

# TACIS Qualification Brochure

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## Welcome Message

Thanks for your interest in the qualification(s) offered at The Australian College for International Studies (hereby refers to as "TACIS"), a trading name of CHC Services Pty Ltd (RTO: 32463 CRICOS Provider No: 03396F).

This qualification brochure has been prepared to ensure that you understand the qualification(s) that they plan to enroll at TACIS in accordance with relevant clauses of the *Standards for RTOs 2015* (<https://www.asqa.gov.au/standards>) and *National Code of Practice for Providers of Education and Training to Overseas Students 2018* <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>, particularly Standards 2.1 as listed below.

- 2.1 *Prior to accepting an overseas student or intending overseas student for enrolment in a course, the registered provider must make comprehensive, current and plain English information available to the overseas student or intending overseas student on:*
  - 2.1.1 *the requirements for an overseas student's acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required, and course credit if applicable*
  - 2.1.2 *the CRICOS course code, course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods*
  - 2.1.3 *course duration and holiday breaks*
  - 2.1.4 *the course qualification, award or other outcomes*
  - 2.1.5 *campus locations and facilities, equipment and learning resources available to students*
  - 2.1.6 *indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies*
  - 2.1.7 *the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled*
  - 2.1.8 *the ESOS framework, including official Australian Government material or links to this material online*

Please ensure that you read through this Qualification Brochure and understand the relevant entry requirement, course duration, delivery and assessment schedule and requirements, fees and charges, refund policy and etc.

You should also read this Qualification Brochure in conjunction with TACIS Student Handbook.

If you have any question about anything as to the qualification(s), enrolment process, please kindly ask TACIS staff.

Looking forward to seeing you on TACIS campus(es).

Qingyang WEI

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The Australian College for International Studies (TACIS) is a trading name of CHC Services Pty Ltd (a Registered Training Organization: 32463, CRICOS Provider NO: 03396F) ABN: 77 151 209 264

V1.0 February 2019 MW

Principal Executive Officer

## Student Engagement Policy

TACIS ensures it provides all relevant information to students prior to enrolment in line with the requirements in National Code Standard 2.1 to ensure students can make an informed decision about studying at TACIS. This will be done through the marketing materials and includes the following information:

- all requirements for acceptance into a course, including:
  - the minimum level of English language proficiency,
  - educational qualifications or work experience required and
  - whether course credit may be applicable
- course content and duration, qualification types, modes of study and assessment methods.
- campus location(s) and a general description of facilities, equipment, and learning and library resources available to students.
- details of any arrangements (if any) with another registered provider, person or business to provide the course or part of the course.
- course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies.
- information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.
- a description of the ESOS framework made available electronically by DET
- relevant information on living in Australia, including:
  - indicative costs of living
  - accommodation options, and
  - where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred.

TACIS ensures that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

### Procedure

To ensure TACIS complies with the National Code Standard 2 of the ESOS Act 2000.

- Marketing information is to provide all relevant information (in line with the requirements in National Code Standard 2.1) to students prior to enrolment to ensure students can make an informed decision about studying with the College.
- Formal engagement of any Education Agent will include the provisions that they provide prospective students with marketing materials with sufficient information (in line with the requirements in National Code Standard 2.1) so they can make an informed decision about studying with the College.

This qualification brochure has been prepared to ensure that prospective student understands the relevant information in relation to the qualification(s) to be enrolled in.

## List of Qualifications

National Code	Qualification	CRICOS Code	Duration
FNS40217	Certificate IV in Accounting and Bookkeeping	097827K	52 Weeks
FNS50217	Diploma of Accounting	097826M	52 Weeks
FNS60217	Advanced Diploma of Accounting	097825A	52 Weeks
CHC30113	Certificate III in Early Childhood Education and Care	091296C	38 Weeks
CHC50113	Diploma of Early Childhood Education and Care	091297B	74 Weeks

## Certificate IV in Accounting and Bookkeeping – FNS40217

Training Package	FNS Financial Services Training Package
AQF Level	4
Code and Title of Qualification	FNS40217 Certificate IV in Accounting and Bookkeeping
CRICOS Course Code	097827K
Link to Training Package	<a href="http://training.gov.au/Training/Details/FNS">http://training.gov.au/Training/Details/FNS</a>
Link to Companion Volumes	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe</a>
Vocational Outcomes	In accordance with industry/ enterprise requirements for this qualification and at the conclusion of training and assessments, students will be job-ready in accounting job roles with duties such as preparing financial reports, establishing and maintaining payroll systems, set up and operate computerised accounting systems, processing financial transactions and extract interim reports, completing business activity and instalment activity statements, administer subsidiary accounts and ledgers, introducing cloud computing into business operations, processing business tax requirements and making decisions in a legal context, preparing operational budgets, preparing financial statements for non-reporting entities, overall working effectively in the accounting and bookkeeping industry.
Description of the Qualification	This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work

	autonomously, and exercise judgement in completing routine and non-routine activities.				
<b>Licensing/Regulatory Information</b>	<p>Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.</p> <p>Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly</p>				
<b>Qualification Packaging Rules</b>	<p>Based on the information available from <a href="http://www.training.gov.au">www.training.gov.au</a> , the following packaging rules apply for completion of this qualification.</p> <p>A total number of 13 units must be selected for this qualification including:</p> <p>8 core units</p> <p>5 elective units</p> <p>Any combination of electives that meets the packaging rules can be selected for the award of the FNS40217 Certificate IV in Accounting and Bookkeeping.</p> <p>Consistent with the qualification packaging rules, the units listed below have been selected to be delivered for this qualification. The Code and Title of each unit is provided as well as an indication of core (C), elective (E), pre-requisite (Pre) and licensing requirements (Lic), if required.</p>				
<b>Unit Code</b>	<b>Unit Title</b>	<b>C</b>	<b>E</b>	<b>Pre</b>	<b>Lic</b>
BSBFIA401	Prepare financial reports	C			
BSBSMB412	Introduce cloud computing into business operations	C			
FNSACC311	Process financial transactions and extract interim reports	C			
FNSACC312	Administer subsidiary accounts and ledgers	C			
FNSACC408	Work effectively in the accounting and bookkeeping industry	C			
FNSACC416	Set up and operate a computerised accounting system	C			
FNSTPB401*	Complete business activity and instalment activity statements	C			
FNSTPB402*	Establish and maintain payroll systems	C			
BSBITU306	Design and produce business documents		E		

FNSACC411	Process business tax requirements		E		
FNSACC412	Prepare operational budgets		E		
FNSACC413	Make decisions in a legal context		E		
FNSACC414	Prepare financial statements for non-reporting entities		E		
*Note: This unit is required for the FNSSSO004 BAS Agent Registration Skill Set.					
Course Duration	12 months nominal term / 52 weeks, including 4 terms x 10 weeks tuition plus 12 weeks breaks in between terms.				
Delivery Method	This course is delivered as a combination of classroom workshops and online training for 20 hours a week at TACIS premises. Attendance is monitored every week and satisfactory course progress must be maintained throughout the entire course.				
Education Pathways	<p>Pathways into the qualification:</p> <p>Preferred pathway for Learners entering this qualification include:</p> <p>FNS40615 Certificate IV in Accounting</p> <p>FNS40215 Certificate IV in Bookkeeping</p> <p>Experience within an accounting work environment without formal training</p> <p>Pathways from the qualification: On successful completion of this qualification students are encouraged to undertake studies in the Diploma of Accounting or any other Diplomas in the Finance Services Training Package for various specialisations or an Advanced Diploma in a related field. Students should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.</p>				
Entry Requirements	<p>There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:</p> <p>Be 18 years old or above</p> <p>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</p> <p>be competent in English (a minimum of IELTS 5.5 or equivalent) or</p> <p>demonstrate vocational proficiency through an entry examination. Students must achieve at least 50 percent in the entry examinations before being accepted into the program); and</p> <p>complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification;</p> <p>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the</p>				

	student might be suitable for this qualification or any supporting services might be required during the student's enrolment at TACIS.	
Delivery Arrangements	<p>Students are required to complete 13 units of competency. On successful completion of these units, students will be issued with the FNS402157 Certificate IV in Accounting and Bookkeeping.</p> <p>There are no clustering arrangements for this qualification.</p> <p>Approximate nominal hours required to complete the FNS40217 Certificate IV in Accounting and Bookkeeping are 1200-2400 hours.</p> <p>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks terms and 12 weeks holiday breaks. The breakdown will be as follows:</p> <p>Face-to-face and online tuition hours in total: 800 hours/40 weeks</p> <p>Preparation for assessments: 10-15 hours/unit x 12 units = 120-180hrs</p> <p>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at TACIS premises and independent online studies for a minimum of 6 hours/week.</p>	
Delivery and Assessment Schedule	<p>Learning is undertaken via a range of means, such as reading written learning materials, participating in classroom activities and online learning tools such as discussion groups (forums), through contact with the Trainer/Assessor. This flexible approach allows learning to occur through a variety of means, thereby catering to a variety of learning styles.</p> <p>The table below shows the delivery sequence as well as the training delivery and assessment hours. Hours relate only to face-to-face delivery and hours for each individual unit may vary due to holistic delivery and assessment. In addition, students are encouraged to set aside a minimum of 8-10 hours in self-paced study for each unit.</p>	
Delivery sequence		
Unit of Competency (Code and Name)	Core/Elective	Delivery Hours
BSBFIA401 Prepare financial reports	Core	60
BSBSMB412 Introduce cloud computing into business operations	Core	40
FNSACC311 Process financial transactions and extract interim reports	Core	60
FNSACC312 Administer subsidiary accounts and ledgers	Core	40
Assessment Week Term 1		
Term Break		
FNSACC408 Work effectively in the accounting and bookkeeping industry	Core	40



FNSTPB401* Complete business activity and instalment activity statements	Core	60
FNSACC416 Set up and operate a computerised accounting system	Core	80
Assessment Week Term 2		
Term Break		
FNSTPB402* Establish and maintain payroll systems	Elective	40
BSBITU306 Design and produce business documents	Elective	40
FNSACC411 Process business tax requirements	Elective	60
Assessment Week Term 3		
Term Break		
FNSACC412 Prepare operational budgets	Elective	40
FNSACC413 Make decisions in a legal context	Elective	60
FNSACC414 Prepare financial statements for non-reporting entities	Elective	80
Assessment Week Term 4		20
Course Completion		

\*Note: This unit is required for the FNSSSO004 BAS Agent Registration Skill Set.

