$249.00   | \$99.60     | \$49.80     |

### Diploma of Early Childhood Education and Care:

- Full time consist of 4 study periods across 12 months,
  - 3 study periods have 4 units and,
  - 1 study period has 3 units.
- Part time consist of 7 study periods across 24 months,
  - 6 study periods have 2 units and
  - 1 study period has 3 units.

| Non-C&K Employee (unit price \$300.00) |                               |            |             |             |
|----------------------------------------|-------------------------------|------------|-------------|-------------|
| # of units                             | Total amount for study period | Monthly    | Fortnightly | Weekly      |
|                                        |                               | 2 payments | 5 payments  | 10 payments |
| 4                                      | \$1,200.00                    | \$600.00   | \$240.00    | \$120.00    |
| 3                                      | \$900.00                      | \$450.00   | \$180.00    | \$90.00     |
| 2                                      | \$600.00                      | \$300.00   | \$120.00    | \$60.00     |

| C&K Employee (unit price \$270.00) |                               |            |             |             |
|------------------------------------|-------------------------------|------------|-------------|-------------|
| # of units                         | Total amount for study period | Monthly    | Fortnightly | Weekly      |
|                                    |                               | 2 payments | 5 payments  | 10 payments |
| 4                                  | \$1,080.00                    | \$540.00   | \$216.00    | \$108.00    |
| 3                                  | \$810.00                      | \$405.00   | \$162.00    | \$81.00     |
| 2                                  | \$540.00                      | \$270.00   | \$108.00    | \$54.00     |

## **Student Code of Conduct**

### **Welcome**

The C&K College of Early Childhood ('C&K College') aims to collaborate with students to create a safe and engaging learning environment. The Student Code of Conduct serves as a guide to ensure a safe, respectful, and inclusive learning environment where all students can thrive. By setting clear expectations for behaviour, academic integrity, placement, and community responsibility, this code promotes fairness, accountability, and mutual respect.

### **Expected Conduct**

#### **Students are required to:**

- Demonstrate professionalism at all times by showing respect, responsibility, and reliability in both College and placement settings.
- Always work in the best interests of all children, ensuring that you always follow child protection policies and procedures, including those associated with your placement site
- Arrive punctually, well prepared, and appropriately attired and ready to actively meet the requirements related to placement, and units of competency being studied.
- Adhere to all College policies and procedures
- Maintain a valid Blue Card and promptly notify the College if you become a Restricted Person, or if your Blue Card is suspended or cancelled.
- Communicate respectfully and appropriately with college staff, children, families, colleagues, and supervisors, in both face-to-face and online settings.
- Uphold academic honesty and integrity, ensuring that all assessments, reflections, and reports are original, accurate, and truthful.
- Properly acknowledge the ideas, work, and contributions of others through appropriate referencing and citations.
- Complete all assessments and professional reflections independently and honestly, unless collaboration is explicitly required.
- Seek guidance from C&K College if unsure about academic integrity or referencing requirements.
- Protect the privacy and dignity of children and families, handle all personal and sensitive information with discretion and in accordance with C&K College policy.
- Use technology responsibly, refraining from personal use during placement hours and never using personal devices to record, store, or share information about children.
- Respect the authority of C&K College staff and comply with reasonable instructions.
- Demonstrate accountability by seeking guidance and support when uncertain, by raising concerns or questions with supervising educators when on placement, or with C&K College Trainers and Assessors, or Student Services.
- Model positive behaviour and professional values, recognising your role as a student who is actively working towards their qualification as an educator in ECEC
- Recognise how you participate as a role model for children.
- Act in a manner that promotes the health, safety, and wellbeing of yourself and others.
- Be polite, respectful, and attentive, valuing the perspectives of others.
- Speak positively about the College and its employees.

