

# QUALIFICATIONS

for children's services professionals



Make this the  
year you—or your  
staff—acquire more  
qualifications!

**COMMUNITY CHILD CARE CO-OPERATIVE**

# Higher quality early education and care is provided in children's services. Is it time you or your staff acquired higher qualifications?

- Have you always wanted another qualification but just never had the time?
- Do you have untrained staff members you wish to encourage in their careers?
- Are you ready to move on to the next stage of your own career?

Community Child Care Co-operative now provides a range of Nationally Recognised Training Courses (Accredited training) for staff working in children's services. As the peak body that knows and understands children's services, Community Child Care has designed all courses to acknowledge the realities of working in the sector.

Many courses can be studied by distance education.

All the courses are designed not just to develop skills, but to earn a qualification that can help further the careers of you and your staff.

## Qualifications on offer include:

### Children's Services Qualifications

#### Certificate III in Children's Services

This is the first stage of the Diploma and can be used to upgrade untrained staff member's skills or as the first stage of becoming a trained children's services worker.

#### Diploma of Children's Services

The Diploma is designed to qualify those staff members that are unqualified.

#### Cook's qualification

Under the Children's Services Regulation 2004, cooks in children's services must have recognised training in food safety, nutrition and menu handling. Community Child Care offers courses in food safety suitable for all children's services staff, *Follow Basic Food Safety Practices* through the Children's Services Central Training Calendar ([www.cscentral.org.au](http://www.cscentral.org.au)) and distance education. Once cooks have completed this food safety course and the two additional units for cooks (*Develop Menus to Meet Special Dietary and Cultural Needs* and *Prepare Nutritionally Balanced food in a Safe and Hygienic Manner*) they meet all training requirements under the Children's Services Regulation 2004.

### Child Protection qualification

This unit, *Identify and Respond to Young People at Risk of Harm*, can be studied by distance learning.

### Business qualifications

Children's services are small businesses and acquiring business qualifications that take into account the reality of the uniqueness of management within a children's service setting makes sense. The Certificate IV courses are geared towards directors, owners, managers, supervisors and those staff who would like to move towards management positions within children's services. The Diploma is geared towards experienced directors who would like to get a higher qualification.

### Training and Assessment qualification

Wondering where your career in children's services could take you? If you have worked at director level in children's services for some time and would like to share your expertise with others then your first step is to get a Certificate IV training qualification. This qualification is the minimum that organisations such as Community Child Care and Children's Services Central and TAFE need to contract you as a casual trainer for their organisations.

# Nationally recognised training that acknowledges your existing skills

## **Certificate III in Children's Services (CHC30402)**

The Certificate III is suitable for people who wish to commence a career in the early childhood field or who are currently employed as untrained workers who wish to work towards becoming trained staff members. It is a prerequisite for undertaking the Diploma in Children's Services. The qualification can be undertaken by distance study, coursework or traineeship. Participants can start at various stages throughout the year. The Certificate consists of 15 units.

## **Diploma of Children's Services (CHC50302)**

The Diploma adds additional units to those undertaken in the Certificate III which is a prerequisite to undertaking the diploma. The Diploma is offered by distance study only. It consists of 20 units.

## **Certificate IV in Business (Front Line Management) (BSB41004)**

## **Certificate IV in Business (Small Business Management) (BSB40401) and**

## **Diploma of Business Management (BSB 50401)**

All of these courses are offered by distance learning. The Small Business qualification consists of 10 units. Front Line Management and the Diploma consists of 8 units.

## **Certificate IV in Training and Assessment [TAA40104]**

This course consists of coursework and is offered as required.

Please contact us to get upcoming course dates.

## **Develop Menus to Meet Special Dietary and Cultural Needs (THHADCAT02B) and Prepare Nutritionally Balanced Food in a Safe and Hygienic Manner (CHCCN3C)**

These two units are offered as one-day courses as required.

Please contact us to get upcoming course dates

All participants must have completed HLTFS207B (Follow Basic Food Safety Practices). This course is also available by distance.

For current information about costs of courses, please see: [www.cccnsw.org.au/rto](http://www.cccnsw.org.au/rto)



## All courses are Nationally Recognised Training

Nationally Recognised Training is based on Australian Competency Standards. These standards are nationally agreed industry statements which describe the workplace outcomes for a given competency level (e.g. Certificate III), which industry recognises as appropriate for competent performance.

Competency standards reflect the specific knowledge and skill and their application to the standard of performance required in employment.

To be awarded a qualification, participants must undertake specific assessment tasks.

## Recognition of Prior Learning

We have the expertise to support experienced children's services staff to have their existing skills and knowledge recognised. These can be assessed against units of competency for both business and sector specific qualifications.

Please contact us for personal assistance and more information if you wish to see if your existing skills can be recognised as credit towards a qualification.

Send this to Community Child Care  
by fax on (02) 8922 6445  
or post to: Building 21, 142 Addison Rd,  
Marrickville NSW 2204

# Find out more about attaining your new qualification

## Please send me more information and an enrolment form for:

- Certificate III in Children's Services [CHC30402]
- Diploma of Children's Services [CHC50302]
- Certificate IV in Business (Small Business Management) [BSB40401]
- Certificate IV in Business (Front Line Management) [BSB41004]
- Diploma of Business Management [BSB50401]
- Certificate IV in Training and Assessment [TAA40104]
- Identify and Respond to Children & Young People at Risk of Harm [CHCCHILDIC]
- Develop Menus to Meet Special Dietary and Cultural Needs [THHADCAT02B] and  
Prepare Nutritionally Balanced Food In a Safe and Hygienic Manner [CHCCN3C]

First name  Last name

Service name   
(if applicable)

Telephone  Fax

Address  post code

Email

**Service Type** (tick one)  LDC  FDC  IHC  OCC  Preschool  OOSH  Mobile  
 Other (please state:)

What are your current qualifications? (list) .....

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Community Child Care Co-operative is a Registered Training Organisation (RTO). We are registered with VETAB (Vocational Education and Training Accreditation Board) to issue national qualifications and statements of attainment in a range of qualifications suitable for children's services staff.

To find out more about qualifications, please contact our Vocational Training Co-ordinator, Maryann Kirkby on **8922 6444** or email **maryannkirkby@cccnsw.org.au** or visit **www.cccnsw.org.au/rto**