Assessment arrangements	<p>A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <p>Written questions and tests, Practical demonstrations, Case studies, Report writing</p> <p>Projects, assignments and research tasks, Roleplays, simulations and presentations</p> <p>Business simulated environment/Scenarios</p>
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Unit Code and Title	Q & A	Project/Practice	Role-Play	Case Studies	Logbook/ThirdPartyReport
BSBFIA401Prepare financial reports	X	X	X	X	X
BSBSMB412Introduce cloud computing into business operations	X	X	X	X	X
FNSACC311 Process financial transactions and extract interim reports	X	X	X	X	X
FNSACC312 Administer subsidiary accounts and ledgers	X	X	X	X	X

FNSACC408 Work effectively in the accounting and bookkeeping industry	X	X	X	X	X
FNSACC416 Set up and operate a computerised accounting system	X	X	X	X	X
FNSTPB401* Complete business activity and instalment activity statements	X	X	X	X	X
FNSTPB402* Establish and maintain payroll systems	X	X	X	X	X
BSBITU306 Design and produce business documents	X	X	X	X	X
FNSACC411 Process business tax requirements	X	X	X	X	X
FNSACC412 Prepare operational budgets	X	X	X	X	X
FNSACC413 Make decisions in a legal context	X	X	X	X	X
FNSACC414 Prepare financial statements for non-reporting entities	X	X	X	X	X
RPL/RCC and Credit Transfer	TACIS does not offer Recognition of Prior Learning (RPL) nor Recognition of Current Competencies (RCC) for this program undertaken via CRICOS. In circumstances where students have already completed other AQF qualifications, academic course credits <u>may be</u> granted.				
Trainers/ Assessors	TACIS employs qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing.				

## FNS50217 – Diploma of Accounting

Training Package	FNS Financial Services Training Package
AQF Level	5
Code and Title of Qualification	FNS50217 – Diploma of Accounting

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CRICOS Course Code	097826M
Link to Training Package	<a href="http://training.gov.au/Training/Details/FNS">http://training.gov.au/Training/Details/FNS</a>
Link to Companion Volumes	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe</a>
Vocational Outcomes	In accordance with industry/ enterprise requirements for this qualification and at the conclusion of training and assessments, students will be job-ready in accounting job roles with duties such as providing financial and business performance information, preparing tax documentation for individuals, managing budgets and forecasts, preparing financial reports for corporate entities, providing management accounting information, preparing financial forecasts and projections, applying legal principles in consumer and contract law and complying with financial services legislation and industry codes of practice, overall working effectively in the accounting industry.
Description of the Qualification	This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.
<b>Licensing/Regulatory Information</b>	<p>Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.</p> <p>This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.</p>
Qualification Packaging Rules	<p>Based on the information available from <a href="http://www.training.gov.au">www.training.gov.au</a> , the following packaging rules apply for completion of this qualification.</p> <p>A total number of 11 units must be selected for this qualification including:</p> <p>6 core units</p> <p>5 elective units</p> <p>Any combination of electives that meets the packaging rules can be selected for the award of the FNS50217 Diploma of Accounting.</p>

<p>All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome.</p> <p>Consistent with the qualification packaging rules, the units listed below have been selected to be delivered for this qualification. The Code and Title of each unit is provided as well as an indication of core (C), elective (E), pre-requisite (Pre) and licensing requirements (Lic), if required.</p>					
Unit Code	Unit Title	C	E	Pre	Lic
FNSACC511	Provide financial and business performance information	C			
FNSACC512	Prepare tax documentation for individuals	C			
FNSACC513	Manage budgets and forecasts	C			
FNSACC514*	Prepare financial reports for corporate entities*	C			
FNSACC516	Implement and maintain internal control procedures	C			
FNSACC517	Provide management accounting information	C			
BSBLDR402	Lead effective workplace relationships		E		
FNSINC602	Interpret and use financial statistics and tools		E		
FNSINC601	Apply economic principles to work in the financial services industry		E		
FNSACC414	Prepare financial statements for non-reporting entities		E		
FNSACC413	Make decisions in a legal context		E		
<p>*Note: This unit has pre-requisite unit requirements as outlined below. This has been taken into consideration when the delivery sequence table has been developed.</p>					
<p>FNSACC514* Prepare financial reports for corporate entities*</p>		<p>BSBFIA401 Prepare financial reports</p> <p>FNSACC311 Process financial transactions and extract interim reports</p>			
Course Duration	12 months nominal term / 52 weeks, including 4 terms x 10 weeks tuition plus 12 weeks breaks in between terms.				
Delivery Method	This course is delivered as a combination of classroom workshops and online training for 20 hours a week at TACIS premises. Attendance is monitored every week and satisfactory course progress must be maintained throughout the entire course.				

Pre-requisites and further	Pre-requisites:
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<p>Education Pathways</p>	<p>For entry to this course, Students must complete following six units, or their equivalent prior to commencing studies:</p> <p>FNSACC311 Process financial transactions and extract interim reports</p> <p>FNSACC312 Administer subsidiary accounts and ledgers</p> <p>FNSACC408 Work effectively in the accounting and bookkeeping industry</p> <p>FNSACC416 Set up and operate a computerised accounting system</p> <p>FNSTPB401 Complete business activity and instalment activity statements</p> <p>FNSTPB402 Establish and maintain payroll systems;</p> <p>OR:</p> <p>FNS40615 Certificate IV in Accounting</p> <p>OR</p> <p>FNS40215 Certificate IV in Bookkeeping</p> <p>Pathways from the qualification:</p> <p>On successful completion of this qualification students are encouraged to undertake studies in the Advanced Diploma of Accounting or any other Diplomas in the Finance Services Training Package for various specialisations or an Advanced Diploma in a related field. Students should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.</p>
<p>Entry Requirements</p>	<p>In addition to the pre-requisites listed above, students must:</p> <p>Be 18 years old or above</p> <p>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</p> <p>be competent in English (a minimum of IELTS 5.5 or equivalent) or demonstrate vocational proficiency through an entry examination. Students must achieve at least 50 percent in the entry examinations before being accepted into the program); and</p> <p>complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification;</p> <p>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student’s enrolment at TACIS.</p>

Delivery Arrangements	<p><i>Delivery timeframes:</i></p> <p><i>Approximate nominal hours required to complete the FNS50217 Diploma of Accounting are 1200-2400 hours.</i></p> <p><i>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks terms and 12 weeks holiday breaks. The breakdown will be as follows:</i></p> <p><i>Face-to-face and online tuition hours in total: 800 hours/40 weeks</i></p> <p><i>Self-paced learning, research and completion of projects: minimum 10 hours/unit=110 hours</i></p> <p><i>Preparation for assessments: 10-15 hours/unit x 11 units = 110-170hrs</i></p> <p><i>Term and Holiday breaks in total: 12 weeks</i></p> <p><i>Total course duration: 52 weeks (including breaks)</i></p> <p><i>The course duration above meets the requirements of the estimated volume of learning as indicated by the Australian Quality Framework (AQF) 2<sup>nd</sup> edition January 2013 and under the new Standards for RTO's 2015.</i></p> <p><i>Delivery modes:</i></p> <p><i>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at TACIS premises and independent online studies for a minimum of 6 hours/week.</i></p>
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Delivery and Assessment Schedule	The FNS50217 Diploma of Accounting units have been sequenced to follow the logical framework according to the vocational outcomes and job roles.
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Delivery sequence		
Unit of Competency (Code and Name)	Core/Elective	Nominal Hours
FNSACC511 Provide financial and business performance information	Core	60
FNSACC512 Prepare tax documentation for individuals	Core	80
FNSACC513 Manage budgets and forecasts	Core	40
Assessment Week		
Term Break		
FNSACC514*Prepare financial reports for corporate entities*	Core	80
FNSACC516 Implement and maintain internal control procedures	Core	60
FNSACC517 Provide management accounting information	Core	40

Assessment week		
Term Break		
FNSINC602 Interpret and use financial statistics and tools	Elective	100
FNSINC601 Apply economic principles to work in the financial services industry	Elective	80
Assessment week		20
Term Break		
FNSACC414 Prepare financial statements for non-reporting entities	Elective	60
FNSACC413 Make decisions in a legal context	Elective	60
BSBLDR402 Lead effective workplace relationships	Elective	60
Assessment Week		20
Course Completion		

\*Note: This unit has pre-requisite requirements.

Assessment arrangements	A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. For this course, methods include:  Written questions and tests, Practical demonstrations, Case studies, Report writing, Projects, assignments and research tasks, Roleplays, simulations and presentations, Business simulated environment/Scenarios				
Unit Code and Title	Q&A	Project/Practice	Role-Play	Case Studies	Logbook/Third-Party Report
FNSACC511 Provide financial and business performance information	X	X	X	X	X
FNSACC512 Prepare tax documentation for individuals	X	X	X	X	X
FNSACC513 Manage budgets and forecasts	X	X	X	X	X
FNSACC514* Prepare financial reports for corporate entities*	X	X	X	X	X
FNSACC516 Implement and maintain internal control procedures	X	X	X	X	X
FNSACC517 Provide management accounting information	X	X	X	X	X
BSBLDR402 Lead effective workplace relationships	X	X	X	X	X

FNSINC602 Interpret and use financial statistics and tools	X	X	X	X	X
FNSINC601 Apply economic principles to work in the financial services industry	X	X	X	X	X
FNSACC414 Prepare financial statements for non-reporting entities	X	X	X	X	X
FNSACC413 Make decisions in a legal context	X	X	X	X	X
RPL/RCC and Credit Transfer	TACIS does not offer Recognition of Prior Learning (RPL) nor Recognition of Current Competencies (RCC) for this program undertaken via CRICOS. In circumstances where students have already completed other AQF qualifications, academic course credits <u>may be</u> granted.				
Trainers/ Assessors	TACIS employs qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing. Any existing trainers who do not currently meet the requirements will work under close supervision until their qualifications are upgraded.				