## **Unacceptable Conduct**

### **Students must NEVER (not limited to):**

- Conceal any changes to your Blue Card status that could restrict your ability to work with children.
- Continue a placement if your Blue Card is suspended, cancelled, or if you become a Restricted Person.
- Ignore the requirement to keep children safe
- act unprofessionally
  - failure to keep children safe or acting unprofessionally may put children at risk and breach professional standards.
- Engage in conduct that compromises the safety, dignity, or wellbeing of children, families, colleagues, or C&K College.
- Cheat by:
  - colluding with others to deceive or misrepresent when handing in assessment
  - Assisting others to breaching academic integrity.
  - Using Artificial Intelligence to generate an assessment, or to complete an assessment for you
  - purchasing or copying information for the purpose of completing assessment
  - plagiarising by
    - submitting work that is not your own
    - failing to acknowledge the source or author of text you are submitting for assessment by not referencing the author
  - Working dishonestly by:
    - falsifying, fabricating, or manipulating data, records, or assessments
    - falsifying forms or reports such as Third-Party Reports, Attendance Logs, or Permission Forms
- Engage in harassment, bullying, discrimination, or inappropriate relationships with children, families, colleagues, or members of C&K College.
- Use inappropriate, threatening, aggressive, or abusive language, gestures, or images, including swearing, yelling, or throwing objects.
- Use language or display behaviour likely to offend, harass, bully, vilify, intimidate, or discriminate against others.
- Interact physically, verbally, or online with children, educators, or C&K College employees in a manner that is inappropriate or endangers health, safety, or wellbeing.
- Capture, share, or store images, video, or audio recordings of children on personal devices.
- Capture, share, or store images, video, or audio recordings of children on centre devices without explicit consent and approval.
- Disclose or misuse confidential or personal information about children, families, colleagues, or members of C&K College.
- Use social media or online platforms to discuss, identify, or post about children, families, colleagues, members of C&K College, or placement experiences without explicit consent and approval.
- Gossip about or make derogatory statements concerning C&K, C&K College, its employees, or any child or family.
- Attend classes or placements under the influence of alcohol, drugs, or any substance that may impair judgment or professional conduct.
- Use placement time or C&K College resources for personal activities unrelated to professional duties.
- Bring hazardous items (including any items containing button batteries), alcohol, weapons, or illegal substances into a face-to-face class, or early childhood education and care setting (including placement settings).
- Smoke or vape in an early childhood education and care centre or training location, or within 5 metres of its boundary.

## **Student Support**

The College is committed to providing Students with support to help them succeed academically, professionally, and personally. They will have access academic guidance and reasonable adjustments to support their progress in learning. The College will provide support that is inclusive, equitable, and responsive to the student's needs, to help them navigate challenges and maximise their learning outcomes. The College encourages Students to engage with these services proactively, seek guidance when needed, and raise any concerns about their learning, placement, or wellbeing. By accessing and utilising available support, C&K Students will be better equipped to meet their academic responsibilities, uphold professional standards, and thrive in their development as an educator.

## **Non-compliance**

Breaches of this Code of Conduct will not be tolerated and may result in serious consequences. Where appropriate, the College will seek to address matters collaboratively with the student. However, if a breach is deemed serious or there is a risk of ongoing non-compliance, C&K College may take any action it considers appropriate, including pausing a placement or withdrawing course enrolment. In accordance with applicable legislation, any unlawful breaches of this Code will be reported to the relevant authorities.

## **Acknowledgement**

By enrolling in a course with the College, Students accept and agree to follow this Student Code of Conduct.

## Child Protection and Safeguarding

The College is a child-safe organisation, and we are committed to providing a safe and healthy environment for all.

C&K College Students carry a professional responsibility to uphold the highest standards of conduct in relation to child safeguarding. This includes maintaining appropriate boundaries, acting with integrity, and always prioritising the safety and well-being of children and young people. Students must familiarise themselves with safeguarding policies, follow reporting procedures, and exercise vigilance in identifying and addressing concerns. Upholding these obligations is essential not only to protect children, but also to foster trust, demonstrate professional integrity, and model the ethical standards expected within the Early Education and Care profession.

### In relation to their placement centre Students will:

- Immediately report concerns, suspicions or allegations of child harm to the Centre Director/Responsible Person in Charge.
  - If a student feels their concern, disclosure or complaint has not been adequately addressed, email [college@candk.asn.au](mailto:college@candk.asn.au).
- NEVER be alone with a child(ren).
- NEVER assist or support a child with nappy change or toileting unless directly supervised by a qualified educator.
- NEVER sexually, physically or emotionally harm a child(ren).
- NEVER exhibit grooming behaviours towards a child(ren), family, or centre employee.
- NEVER implement any form of inappropriate discipline towards a child.
- NEVER capture, share, or store images, videos, or audio recordings of a child on a personal device
- NEVER capture, share, or store images, videos, or audio recordings of a child on a centre device without the required consent and explicit authorisation.