## Advanced Diploma of Accounting – FNS60217

<b>Training Package</b>	<i>FNS Financial Services Training Package</i>
<b>AQF Level</b>	6
<b>Code and Title of Qualification</b>	<i>FNS60217 – Advanced Diploma of Accounting</i>
<b>CRICOS Course Code:</b>	097825A
<b>Link to Training Package</b>	<a href="http://training.gov.au/Training/Details/FNS">http://training.gov.au/Training/Details/FNS</a>
<b>Link to Companion Volumes</b>	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe</a>





<b>Vocational Outcomes</b>	<i>In accordance with industry/ enterprise requirements for this qualification and at the conclusion of training and assessments, students will be job-ready in accounting job roles with duties such as monitoring corporate governance activities, interpreting and using financial statistics and tools, auditing and reporting on financial systems and records, conducting internal audits, evaluating organisation’s financial performance, implementing tax plans and evaluating tax obligations, evaluating financial risk, developing and implementing financial strategies, overall evaluating business performance and working effectively in the accounting industry.</i>
<b>Description of the Qualification</b>	<i>This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.</i>
<b>Licensing/Regulatory Information</b>	<p><i>Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.</i></p> <p><i>This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.</i></p>
<b>Qualification Packaging Rules</b>	<p><i>Based on the information available from <a href="http://www.training.gov.au">www.training.gov.au</a> , the following packaging rules apply for completion of this qualification.</i></p> <p><i>A total number of 14 units must be selected for this qualification including:</i></p> <p><i>3 core units</i></p> <p><i>11 elective units</i></p> <p><i>Any combination of electives that meets the packaging rules can be selected for the award of the <b>FNS60217 Advanced Diploma of Accounting</b>.</i></p> <p><i>All electives have been chosen to be relevant to the work outcome, local industry requirements and the qualification level therefore will contribute to a valid, industry-supported vocational outcome. Consistent with the qualification packaging rules, the units listed below have been selected to be delivered for this qualification. The Code and Title of each unit is provided as well as an indication of core (C), elective (E), pre-requisite (Pre) and licensing requirements (Lic), if required.</i></p>

<b>Unit Code</b>	<b>Unit Title</b>	<b>C</b>	<b>E</b>	<b>Pre</b>	<b>Lic</b>
FNSACC624	Monitor corporate governance activities	C			
FNSACC602*	Audit and report on financial systems and records		E		
FNSACC601*	Prepare and administer tax documentation for legal entities		E		
FNSACC605	FNSACC605 Implement organisational improvement programs		E		
FNSACC610*	Develop and implement financial strategies		E		
FNSACC611	Implement an insolvency program		E		
<i>FNSINC601</i>	<i>Apply economic principles to work in the financial services industry</i>	C			
<i>FNSINC602</i>	<i>Interpret and use financial statistics and tools</i>	C			
FNSACC414	Prepare financial statements for non-reporting entities		E		
BSBITU306	Design and produce business documents (IV)		E		
BDBLDA402	BDBLDA402 Lead effective workplace relationships (DA)		E		
BSBITU402	BSBITU402 Develop and use complex spreadsheet		E		
BSBCUS501	BSBCUS501 Manage quality customer service		E		
BSBSMB405	BSBSMB405 Monitor and manage small business operations		E		
*Note: This unit has pre-requisite unit requirements as outlined below. This has been taken into consideration when the delivery sequence table has been developed.					
<i>FNSACC601* Prepare and administer tax documentation for legal entities</i>		<i>FNSACC512 Prepare tax documentation for individuals</i>			
<i>FNSACC602* Audit and report on financial systems and records</i>		<i>FNSACC516 Implement and maintain internal control procedures</i>			
<i>FNSACC610* Develop and implement financial strategies</i>		<i>FNSACC511 Provide financial and business performance information</i>			
<b>Course Duration</b>	12 months nominal term / 52 weeks, including 4 terms x 10 weeks tuition plus 12 weeks breaks in between terms.				
<b>Delivery Method</b>	This course is delivered as a combination of classroom workshops and online training for 20 hours a week at CHC Services premises. Attendance is monitored every week and satisfactory course progress must be maintained throughout the entire course.				
<b>Pre-requisites and further</b>	<b>Pre-requisites:</b>  For entry to this course, Students <b>must</b> complete following skill sets prior to commencing studies:				

<p><b>Education Pathways</b></p>	<p><i>FNSSS00014 Accounting Principles Skill Set</i></p> <p><i>FNSSS00015 Advanced Accounting Principles Skill Set</i></p> <p><i>OR:</i></p> <p><i>FNS50215 Diploma of Accounting</i></p> <p><i>OR</i></p> <p><i>FNS50217 Diploma of Accounting</i></p> <p><b>Pathways from the qualification:</b></p> <p><i>On successful completion of this qualification students are encouraged to undertake studies in other Advanced Diplomas from the Finance Services Training Package for various specialisations or an Advanced Diploma in a related field or pursue higher education studies.</i></p> <p><i>Students should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.</i></p>
<p><b>Entry Requirements</b></p>	<p><i>In addition to the pre-requisites listed above, students must:</i></p> <p><i>Be 18 years old or above</i></p> <p><i>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</i></p> <p><i>be competent in English (a minimum of IELTS 5.5 or equivalent) or</i></p> <p><i>demonstrate vocational proficiency through an entry examination. Students must achieve at least 50 percent in the entry examinations before being accepted into the program); and</i></p> <p><i>complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification;</i></p> <p><i>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at TACIS.</i></p>
<p><b>Delivery Arrangements</b></p>	<p><i>Delivery timeframes:</i></p> <p><i>Approximate nominal hours required to complete the FNS60217 Advanced Diploma of Accounting are 1800-2400 hours.</i></p> <p><i>Students enrolled in this qualification are expected to complete their studies over a period of 52 weeks including 4 x 10 weeks terms and 12 weeks holiday breaks. The breakdown will be as follows:</i></p> <p><i>Face-to-face and online tuition hours in total: 800 hours/40 weeks</i></p>

	<p><i>Self-paced learning, research and completion of projects: minimum 10 hours/unit=140 hours</i></p> <p><i>Preparation for assessments: 10-15 hours/unit x 14 units = 140-210hrs</i></p> <p><i>Term and Holiday breaks in total: 12 weeks</i></p> <p><i>Total course duration: 52 weeks (including breaks)</i></p> <p><i>Delivery modes:</i></p> <p><i>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at CHC Services premises and independent online studies for a minimum of 6 hours/week.</i></p> <p><i>When a Student is not progressing according to the course progress plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis. The trainer/assessor will also discuss the student's progress with the Student Support Officer and other relevant RTO staff, as required.</i></p>
<p><b>Delivery and Assessment Schedule</b></p>	<p><i>The total delivery hours for the course are benchmarked against AQF defined Volume of Learning for qualifications delivered over a period of 12 months.</i></p> <p><i>The schedule below provides nominal hours details on the study and assessment load for each unit of competency in this course and may be modified to meet individual participant needs, as required.</i></p> <p><i>The <b>FNS60217 Advanced Diploma of Accounting</b> units have been sequenced to follow the logical framework according to the vocational outcomes and job roles.</i></p>
<p><b>Delivery sequence</b></p>	
<p><b>ADA Term 1 (10 weeks)</b></p>	
<p>FNSACC624 Monitor corporate governance activities</p>	<p><i>Core</i> 60</p>
<p>FNSACC602 Audit and report on financial systems and records</p>	<p><i>Elective</i> 60</p>
<p>FNSACC601 Prepare and administer tax documentation for legal entities</p>	<p><i>Elective</i> 60</p>
<p>Assessment Week Term 1</p>	<p>20</p>
<p><b>Term Break (3 weeks)</b></p>	
<p><b>ADA Term 2 (10 weeks)</b></p>	
<p>FNSACC605 Implement organisational improvement programs</p>	<p><i>Elective</i> 60</p>
<p>FNSACC610 Develop and implement financial strategies</p>	<p><i>Elective</i> 60</p>
<p>FNSACC611 Implement an insolvency program</p>	<p><i>Elective</i> 60</p>
<p>Assessment Week Term 2</p>	<p>20</p>
<p><b>Term Break (3 weeks)</b></p>	

<b>ADA Term3 (10 weeks)</b>		
FNSINC601 Apply economic principles to work in the financial services industry	Core	80
FNSINC602 Interpret and use financial statistics and tools (already covered in DA)	Core	100
Assessment Week Term 3		20
<b>ADA Term 4 (10 weeks)</b>		
FNSACC414 Prepare financial statements for non-reporting entities	Elective	30
BSBITU306 Design and produce business documents (IV)	Elective	30
BDBLDA402 Lead effective workplace relationships (DA)	Elective	30
BSBITU402 Develop and use complex spreadsheet	Elective	30
BSBCUS501Manage quality customer service	Elective	30
BSBSMB405 Monitor and manage small business operations	Elective	30
Assessment Week Term 4		20
<b>Course Completion Term Break (4 weeks)</b>		

**\*Note:** This unit has pre-requisite requirements.

FNSACC602 Audit and report on financial systems and records	FNSACC516 Implement and maintain internal control procedures
FNSACC601 Prepare and administer tax documentation for legal entities	FNSACC512 Prepare tax documentation for individuals
FNSACC610* Develop and implement financial strategies	FNSACC511 Provide financial and business performance information
<b>Assessment arrangements</b>	A range of assessment and evidence gathering methods and techniques are used, including 2 – 4 or more methods for each unit of competency. For this course, methods include:  Written questions and tests, Practical demonstrations, Case studies, Report writing  Projects, assignments and research tasks, Roleplays, simulations and presentations  Business simulated environment/Scenarios

Unit Code and Title	Q&A	Project/Practices	Role-Play	Case Studies	Logbook/Third Party Report

FNSACC624 Monitor corporate governance activities	X	X	X	X	X
FNSACC602 Audit and report on financial systems and records	X	X	X	X	X
FNSACC601 Prepare and administer tax documentation for legal entities	X	X	X	X	X
FNSACC605 Implement organisational improvement programs	X	X	X	X	X
FNSACC610 Develop and implement financial strategies	X	X	X	X	X
FNSACC611 Implement an insolvency program	X	X	X	X	X
<i>FNSINC601 Apply economic principles to work in the financial services industry</i>	X	X	X	X	X
<i>FNSINC602 Interpret and use financial statistics and tools</i>	X	X	X	X	X
FNSACC414 Prepare financial statements for non-reporting entities	X	X	X	X	X
BSBITU306 Design and produce business documents	X	X	X	X	X
BDBLDA402 Lead effective workplace relationships	X	X	X	X	X
BSBITU402 Develop and use complex spreadsheet	X	X	X	X	X
BSBCUS501 Manage quality customer service	X	X	X	X	X
BSBSMB405 Monitor and manage small business operations	X	X	X	X	X
<b>RPL/RCC and Credit Transfer</b>	<i>CHC Services does not offer Recognition of Prior Learning (RPL) nor Recognition of Current Competencies (RCC) for this program undertaken via CRICOS. In circumstances where students have already completed other AQF qualifications, academic course credits <u>may be</u> granted.</i>				
<b>Trainers/ Assessors</b>	<i>CHC Services employs qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing. Any existing trainers who do not currently meet the requirements will work under close supervision until their qualifications are upgraded.</i>				

## Packaged Offer – (Accounting Qualifications)

Qualification/Course Name	Certificate IV in Accounting and Bookkeeping
CRICOS Course Code:	097827K
VET National Code:	FNS40217
Qualification/Course Name:	Diploma of Accounting
CRICOS Course Code:	097826M
VET National Code:	FNS50217
Qualification/Course Name:	Advanced Diploma of Accounting

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The Australian College for International Studies (TACIS) is a trading name of CHC Services Pty Ltd (a Registered Training Organization: 32463, CRICOS Provider NO: 03396F) ABN: 77 151 209 264

V1.0 February 2019 MW



CRICOS Course Code:	097825A	
VET National Code:	FNS60217	
Delivery Mode	Blended – 75% Face to face & 25% online	
Course Duration	2 days classroom delivery and a minimum of 5 hours online studies per week over a period of 104 weeks, including 24 weeks break.	
Note:	Students might have an option to exit at the completion of all the required units for each qualification according to the relevant packaging rules. The expected duration of the qualification might be affected.	
<i>Delivery sequence</i>		
<i>Term 1 (10 weeks)</i>		
<i>Unit of Competency (Code and Name)</i>	<i>Core/Elective</i>	<i>Delivery Hours</i>
<i>BSBFIA401 Prepare financial reports</i>	<i>Core</i>	<i>60</i>
<i>BSBSMB412 Introduce cloud computing into business operations</i>	<i>Core</i>	<i>40</i>
<i>FNSACC311 Process financial transactions and extract interim reports</i>	<i>Core</i>	<i>40</i>
<i>FNSACC312 Administer subsidiary accounts and ledgers</i>	<i>Core</i>	<i>40</i>
<i>Assessment Week Term 1</i>		<i>20</i>
<i>Term Break (3 weeks)</i>		
<i>Term 2 (10 weeks)</i>		
<i>FNSACC408 Work effectively in the accounting and bookkeeping industry</i>	<i>Core</i>	<i>40</i>
<i>FNSTPB401* Complete business activity and instalment activity statements</i>	<i>Core</i>	<i>60</i>
<i>FNSACC416 Set up and operate a computerised accounting system</i>	<i>Core</i>	<i>60</i>
<i>Assessment Week Term 2</i>		<i>20</i>
<i>Term Break (3 weeks)</i>		
<i>FNSTPB402* Establish and maintain payroll systems</i>	<i>Elective</i>	<i>40</i>
<i>BSBITU306 Design and produce business documents</i>	<i>Elective</i>	<i>40</i>
<i>FNSACC411 Process business tax requirements</i>	<i>Elective</i>	<i>60</i>
<i>Assessment Week Term 3</i>		<i>20</i>
<i>Term 3 (10 weeks)</i>		
<i>Term Break (3 weeks)</i>		
<i>Term 4 (10 weeks)</i>		
<i>FNSACC412 Prepare operational budgets</i>	<i>Elective</i>	<i>40</i>

<i>FNSACC413 Make decisions in a legal context</i>	<i>Elective</i>	<i>60</i>
<i>FNSACC414 Prepare financial statements for non-reporting entities</i>	<i>Elective</i>	<i>60</i>
<i>Assessment Week Term 4</i>		<i>20</i>
Student who completes the above units will be eligible to graduate and receive the qualification: Certificate IV in Accounting and Bookkeeping		
Diploma of Accounting		
Term 5 (10 weeks)		
<i>Unit of Competency (Code and Name)</i>	<i>Core/Elective</i>	<i>Nominal Hours</i>
<i>FNSACC511 Provide financial and business performance information</i>	<i>Core</i>	<i>60</i>
<i>FNSACC512 Prepare tax documentation for individuals</i>	<i>Core</i>	<i>80</i>
<i>FNSACC513 Manage budgets and forecasts</i>	<i>Core</i>	<i>40</i>
<i>Assessment Week</i>		
<i>Term Break</i>		
<i>Term 6(10 weeks)</i>		
<i>FNSACC514*Prepare financial reports for corporate entities*</i>	<i>Core</i>	<i>80</i>
<i>FNSACC516 Implement and maintain internal control procedures</i>	<i>Core</i>	<i>60</i>
<i>FNSACC517 Provide management accounting information</i>	<i>Core</i>	<i>40</i>
<i>Assessment week</i>		
<i>Term Break</i>		
<i>Term 7(10 weeks)</i>		
<i>FNSINC602 Interpret and use financial statistics and tools</i>	<i>Elective</i>	<i>100</i>
<i>FNSINC601 Apply economic principles to work in the financial services industry</i>	<i>Elective</i>	<i>80</i>
<i>Assessment week</i>		<i>20</i>
<i>Term Break</i>		
<i>Term 8 (10 weeks)</i>		
<i>FNSACC414 Prepare financial statements for non-reporting entities</i>	<i>Elective</i>	<i>60</i>
<i>FNSACC413 Make decisions in a legal context</i>	<i>Elective</i>	<i>60</i>



BSBLDR402 Lead effective workplace relationships	<i>Elective</i>	60
Assessment Week		20
Student who completes the above units will be eligible to graduate and receive the qualification: Diploma of Accounting.		
Advanced Diploma of Accounting		
<i>ADA Term 1 (10 weeks)</i>		
FNSACC624 Monitor corporate governance activities	<i>Core</i>	60
FNSACC602 Audit and report on financial systems and records	<i>Elective</i>	60
FNSACC601 Prepare and administer tax documentation for legal entities	<i>Elective</i>	60
Assessment Week Term 1		20
<i>Term Break (3 weeks)</i>		
<i>ADA Term 2 (10 weeks)</i>		
FNSACC605 Implement organisational improvement programs	<i>Elective</i>	60
FNSACC610 Develop and implement financial strategies	<i>Elective</i>	60
FNSACC611 Implement an insolvency program	<i>Elective</i>	60
Assessment Week Term 2		20
<i>Please note that student who completes the above units might be eligible to graduate and receive the qualification: Advanced Diploma of Accounting according to the packaging rules as the following units might be exempted. Students must apply for Credit Transfer and pay relevant fees. International students must note that the duration of the COE might be reduced if they choose to exit here.</i>		
<i>Term Break (3 weeks)</i>		
<i>ADA Term3 (10 weeks)</i>		
FNSINC601 Apply economic principles to work in the financial services industry	<i>Core</i>	80
FNSINC602 Interpret and use financial statistics and tools (already covered in DA)	<i>Core</i>	100
Assessment Week Term 3		20
<i>ADA Term 4 (10 weeks)</i>		
FNSACC414 Prepare financial statements for non-reporting entities	<i>Elective</i>	30
BSBITU306 Design and produce business documents (IV)	<i>Elective</i>	30
BDBLDA402 Lead effective workplace relationships (DA)	<i>Elective</i>	30

BSBITU402 Develop and use complex spreadsheet	<i>Elective</i>	30
BSBCUS501 Manage quality customer service	<i>Elective</i>	30
BSBSMB405 Monitor and manage small business operations	<i>Elective</i>	30
<i>Assessment Week Term 4</i>		20

*Please note that student who completes the above units might be eligible to graduate and receive the qualification: Advanced Diploma of Accounting according to the packaging rules. If students have completed additional units have been completed by the students, a statement of attainment might be issued to students.*

## Certificate III in Early Childhood Education and Care

<b>Code and Title of Qualification</b>	<b>CHC30113 Certificate III in Early Childhood Education and Care</b>
<b>CRICOS Course Code</b>	091296C
<b>Link to Training Package</b>	<a href="https://training.gov.au/Training/Details/CHC">https://training.gov.au/Training/Details/CHC</a>
<b>Link to Companion Volumes</b>	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e5">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e5</a>
<b>Vocational Outcomes</b>	<p><i>This qualification, the <b>CHC30113 Certificate III in Early Childhood Education and Care</b> which has been designed by industry professionals, is the legal minimum requirement for every childcare worker in Australia. This is an industry sector currently experiencing a skills shortage, especially in NSW and Queensland, with nearly 70% of child care centres finding it hard to find qualified staff. The course covers a range of core unit competencies such as developing cultural competence, caring for babies, toddlers and children, ensuring the health and safety of children, promoting and providing healthy food and drinks, developing positive and respectful relationships with children, using an approved learning framework to guide practice and using information about children to inform practice. In addition to these, Learners also gain their First Aid Certificate during their studies.</i></p> <p><i>Successful completion of the <b>CHC30113 Cert III in Early Childhood Education and Care</b> can lead to a range of potential career opportunities including Early Childhood Educator, Childhood Educator Assistant, Outside School Hours Aide and Preschool Assistant.</i></p>
<b>Description of the Qualification</b>	<p><i>This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.</i></p> <p>UNDER THE EDUCATION AND CARE SERVICES NATIONAL LAW (2011) THE AUSTRALIAN CHILDREN EDUCATION AND CARE QUALITY AUTHORITY (ACECQA) PUBLISHES LISTS OF APPROVED EARLY CHILDHOOD EDUCATION AND CARE QUALIFICATIONS AND INFORMATION REGARDING REGULATORY REQUIREMENTS HERE: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></p>
<b>Qualification Packaging Rules</b>	<p><i>Based on the information available from <a href="http://www.training.gov.au">www.training.gov.au</a>, the following packaging rules apply for completion of this qualification.</i></p> <p><i>A total number of 18 units must be selected for this qualification including:</i></p>

	<p>15 core units</p> <p>3 elective units</p> <p>Any combination of electives that meets the packaging rules can be selected for the award of the <b>CHC30113 Certificate III in Early Childhood Education and Care</b>.</p> <p>All electives have been chosen to be relevant to the work outcome, local industry requirements and</p> <p>Consistent with the qualification packaging rules, the units listed below have been selected to be delivered for this qualification. The Code and Title of each unit is provided as well as an indication of core (C), elective (E), pre-requisite (Pre) and licensing requirements (Lic), if required</p>				
Unit Code	Unit Title	C	E	Pre	Lic
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	C			
CHCECE001	Develop cultural competence	C			
CHCECE002	Ensure the health and safety of children	C			
CHCECE003*	Provide care for children	C			
CHCECE004	Promote and provide healthy food and drinks	C			
CHCECE005*	Provide care for babies and toddlers	C			
CHCECE007*	Develop positive and respectful relationships with children	C			
CHCECE009	Use an approved learning framework to guide practice	C			
CHCECE010	Support the holistic development of children in early childhood	C			
CHCECE011	Provide experiences to support children's play and learning	C			
CHCECE013	Use information about children to inform practice	C			
CHCLEG001	Work legally and ethically	C			
CHCPRT001	Identify and respond to children and young people at risk	C			
HLTAID004	Provide an emergency first aid response in an education and care setting	C			
HLTWHS001	Participate in workplace health and safety	C			
CHCDIV001	Work with diverse people		E		

CHCECE012	Support children to connect with their world		E		
CHCECE006	Support behaviour of children and young people		E		
<i>*Note: This unit requires a minimum of 120 hours of work placement.</i>					
Course Duration	9 months nominal term / 38 weeks, includes 3 terms of 10 weeks each and 8 weeks holidays.				
Delivery Method	<p>This course is delivered as a combination of 14 hours classroom workshops and a minimum of 6 hours online training per week at TACIS premises.</p> <p>Attendance is monitored every week and satisfactory course progress must be maintained throughout the entire course.</p>				
Entry Requirements	<p>There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:</p> <p>Be 18 years old or above</p> <p>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</p> <p>be competent in English (a minimum of IELTS 5.5 or equivalent) or demonstrate vocational proficiency through an entry examination. Students must achieve at least 50 percent in the entry examinations before being accepted into the program); and</p> <p>complete a screening interview with the Academic Manager or his representative to assess suitability and capability in completing this qualification;</p> <p>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at TACIS.</p>				
Education Pathways	<p><b>Pathways into the qualification:</b></p> <p>Preferred pathways for students entering this qualification include:</p> <p>Completion of year 10 or higher</p> <p><b>Pathways from the qualification:</b></p> <p>On successful completion of this qualification students are encouraged to undertake studies in the following qualifications:</p> <p>CHC40213 Certificate IV in Education Support, or</p> <p>CHC40113 Certificate IV in School Age Education and Care, or</p> <p>CHC50113 Diploma of Early Childhood Education and Care, or</p>				