## Privacy

C&K College Students must recognise and respect the privacy of children, families, and colleagues at all times. This includes handling personal information with discretion, ensuring that confidential details are not shared inappropriately, and using data only for its intended educational or safeguarding purposes. Students are expected to comply with relevant data protection policies and legal requirements, both within C&K College and while on placement. Protecting privacy is not only a legal obligation but also a professional commitment to maintaining trust, safeguarding dignity, and upholding the ethical standards of the teaching profession.

### Students will:

- Immediately report suspected or actual privacy and/or data breaches to the Centre Director/Responsible Person in Charge.
- Handle all personal and sensitive information about children, families, and colleagues with discretion and confidentiality.
- Seek guidance from their placement supervisors whenever unsure about privacy obligations or appropriate boundaries.
  - If a student feels their concern has not been adequately addressed, email [college@candk.asn.au](mailto:college@candk.asn.au).
- NEVER share, post, or discuss identifiable information about children, families, colleagues, or centres on social media or in public forums.
- NEVER access, use, or disclose private information without the required consent and explicit authorisation.

## **Attendance and Participation**

C&K College Students are expected to actively participate in all aspects of their study program, including face-to-face classes, online activities, and placement experiences. Regular participation and attendance is essential to meet academic requirements, develop professional skills, and gain the practical experience needed for effective teaching. If participating in placement or face to face settings, C&K College students should arrive on time, come prepared, and contribute constructively to discussions, activities, and collaborative learning. Any absences or non-participation must be communicated promptly to the College or placement supervisors, along with valid reasons. Maintaining consistent engagement models professional reliability and accountability, which are essential qualities for a successful Early Childhood Education and Care career.

### **Students will:**

- Participate fully in all scheduled classes, online activities, and placements punctually and consistently.
- Regularly engage with the Learning Management System to maintain progress in line with Study Periods
- Follow communication protocols, policies and procedures for engaging with Trainers and Assessors, and the College Team
- Be prepared, ready to engage, and participate actively in learning and teaching activities.
- Communicate promptly with placement supervisors if unable to attend, providing valid reasons in line with college policy.
- Contribute respectfully and constructively to discussions, group work, and collaborative learning experiences.
- Demonstrate professional reliability and accountability, modelling behaviours expected of future educators.
- NEVER skip classes, online sessions, or placement days without valid justification or prior notification.
- NEVER arrive late or leave early without approval, disrupting learning or professional environments.
- NEVER ignore College or placement policies regarding attendance, participation, or communication of absences.

## **Academic Honesty**

C&K College Students are expected to uphold the highest standards of academic honesty and integrity in all aspects of their studies and professional practice. This includes producing original work, acknowledging the contributions of others through appropriate referencing, and ensuring that assessments and professional reflections are completed honestly. Maintaining academic honesty supports the rights of all students to a fair and equitable learning environment, where everyone's work is respected and assessed on its own merit. Students must also respect the rights of peers and colleagues by not engaging in behaviours that compromise fairness, such as sharing unauthorised answers or facilitating plagiarism.

### **Students will:**

- Submit work that is their own, properly acknowledging the ideas and contributions of others.
- Follow all College policies and procedures regarding academic honesty and integrity.
- Ensure assessments, reflections, and professional tasks are completed truthfully and independently unless collaboration is explicitly permitted.
- Respect the rights of peers by not engaging in behaviour that undermines fairness or the academic integrity of others.
- Seek guidance from Trainers & Assessors or supervisors if unsure about referencing, citations, or academic honesty expectations.
- NEVER cheat, plagiarise, collude, or submit work that is not their own.
- NEVER falsify, fabricate, or manipulate data, records, or assessments.
- NEVER assist others to enable them to breach academic integrity.
- NEVER ignore College policies or guidance regarding academic honesty.



## **Use of Technology and Resources**

C&K College Students are expected to use technology responsibly, ethically, and in alignment with College policies. This includes using digital devices, software, and online platforms for learning, teaching, and professional communication. Students should not use technology that belongs to their placement site for personal use. Students must respect copyright, licensing, and intellectual property rights, and avoid accessing, sharing, or storing inappropriate or unauthorised content. During placements, students must never use personal devices to capture images, video, or audio of children, and must adhere to the early childhood education and care centre guidelines for the use of technology. By using technology appropriately, students model professional conduct, safeguard privacy, and support a safe, productive learning environment.