	<p><i>CHC50213 Diploma of School Age Education and Care,</i></p> <p><i>or any other Diplomas in the Community Services Training Package for various specialisations.</i></p> <p><i>Students should establish relevant qualifications and any credit arrangements that may apply in order to make appropriate elective choices in this qualification.</i></p>
<p><i>Language, Literacy &amp; Numeracy Requirements</i></p>	<p><i>Learners need a very good level of English language, both written and verbal, sufficient to accurately collect and report information and complete assessment activities.</i></p> <p><i>A language, literacy and numeracy assessment is required to be completed prior to commencement. Strategies are developed for Learners who may have gaps/weaknesses in certain areas identified in the LLN test.</i></p> <p><i>Please, refer to the TACIS Language, Literacy and Numeracy Policy and Procedure for details.</i></p>
<p><i>Delivery Arrangements</i></p>	<p><i>Learners are required to complete 18 units of competency.</i></p> <p><i>On successful completion of these units, Learners will be issued with the CHC30113 Certificate III in Early Childhood Education and Care.</i></p> <p><i>Individual units, clusters and skill sets may be delivered to suit specific business, staff or Learner's needs</i></p> <p><i>On successful completion of these units, clusters or skill sets, Learners will be issued with the relevant Statement of Attainment.</i></p> <p><i>Delivery timeframes:</i></p> <p><i>Approximate nominal hours required to complete the CHC30113 Certificate III in Early Childhood Education and Care are 1200-1800 hours.</i></p> <p><i>Students enrolled in this qualification are expected to complete their studies over a period of 38 weeks including 3 x 10 weeks terms and 8 weeks holiday breaks. The breakdown will be as follows:</i></p> <p><i>Face-to-face and online tuition hours in total: 600 hours/30 weeks</i></p> <p><i>Self-paced learning, research and completion of projects: minimum 15 hours/unit=270 hours</i></p> <p><i>Preparation for assessments: 10-15 hours/unit x 18 units = 180-270hrs</i></p> <p><i>Term and Holiday breaks in total: 8 weeks</i></p> <p><i>Total course duration: 38 weeks (including breaks)</i></p> <p><i>The course duration above meets the requirements of the estimated volume of learning as indicated by the Australian Quality Framework (AQF) 2<sup>nd</sup> edition January 2013 and under the new Standards for RTOs 2015.</i></p> <p><i>Delivery modes:</i></p>

	<p><i>Delivery of this course will be via face-to-face classroom workshops for 2 days/week at TACIS premises and independent online studies for a minimum of 6 hours/week.</i></p> <p><i>Attendance is monitored every week and satisfactory course progress must be maintained throughout the duration of the course.</i></p> <p><i>In preparation for the Learners work placement, the trainer/assessor will induct the Learner and the supervisor into requirements for completion of the work placement, such as practice and completion of project items, and conduct site visits approximately every 8-10 weeks or as agreed with all parties and stated on the training plan to ensure enough evidence is collected to meet qualifications requirements. Additional Learner support and monitoring will occur through phone calls and email as required as well as through student services and administration support.</i></p> <p><i>When a Learner is not progressing according to the training plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis. The trainer/assessor will also discuss the Learner's progress with the RTO Manager and other relevant RTO staff, as required.</i></p>
<b>Delivery and Assessment Schedule</b>	<i>The CHC30113 Certificate III in Early Childhood Education and Care units have been sequenced to follow the logical framework according to the vocational outcomes and job roles.</i>

**Delivery sequence**

<b>Unit of Competency</b>	<b>Core/ Elective</b>	<b>Nominal Hours**</b>
<i>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</i>	<i>Core</i>	<i>25</i>
<i>CHCECE001 Develop cultural competence</i>	<i>Core</i>	<i>70</i>
<i>CHCECE002 Ensure the health and safety of children</i>	<i>Core</i>	<i>63</i>
<i>CHCECE003* Provide care for children</i>	<i>Core</i>	<i>70</i>
<i>CHCECE004 Promote and provide healthy food and drinks</i>	<i>Core</i>	<i>35</i>
<i>CHCECE005* Provide care for babies and toddlers</i>	<i>Core</i>	<i>60</i>
<i>CHCECE007* Develop positive and respectful relationships with children</i>	<i>Core</i>	<i>70</i>
<i>CHCECE009 Use an approved learning framework to guide practice</i>	<i>Core</i>	<i>70</i>
<i>CHCECE010 Support the holistic development of children in early childhood</i>	<i>Core</i>	<i>70</i>
<i>CHCECE011 Provide experiences to support children's play and learning</i>	<i>Core</i>	<i>40</i>
<i>CHCECE013 Use information about children to inform practice</i>	<i>Core</i>	<i>40</i>

CHCLEG001 Work legally and ethically	Core	55
CHCPRT001 Identify and respond to children and young people at risk	Core	40
HLTAID004 Provide an emergency first aid response in an education and care setting	Core	20
HLTWHS001 Participate in workplace health and safety	Core	20
CHCDIV001 Work with diverse people	Elective	40
CHCECE012 Support children to connect with their world	Elective	40
CHCECE006 Support behaviour of children and young people	Elective	50
<b>TOTAL:</b>		<b>878</b>

**\*Note:** This unit requires a minimum of 120 hours work placement. **\*\*Note:** The figures above are approximate. Total hours will depend upon the previous experience and knowledge of the Learner.

<b>Assessment arrangements</b>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <p>Written questions and tests</p> <p>Practical demonstrations</p> <p>Direct Observation</p> <p>Case studies, journal keeping</p> <p>Projects, assignments and research tasks</p> <p>Roleplays, simulations and presentations</p> <p>Logbook and Third Party Reports</p> <p>Learners may apply for Recognition of Prior Learning (RPL) for units of competence where they may have demonstrated competency.</p>
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**Evidence Gathering Methods/Assessment Matrix**

Unit Code and Title	Practical Observations	Q&A	Case Studies	Journal	Role-plays	Portfolio/Project	Log-book/Third Party Report



CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety		X	X			X	
CHCECE001 Develop cultural competence		X	X			X	
CHCECE002 Ensure the health and safety of children	X	X	X		X	X	
CHCECE003* Provide care for children	X	X		X		X	X
CHCECE004 Promote and provide healthy food and drinks	X	X				X	
CHCECE005* Provide care for babies and toddlers	X	X		X			X
CHCECE007* Develop positive and respectful relationships with children	X	X		X		X	X
CHCECE009 Use an approved learning framework to guide practice	X	X		X		X	
CHCECE010 Support the holistic development of children in early childhood	X	X	X			X	
CHCECE011 Provide experiences to support children's play and learning	X	X				X	
CHCECE013 Use information about children to inform practice		X				X	
CHCLEG001 Work legally and ethically	X	X	X			X	
CHCPRT001 Identify and respond to children and young people at risk		X	X		X	X	
HLTAID004 Provide an emergency first aid response in an education and care setting	X	X					X
HLTWHS001 Participate in workplace health and safety	X	X	X			X	
CHCDIV001 Work with diverse people		X	X			X	
CHCECE012 Support children to connect with their world	X	X				X	

CHCECE006 Support behaviour of children and young people		x	x			x	
<p><b>Note:</b> All assessors should consult each one of the units selected to ascertain linkages and any pre-requisites in planning the assessment program. Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.</p> <p>* Note: This unit requires a minimum of 120 hours work placement. The Logbook must be kept up to date at all times/A Third Party Report must be provided by the supervisor preferably at the end of each term to ensure effective monitoring of the Learner's progress in the workplace.</p>							
Trainers/Assessors	<p>TACIS employs qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing.</p>						
Workplace Supervisor Requirements	<p>During work placement at an approved Early Childhood Education and Care centre, the Learner will be supervised and guided by an assigned Workplace Supervisor/s who will have to be an individual currently employed in delivering early childhood education and care duties with relevant workplace experience and/or hold the Diploma of Early Childhood Education and Care qualification or higher. A Certificate III in Early Childhood Education and Care may be accepted in cases where and when the Learner will be "buddied-up" with a peer.</p> <p>The Trainer/Assessor will meet with the Supervisor and the Learner prior to the work placement to start to discuss requirements of the work placement and to ensure that all required resources are available in the workplace.</p>						
Work Placement Requirements	<p>All learners enrolled in this course must undertake a minimum of 120 hours work placement in an accredited early childhood education and care service. Work placement must be successfully completed in order to gain this qualification.</p> <p>All learners must satisfy the Working with Children Check (WWCC) requirements prior to starting their work placement.</p> <p>It has been our experience that most learners will secure their work placement themselves typically close to home. Work placement can only be undertaken in an accredited early childhood education and care service.</p> <p>During the work placement, learners will be supervised and assessed by CHC's qualified trainers and assessors. The CHCs trainer/assessor will visit each student on a minimum of 2 occasions although more frequent visits will be conducted if necessary. Satisfactory completion of this work placement is a mandatory part of the requirements for successful completion of this course.</p> <p><b><u>Work Placement Requirements</u></b></p> <p><b>National Criminal Record Check</b></p>						

	<p>Prior to commencing work placement, learners will be required to undertake a Criminal Record Check (CRC) to obtain a National Police Certificate. Learners will need to meet the cost of this.</p> <p><b>Working with Children Check</b></p> <p><b>First Aid Certificate</b></p> <p>It is not a requirement to have a current first aid certificate to volunteer in the child care industry. Workplaces however do have the right to request that a student holds the HLTAID004 Provide First Aid certificate.</p>
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## Diploma of Early Childhood Education and Care

<b>Code and Title of Qualification</b>	<b>CHC50113 Diploma of Early Childhood Education and Care</b>
<b>CRICOS Course Code:</b>	091297B
<b>Link to Training Package</b>	<a href="https://training.gov.au/Training/Details/CHC">https://training.gov.au/Training/Details/CHC</a>
<b>Link to Companion Volumes</b>	<a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53</a>

<p><b>Vocational Outcomes</b></p>	<p><i>This qualification, the <b>CHC50113 Diploma of Early Childhood Education and Care</b> is a nationally recognised and accredited child care qualification. It is suitable for experienced childcare workers who want to build on a career within the early childhood education and care environment AND if they are developing and formalising their child care abilities to take on more challenges or roles in the child care industry anywhere in Australia.</i></p> <p><i>This is an industry sector currently experiencing a skills shortage, especially in NSW and Queensland, with nearly 70% of child care centres finding it hard to find qualified staff. The course covers a range of core unit competencies such as developing cultural competence, caring for babies, toddlers and children, ensuring the health and safety of children, promoting and providing healthy food and drinks, developing positive and respectful relationships with children, nurturing creativity in children, using an approved learning framework to guide practice and using information about children to inform practice, facilitating compliance in an education and care services, implementing strategies for the inclusion of all children as well as working in partnership with families. In addition to these, Learners also gain their First Aid Certificate during their studies.</i></p> <p><i>Successful completion of the <b>CHC50113 Diploma of Early Childhood Education and Care</b> can lead to a range of potential career opportunities including Group Leader in a childcare centre, child development worker, Children’s Services Manager, Centre Coordinator/Supervisor, Centre Director/Manager.</i></p>
<p><b>Description of the Qualification</b></p>	<p><i>This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.</i></p> <p><i>They may have responsibility for supervision of volunteers or other staff.</i></p> <p>UNDER THE EDUCATION AND CARE SERVICES NATIONAL LAW (2011) THE AUSTRALIAN CHILDREN’S EDUCATION AND CARE QUALITY AUTHORITY (ACECQA) PUBLISHES LISTS OF APPROVED EARLY CHILDHOOD EDUCATION AND CARE QUALIFICATIONS AND INFORMATION REGARDING REGULATORY REQUIREMENTS HERE: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>.</p>

<p><b>Qualification Packaging Rules</b></p>	<p><i>Based on the information available from <a href="http://www.training.gov.au">www.training.gov.au</a>, the following packaging rules apply for completion of this qualification.</i></p> <p><i>A total number of 28 units must be selected for this qualification including:</i></p> <p><i>23 core units</i></p> <p><i>5 elective units</i></p> <p><i>Any combination of electives that meets the packaging rules can be selected for the award of the <b>CHC50113 Diploma of Early Childhood Education and Care</b>.</i></p> <p><i>Consistent with the qualification packaging rules, the units listed below have been selected to be delivered for this qualification. The Code and Title of each unit is provided as well as an</i></p>
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		<i>indication of core (C), elective (E), pre-requisite (Pre) and licensing requirements (Lic), if required.</i>			
<b>Unit Code</b>	<b>Unit Title</b>	<b>C</b>	<b>E</b>	<b>Pre</b>	<b>Lic</b>
CHCDIV002	<i>Promote Aboriginal and/or Torres Strait Islander cultural safety</i>	C			
CHCECE001	<i>Develop cultural competence</i>	C			
CHCECE002	<i>Ensure the health and safety of children</i>	C			
CHCECE003*	<i>Provide care for children</i>	C			
CHCECE004	<i>Promote and provide healthy food and drinks</i>	C			
CHCECE005*	<i>Provide care for babies and toddlers</i>	C			
CHCECE007*	<i>Develop positive and respectful relationships with children</i>	C			
CHCECE009	<i>Use an approved learning framework to guide practice</i>	C			
CHCECE016	<i>Establish and maintain a safe and healthy environment for children</i>	C			
CHCECE017**	<i>Foster the holistic development and wellbeing of the child in early childhood</i>	C			
CHCECE018	<i>Nurture creativity in children</i>	C			
CHCECE019*	<i>Facilitate compliance in an education and care services</i>	C			
CHCECE020	<i>Establish and implement plans for developing cooperative behaviour</i>	C			
CHCECE021	<i>Implement strategies for the inclusion of all children</i>	C			
CHCECE022	<i>Promote children's agency</i>	C			
CHCECE023	<i>Analyse information to inform learning</i>	C			
CHCECE024**	<i>Design and implement the curriculum to foster children's learning and development</i>	C			
CHCECE025	<i>Embed sustainable practices in service operations</i>	C			
CHCECE026	<i>Work in partnership with families to provide appropriate education and care for children</i>	C			
CHCLEG001	<i>Work legally and ethically</i>	C			
CHCPRT001	<i>Identify and respond to children and young people at risk</i>	C			

HLTAID004	Provide an emergency first aid response in an education and care setting	C			
HLTWHS003	Maintain work health and safety	C			
CHCPOL002	Develop and implement policy		E		
CHCPRP003	Reflect on and improve own professional practice		E		
CHCDIV001	Work with diverse people		E		
CHCECE012	Support children to connect with their world		E		
CHCECE006	Support behaviour of children and young people		E		
*Note: This unit requires a minimum of 240 hours of work placement.					
**Note: This unit requires a minimum of 240 hours of work placement.					
Course Duration	74 weeks, including 6 terms x 10 weeks and 14 weeks break in between terms.				
Delivery Method	<p>This course is delivered as a combination of 14 hours classroom workshops and a minimum of 6 hours online training per week at CHC Services premises.</p> <p>Attendance is monitored every week and satisfactory course progress must be maintained throughout the entire course.</p>				
Entry Requirements	<p>There are no specific entry requirements for this qualification outlined in the qualification description. However, students must:</p> <p>Be 18 years old or above</p> <p>have satisfactorily completed Year 12 of secondary education or its equivalent, or have appropriate and relevant experience, and;</p> <p>be competent in English (a minimum of IELTS 5.5 or equivalent) or demonstrate vocational proficiency through an entry examination. Students must achieve at least 50 percent in the entry examinations before being accepted into the program); and</p> <p>complete a screening interview with the Academic Manager of his representative to assess suitability and capability in completing this qualification;</p> <p>If it is determined that the student need to complete a Language, Literacy and Numeracy (LLN) test, the student will be required to complete a LLN test to determine whether the student might be suitable for this qualification or any supporting services might be required during the student's enrolment at TACIS.</p>				
Delivery Arrangements	Learners are required to complete 28 units of competency.				

*On successful completion of these units, Learners will be issued with the CHC50113 Diploma of Early Childhood Education and Care.*

*Individual units, clusters and skill sets may be delivered to suit specific business, staff or Learner's needs. On successful completion of these units, clusters or skill sets, Learners will be issued with the relevant Statement of Attainment.*

*Delivery timeframes:*

*Approximate nominal hours required to complete the CHC50113 Diploma of Early Childhood Education and Care are 1800-2400 hours.*

*Students enrolled in this qualification are expected to complete their studies over a period of 74 weeks including 6 x 10 weeks terms and 14 weeks holiday breaks. The breakdown will be as follows:*

*Face-to-face and online tuition hours in total: 1200 hours/60 weeks*

*Self-paced learning, research and completion of projects: approximate 15 hours/unit=420 hours*

*Preparation for assessments: 10-15 hours/unit x 28 units = 280-420hrs*

*Term and Holiday breaks in total: 14 weeks*

*Total course duration: 74 weeks (including breaks)*

*Delivery modes:*

*Delivery of this course will be via face-to-face classroom workshops for 2 days/week at CHC Services premises and independent online studies for a minimum of 6 hours/week.*

*Attendance is monitored every week and satisfactory course progress must be maintained throughout the duration of the course.*

*When a Learner is not progressing according to the training plan, the trainer/assessor will allow time to discuss alternate support for learning and make adjustments on a case by case basis. The trainer/assessor will also discuss the Learner's progress with the RTO Manager and other relevant RTO staff, as required.*

**Delivery and Assessment Schedule** The **CHC50113 Diploma of Early Childhood Education and Care** units have been sequenced to follow the logical framework according to the vocational outcomes and job roles.

**Delivery sequence**

<b>Unit of Competency</b>	<b>Core/ Elective</b>	<b>Nominal Hours***</b>
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Core	25
CHCECE001 Develop cultural competence	Core	70

CHCECE002 Ensure the health and safety of children	Core	63
CHCECE003* Provide care for children	Core	70
CHCECE004 Promote and provide healthy food and drinks	Core	35
CHCECE005* Provide care for babies and toddlers	Core	60
CHCECE007* Develop positive and respectful relationships with children	Core	70
CHCECE009 Use an approved learning framework to guide practice	Core	70
CHCECE016 Establish and maintain a safe and healthy environment for children	Core	50
CHCECE017** Foster the holistic development and wellbeing of the child in early childhood	Core	240
CHCECE018 Nurture creativity in children	Core	80
CHCECE019* Facilitate compliance in an education and care services	Core	120
CHCECE020 Establish and implement plans for developing cooperative behaviour	Core	50
CHCECE021 Implement strategies for the inclusion of all children	Core	50
CHCECE022 Promote children's agency	Core	80
CHCECE023 Analyse information to inform learning	Core	70
CHCECE024** Design and implement the curriculum to foster children's learning and development	Core	170
CHCECE025 Embed sustainable practices in service operations	Core	60
CHCECE026 Work in partnership with families to provide appropriate education and care for children	Core	70
CHCLEG001 Work legally and ethically	Core	55
CHCPRT001 Identify and respond to children and young people at risk	Core	40
HLTAID004 Provide an emergency first aid response in an education and care setting	Core	20
HLTWHS003 Maintain work health and safety	Core	20
CHCPOL002 Develop and implement policy	Elective	90
CHCPRP003 Reflect on and improve own professional practice	Elective	120
CHCDIV001 Work with diverse people	Elective	240
CHCECE012 Support children to connect with their world	Elective	50
CHCECE006 Support behaviour of children and young people	Elective	60
<b>TOTAL:</b>		<b>2198</b>



**\*Note:** This unit requires a minimum of 240 hours work placement.

**\*\*Note:** This unit requires a minimum of 240 hours work placement.

**\*\*\*Note:** The figures above are approximate. Total hours will depend upon the previous experience and knowledge of the Learner.