### **Students will:**

- Use technology and digital resources responsibly, ethically, and in accordance with C&K College and placement policies and procedures.
- Access, store, and share information only for authorised educational, professional, or placement purposes.
- Respect copyright, intellectual property, and licensing requirements when using digital content.
- Report any concerns regarding inappropriate or unauthorised use of technology to College and placement supervisor.
- NEVER use personal devices to capture, share, or store images, video, or audio of children.
- NEVER use personal or placement location devices to create, distribute, or store inappropriate, illegal, or unauthorised content.
- NEVER use technology in a way that disrupts learning, teaching, or professional responsibilities.
- NEVER bypass security, privacy, or access controls on C&K College or placement location systems.
- NEVER share confidential or personal information about children, families, or colleagues through unauthorised digital channels.

## **Health, Safety and Wellbeing**

C&K Students have a professional responsibility to maintain and promote their own health, safety, and wellbeing, as well as that of children, colleagues, and College employees. This includes following all College and placement site health and safety policies and procedures, using equipment and resources safely, and reporting any hazards, incidents, or concerns promptly. Students are expected to manage personal wellbeing to ensure they can fully engage in their studies and placements, and to seek support from the College or placement supervisors when needed. By prioritising health, safety, and wellbeing, students model responsible and professional behaviour and contribute to a safe and supportive learning environment for all.

### **Students will:**

- Follow all College and placement site health, safety, and wellbeing policies and procedures, including participating in Orientation and completing pre-placement administration.
- Use equipment, resources, and facilities safely and responsibly.
- Report hazards, incidents, injuries, or concerns promptly to placement supervisors or C&K College employees.
- Take steps to maintain their own physical and mental wellbeing to engage fully in studies and placements.
- Seek guidance or support from the C&K College Team, placement supervisors, or wellbeing professionals when needed.
- NEVER start placement hours without submitting a completed Placement Agreement to [CKCollege@candk.asn.au](mailto:CKCollege@candk.asn.au)
- NEVER ignore or fail to report hazards, incidents, or unsafe conditions.
- NEVER compromise their own wellbeing or that of children, colleagues, or others in the learning environment.
- NEVER engage in behaviour that endangers themselves or others during classes, online activities, or placements.
- NEVER bypass health and safety procedures or fail to use equipment as instructed.
- NEVER neglect professional responsibilities related to wellbeing, safety, and duty of care.

## **Cultural Safety**

C&K College Students are expected to recognise, respect, and promote cultural safety for all individuals within the educational environment. This involves acknowledging and valuing the cultural identities, beliefs, and practices of children, families, colleagues, and communities, and ensuring that interactions are free from discrimination, bias, or assumptions. Students must engage in culturally responsive practices, reflect on their own attitudes and behaviours, and seek guidance when uncertain about culturally appropriate conduct. Upholding cultural safety is essential for fostering inclusive, respectful, and equitable learning environments, and is a core responsibility of all future educators.

## **Student Rights**

Students have the right to a safe, respectful, and supportive learning environment where they can fully engage in their studies and placements. They are entitled to fair and transparent assessment, protection of personal information, access to academic and wellbeing support services, and the ability to raise concerns or complaints without fear of retaliation. Students also have the right to participate in decisions affecting their learning and to be treated with professionalism, dignity, and respect by college employees, peers, and placement supervisors.

### **Students have the right to:**

- A safe and respectful learning environment where they can learn and participate free from harassment, discrimination, bullying, or intimidation.
- Reasonable adjustments to all educational opportunities, resources, and support services regardless of background or circumstance.
- Receive transparent, timely, and constructive assessment, marking, and feedback to support their academic development, in line with C&K College policy.

- Have their personal, academic, and placement information handled securely and in accordance with data protection regulations.
- Obtain guidance and support for academic related needs.
- Raise concerns, ask questions, or make complaints without fear of retaliation.
- Participate in decisions that affect their learning and placements.
- Be treated with respect, dignity, and professionalism by C&K College employees, peers, placement supervisors, and colleagues.
- Receive clear information about course requirements, placement expectations, and policies affecting their studies.
- Engage fully in learning and placement opportunities in a safe, supportive, and inclusive environment.