<b>Assessment arrangements</b>	<p>A range of assessment and evidence gathering methods and techniques are used including 2 – 4 or more methods for each unit of competency. For this course, methods include:</p> <p>Written questions and tests</p> <p>Practical demonstrations</p> <p>Direct Observation</p> <p>Case studies, Journal keeping</p> <p>Projects, assignments and research tasks</p> <p>Roleplays, simulations and presentations</p> <p>Logbook and Third Party Reports</p> <p>Learners may apply for Recognition of Prior Learning (RPL) for units of competence where they may have demonstrated competency.</p>
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**Evidence Gathering Methods/Assessment Matrix**

Unit Code and Title	Practical Observations	Q&A	Case Studies	Journal	Role-plays / Presentation	Portfolio / Project	Logbook / Third Party Report
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety		X	X			X	
CHCECE001 Develop cultural competence		X	X			X	
CHCECE002 Ensure the health and safety of children	X	X	X		X	X	
CHCECE003* Provide care for children	X	X		X		X	X
CHCECE004 Promote and provide healthy food and drinks	X	X				X	
CHCECE005* Provide care for babies and toddlers	X	X		X			X

CHCECE007* Develop positive and respectful relationships with children	X	X		X		X	X
CHCECE009 Use an approved learning framework to guide practice	X	X		X		X	
CHCECE016 Establish and maintain a safe and healthy environment for children	X	X				X	
CHCECE017 Foster the holistic development and wellbeing of the child in early childhood		X				X	X
CHCECE018 Nurture creativity in children		X				X	X
CHCECE019 Facilitate compliance in an education and care services		X				X	X
CHCECE020 Establish and implement plans for developing cooperative behaviour	X	X				X	
CHCECE021 Implement strategies for the inclusion of all children	X	X	X			X	
CHCECE022 Promote children's agency		X				X	X
CHCECE023 Analyse information to inform learning	X	X	X		X	X	
CHCECE024 Design and implement the curriculum to foster children's learning and development		X				X	X
CHCECE025 Embed sustainable practices in service operations	X	X				X	X
CHCECE026 Work in partnership with families to provide appropriate education and care for children	X	X	X		X	X	
CHCLEG001 Work legally and ethically	X	X	X			X	
CHCPRT001 Identify and respond to children and young people at risk		X	X		X	X	
HLTAID004 Provide an emergency first aid response in an education and care setting	X	X					X
HLTWHS003 Maintain work health and safety	X	X	X			X	
CHCPOL002 Develop and implement policy		X				X	X
CHCPRP003 Reflect on and improve own professional practice		X				X	
CHCDIV001 Work with diverse people	X	X				X	X
CHCECE012 Support children to connect with their world		X			X	X	

CHCECE006Support behaviour of children and young people		x				x	
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**Note:** All assessors should consult each one of the units selected to ascertain linkages and any pre-requisites in planning the assessment program. Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

**\*Note:** This unit requires a minimum of 240 hours work placement.

**\*\*Note:** This unit requires a minimum of 240 hours work placement.

The Logbook must be kept up to date at all times/A Third Party Report must be provided by the supervisor preferably at the end of each term to ensure effective monitoring of the Learner's progress in the workplace.

<p><b>RPL/RCC and Credit Transfer</b></p>	<p>CHC Services has a Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) policy and procedures and will grant credit transfer to participants achieving one or more units of competency through RPL or holding nationally recognised qualifications from other RTO's.</p> <p>Recognition of Prior Learning is defined as an assessment process that involves assessment of individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (Australian Qualifications Framework 2<sup>nd</sup> Edition).</p> <p>Credit transfer is a process that provides Learners with agreed and consistent credit outcomes for components of a qualification based on identified equivalence of content and learning outcomes between matched qualifications. (Australian Qualifications Framework 2<sup>nd</sup> Edition).</p> <p>Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.</p> <p>Credit transfer is awarded on producing an original or certified copy of a testamur or Statement of Attainment containing exactly the same code as shown in the qualification the Learner plans to undertake. These will have to be <u>verified with the issuing RTO</u> and confirmed as being authentic in order to be credited.</p> <p>CHC Services will offer assistance to all Learners in order to determine eligibility. Each Learner requesting RPL will be interviewed and they should provide a portfolio of evidence to support their application and may be assessed on the job.</p>
<p><b>Trainers/Assessors</b></p>	<p>CHC Services employs qualified trainers/assessors with relevant vocational qualifications and experience. Existing trainers/assessors are required to have the current Certificate IV in Training and Assessment and relevant competencies for the areas in which they are delivering or assessing.</p>

<p><i>Workplace Supervisor Requirements</i></p>	<p><i>During work placement at an approved Early Childhood Education and Care centre, the Learner will be supervised and guided by an assigned Workplace Supervisor/s who will have to be an individual currently employed in delivering early childhood education and care duties with relevant workplace experience and/or hold the Diploma of Early Childhood Education and Care qualification or higher. A Certificate III in Early Childhood Education and Care may be accepted in cases where and when the Learner will be “buddied-up” with a peer.</i></p> <p><i>The Trainer/Assessor will meet with the Supervisor and the Learner prior to the work placement to start to discuss requirements of the work placement and to ensure that all required resources are available in the workplace.</i></p>
<p><i>Work Placement Requirements</i></p>	<p><b>Placement Requirements</b></p> <p><i>All learners enrolled in this course must undertake a minimum of 360 hours work placement in an accredited early childhood education and care service. Work placement must be successfully completed in order to gain this qualification.</i></p> <p><i>All learners must satisfy the Working with Children Check (WWCC) requirements prior to starting their work placement.</i></p> <p><i>It has been our experience that most learners will secure their work placement themselves typically close to home. Work placement can only be undertaken in an accredited early childhood education and care service.</i></p> <p><i>During the work placement, learners will be supervised and assessed by CHC Services’ qualified trainers and assessors. The CHC Services trainer/assessor will visit each student on a minimum of 4 occasions although more frequent visits will be conducted if necessary. Satisfactory completion of this work placement is a mandatory part of the requirements for successful completion of this course.</i></p> <p><b><u>Work Placement Requirements</u></b></p> <p><b>National Criminal Record Check</b></p> <p><i>Prior to commencing work placement, learners will be required to undertake a Criminal Record Check (CRC) to obtain a National Police Certificate. Learners will need to meet the cost of this.</i></p> <p><b>Working with Children Check</b></p> <p><b>First Aid Certificate</b></p> <p><i>It is not a requirement to have a current first aid certificate to volunteer in the child care industry. Workplaces however do have the right to request that a student holds the HLTAID004 Provide First Aid certificate.</i></p>

## Package Offer - Early Childhood Education and Care

Qualification/Course Name	Certificate III in Early Childhood Education and Care - CHC30113
CRICOS Course Code:	091296C
VET National Code:	CHC30113
Qualification/Course Name	Diploma of Early Childhood Education and Care – CHC50113
CRICOS Course Code:	091297B
VET National Code:	CHC50113
Course Duration	<p>Student might have an option to exit at the completion of all required units for the Certificate III in Early Childhood Education and Care according to the packaging rules.</p> <p>Students must complete the Certificate III in Early Childhood Education and Care to be eligible to continue with the Diploma of Early Childhood Education and Care according to the packaging rules.</p> <p>Both qualifications could be completed within 24 months.</p> <p><i>Please note that 15 units within the Certificate III in Early Childhood Education and Care <u>are core units of the</u> Diploma of Early Childhood Education and Care</i></p>

## Disclaimer

### Disclaimer

According to Clause 4.1 of **STANDARDS FOR RTOS 2015**, TACIS **does not guarantee** that:

- a student will successfully complete a training product on its scope of registration, or
- a training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2 of the Standards for RTOs 2015 or
- a student will obtain a particular employment outcome where this is outside the control of CHC Services.

For an electronic copy of the Standards for RTOs 2015, please visit ASQA website: [www.asqa.gov.au](http://www.asqa.gov.au)

Under the **National Code 2018**, Standard 1, Clause 1,3, TACIS, as **a registered provider, must not:**

- claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by the registered provider
- guarantee a successful education assessment outcome for the student or intending student.

To access the latest version of the National Code 2018, please follow this link:

<https://www.legislation.gov.au/Details/F2017L01182>

**\*Note:** The Qualification Brochure is accurate and correct at time of publication. TACIS endeavours to ensure that this brochure is updated in time of change. For accurate information, please always speak to one of our TACIS staff.

## Fees & Charges

TACIS is entitled to charge fees for services provided to student s undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, text books, student services and training and assessment services.

### Fees payable

Fees are payable when a student has received a confirmation of enrolment. The initial fee payment must be made prior to commencing training or within 10 days of receiving an invoice from TACIS. TACIS may discontinue training if fees are not paid in accordance with the agreed fee schedule. The current fees and charges are published within the current schedule of fees and charges.

### Schedule of Fees and Charges

The CEO is responsible for approving TACIS Schedule of Fees and Charges. The schedule of fees and charges is to include the following information:

- the total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a training program;
- payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- the nature of the guarantee given by TACIS to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study;
- any discounts, fee reductions or exemptions available for multiple enrolments, concession card holders, continuing student s, group bookings etc;
- the fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of results and the options available to student s who are deemed not yet competent on completion of training and assessment; and

### Fees and Charges

Qualification (s)	Total Fees
FNS40217 - Certificate IV in Accounting and Bookkeeping	\$12,800 (includes administration fees, material fees and tuition fees)
FNS50217 - Diploma of Accounting	\$12,800 (includes administration fees, material fees and tuition fees)
FNS60217 - Advanced Diploma of Accounting	\$12,800 (includes administration fees, material fees and tuition fees)
CHC30113 - Certificate III in Early Childhood Education and Care	\$8,000 (includes administration fees, material fees and tuition fees)

CHC50113 - Diploma of Early Childhood Education and Care	\$19,700 (includes administration fees, material fees and tuition fees)
Administration Fees (includes Enrolment)	\$250 (non-refundable)
Materials Fee (includes Textbooks, Student Guides...)	\$500 (non-refundable)
<b>Other Fees and Charges (as required)</b>	
Re-assessment if the student is deemed "Not Yet Competent" after 2 attempts	\$200/unit to be re-assessed (non-refundable)
Recognition of Prior Learning (RPL) processing	\$250/unit (non-refundable)
Credit Transfer (per application - no limit of units)	\$200/application (non-refundable)
Re-issue of qualification/certificate	\$60 (non-refundable)
Re-issue of academic transcript or attendance letter	\$20 (non-refundable)
Re-issue of lost student card	\$20 (non-refundable)
Building access card	\$50 (refundable when card returned)
Overseas Student s Health Cover (for international student s only) – The cost of OSHC varies depending on the type of cover required and is in addition to the course and tuition fees. TACIS has an agreement with Allianz to ensure all student s benefit of the right cover. The average cost of minimum cover is as follows:	
- Singles	\$437/12 months
- Couples	\$1222/12 months
- Single parents	\$1744/12 months
- Family	\$2022/12 months

## Tuition Fee Payment Schedule

Qualification	Total Fees	Payment Schedule ( <i>unless special arrangements are made</i> )
<b>FNS40217 – Certificate IV in Accounting and Bookkeeping</b>	\$12,800 (includes administration fees, material fees and tuition fees)	Five Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$2825 at beginning of every term (4 terms)
<b>FNS50217 - Diploma of Accounting</b>	\$12,800 (includes administration fees, material fees and tuition fees)	Five Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$2825 at beginning of every term (4 terms)



<b>FNS60217 - Advanced Diploma of Accounting</b>	\$12,800 (includes administration fees, material fees and tuition fees)	Five Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$2825 at beginning of each term (5 terms)
<b>Packaged Accounting Qualifications</b>	\$37,800 (includes administration fees, material fees and tuition fees)	10 Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$3,630 at beginning of each term (5 terms)
<b>CHC30113 Certificate III in Early Childhood Education and Care</b>	\$8,000 (includes administration fees, material fees and tuition fees)	Four Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$2167 at beginning of every term (3 terms)
<b>CHC50113 Diploma of Early Childhood Education and Care</b>	\$19,700 (includes administration fees, material fees and tuition fees)	Seven Instalments as follows: \$1500 at time of enrolment (includes administration and materials fees) \$3034 at beginning of every term (6 terms)
<b>Packaged Early Childhood Education and Care</b>	\$19,700 (includes administration fees, material fees and tuition fees)	Nine Instalments as follows \$1500 at time of enrolment (includes administration and materials fees) \$2275 at beginning of every term (8 terms)

### Protect prepaid fees by Students

TACIS acknowledges that it has a responsibility under the Standards for Registered Training Organisations to limit the fees paid by students in advance of their training and assessment services being delivered. To meet our responsibilities TACIS may accept payment of no more than \$1,500 from each student prior to the commencement of the course. This requirement applies regardless of the payment for the fees are being made directly or through a third party.

Following the course commencement, TACIS may require payment of additional fees in scheduled payments in advance from the student as shown above.

## Refund Policy and Procedure

### **Refund Policy – Student 's Default**

Any student who wishes to request a refund for whatever reason must complete an Application for Refund Form and addressed to the CEO, clearly stating the reason for the refund and/or cancellation.

Table below indicates a list of refund items:

Description of items	Refund status
Enrolment fee	Non-refundable
Course material fee	Non-refundable
Visa refused prior to course commencement	Full refund less enrolment and course material fees
Withdrawal of course less than 10 weeks prior to course commencement	80% refund less enrolment and course material fees
Withdrawal of course between 4 to 10 weeks prior to course commencement	50% refund less enrolment and course material fees
Withdrawal of course less than 4 weeks prior to course commencement	30% refund less enrolment and course materials fees
Withdrawal of course after course commencement	No refund
Visa cancellation due to student s actions	No refund

Enrolment cancelled due to actions of the student and results in serious breaches of CHC's policies and procedures	No refund
Compulsory Health Insurance (Student Visa only)	Refer to the OSHC provider
If TACIS withdraws its offer to deliver the course before or after the course commencement date	Full refund including enrolment and course material fee

If the student fails to commence with or without notifying the College, no refund will be available, except in special circumstances.

“Special circumstances” under which a full refund will be considered and which are beyond the student’s control:

- In the case of serious illness – verified by a medical certificate
- Family or personal tragedy
- Acts of God
- Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.
- Where a Student’s Visa has not been granted

If required / or if TACIS agrees to refund monies paid, it will do so within 4 weeks of receiving written application for refund. The refund will include all course fees paid (less the registration fee, student kit, fees paid to education agents).

If a student withdraws from a course of study after commencing, for any reason outside those specified under “Special Circumstances”, no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.

TACIS agrees to refund all monies paid, where the course of study has been cancelled prior to commencement in accordance with the scheduled commencement date. In such cases, full payment will be made within 2 weeks (14 days). All monies paid shall be refunded in full.

TACIS will provide the student with a written statement detailing how the amount of the refund has been calculated. All refunds will be paid to the person (the Student) who enters into the contract with TACIS unless they provide written direction to the provider to pay the refund to someone else. Under no circumstance will the refund be paid to an education agent or a family member. All refunds will be paid in Australian Dollars.

**Note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take action under Australia’s consumer protection laws. TACIS’ dispute resolution processes do not circumscribe the student’s rights to pursue other legal remedies.**

### Refund – Provider Default

In the unlikely event that TACIS is unable to deliver the course in full, the student will be offered a refund of all the course fees they have paid to date. The refund will be paid to the student within 2 weeks of the day on which the course ceased being offered/provided.

*it's all about your destination*

Alternatively, the student may be offered enrolment in another course/qualification by TACIS at no extra cost to the student.

The student has the right to choose whether they would prefer a refund of unused portion of the tuition fee (calculated according to the percentage of training and assessment already completed against the total duration of the qualification), or to accept a place in another course.

If the student chooses placement in another course, TACIS will ask the student to sign a document to indicate that they accept the placement.

For international student s, if TACIS is unable to provide a refund or place the student in an alternative course, TACIS' Tuition Assurance Scheme (TAS) will place the student in a suitable alternative course at no extra cost to the student.

If the ESOS Assurance Fund Manager cannot place the student in a suitable alternative course, the student will be eligible for a refund as calculated by the Fund Manager.

### **Refund Procedure**

The Student will fill in the Refund Request Form with supporting documents and provide a copy of the same to the Student Services Officer in person or via email at [info@chcservices.edu.au](mailto:info@chcservices.edu.au)

The Student Services Officer will forward this application to the CEO/RTO Manager who will in coordination with the Finance Manager start processing the application.

The CEO/RTO Manager will have a meeting with the CEO who will (based on the evidence provided), approve or reject the refund request. This decision will be conveyed to the Student Services Officer.

The Student Services Officer will then provide a written outcome to the earner regarding refund application within 28 days from date of receipt of the refund application.

### **Complaint and Appeal Policy and Procedure**

TACIS ensures that all student s will have access to a fair and equitable process for dealing with complaints/concerns and will provide an avenue for student s to appeal against such decisions, which affect the student 's progress. There is no charge for the student to access the internal complaints and appeal process.

Every effort will be made by TACIS to resolve the student 's complaints or concern. To this end, the CEO is the person to refer formal complaints/concerns. At the time of enrolment, the complaints, relevant procedure and appeals policy will be outlined to the student s.

Where complaint/concern cannot be resolved internally, TACIS will refer the student to an external agency (please refer below for more information regarding external agency). There will be no cost to the student for this referral.

Directive

- All prospective students will be provided with a copy of the Complaints and Appeals Policy and Procedure document (Student Handbook).
- All complaints, concerns, or appeals will be handled professionally and confidentially in order to achieve a satisfactory resolution.
- All parties will have a clear understanding of the steps involved in the complaints/concerns and appeals procedure.
- Current students are provided with details of external authorities they can approach if they are not satisfied with college's decision.
- All complaints/concerns and appeals will be managed fairly and equitably and as efficiently as possible.
- All complaints/concerns and appeals and outcomes will be documented in writing.
- TACIS will attempt to resolve any complaints, concerns and appeals fairly and equitably within 10 working days from the lodgement of Complaint or Appeal form
- Any parties may be accompanied and assisted by a support person at relevant meetings.
- If an international student chooses to access TACIS complaints and appeals processes, that TACIS will maintain the student's enrolment whilst the complaints and appeals process is ongoing.
- If the internal or external complaint handling or appeal process results in a decision that supports the student, TACIS will immediately implement any decision and/or corrective and preventative action required.
- Where an international student has chosen not to access the complaints and appeals processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting CHC Services, that they will notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress or not meeting attendance requirements as soon as practicable.

### Procedures

Students have a right to raise any matters of concern relating to training delivery and assessment, the quality of the learning, course amenities, discrimination, sexual harassment and other issues that may arise during their course of study.

This policy provides an avenue for most complaints, concerns and appeals to be addressed. However in some cases alternative measures may need to be explored. It is advisable for the student to contact the CEO or his representative before lodging a formal complaint, to discuss other avenues available to them.

### **Steps for Students**

- ♣ The student should firstly discuss the matter with their trainer/assessor. If they are still not satisfied, the student may then have the matter referred to the CEO or his representative for consideration.
- ♣ The student must complete the Complaint and Appeal form ensuring that they provide sufficient details about themselves and the course, and the circumstances surrounding the concern, complaint or appeal, who was involved, any appropriate evidence and witnesses etc.
- ♣ The CEO or his representative will contact the student within 24 hours to confirm receipt of this form and to schedule a formal face-to-face meeting with the student. This meeting will take place within 5 working days or earlier from the date of receipt of the complaint or appeal application.
- ♣ The student will also be given an option to be accompanied or assisted by a support person during this or any other meetings relating to the matter(s). Meeting minutes and appropriate notes will be taken during all meetings. (CRICOS Standard 8.1)
- ♣ The CEO or his representative will discuss the circumstances with the trainer/assessor or any other staff member and make an informed decision.

- ♣ The student will be contacted with the result within 10 working days from the lodgement of Complaint or Appeal form, the student has further 5 working days to respond to a formal decision.
- ♣ A written statement of the appeal outcome, including reasons for the decision will also be documented and provided to student via email or face-to-face.
- ♣ A record of this written statement will also be filed in the student admin folder. Furthermore, if internal appeal process results in an outcome that supports the student, the RTO will take appropriate steps and will keep student informed about the course of action in this regard.
- ♣ Where a complaint, concern, or appeal cannot be resolved through discussion and conciliation, or if student is dissatisfied with college decision, they may access external appeals at no cost to them for this referral' (refer to external agency section for more details regarding this in page 52). (CRICOS Standards 8.2 and 8.3)
- ♣ If external appeal process results in an outcome that supports the student, the TACIS will take appropriate steps and will keep student informed about the course of action in this regard. (CRICOS Standard 8.5)
- ♣ TACIS will maintain the student 's enrolment whilst the complaints and appeals process are ongoing. (CRICOS Standard 8.4)

### **Assessment related matters**

If the student has been advised that they are Not Competent, but they believe that:

- ♣ they genuinely do have the required degree of competency; and
- ♣ that they have provided reasonable proof of this to CHC Services.
- ♣ The process is quite simple and is allowed by the RTO to ensure that all student s are fully satisfied with the fairness and accuracy of our assessment processes.
- ♣ The student should firstly discuss the matter with their appointed assessor. If they are still not satisfied, the student may then, have the matter referred to the CEO and/or RTO Manager for consideration.
- ♣ The student must complete the Complaint and Appeal form and ensure that they provide sufficient details about themselves and the course, and the circumstances surrounding the concern, complaint or appeal, who was involved, any appropriate evidence and witnesses etc.
- ♣ The CEO and/or RTO Manager will contact the student within 24 hours to confirm receipt of this form and to schedule a formal face-to-face meeting with the student. This meeting will take place within 5 working days or earlier from the date of receipt of the complaint or appeal application.
- ♣ The student will also be given an option to be accompanied or assisted by a support person during this or any other meetings relating to the matter(s).
- ♣ The CEO and/or the RTO Manager will discuss the circumstances with the trainer/assessor or any other staff member and make an informed decision.
- ♣ The student will be contacted with the result within 10 working days from the lodgement of Complaint or Appeal form, the student has further 5 working days to respond to a formal decision.
- ♣ A written statement of the appeal outcome, including reasons for the decision will also be documented and provided to student via email or face-to-face.
- ♣ A record of this written statement will also be filed in the student admin folder. Furthermore, if internal appeal process results in an outcome that supports the student, TACIS will take appropriate steps and will keep student informed about the course of action in this regard.
- ♣ Where a complaint, concern, or appeal cannot be resolved through discussion and conciliation, TACIS acknowledges the need for a student to go for external appeal process (refer to external agency section for more details regarding this).
- ♣ If external appeal process results in an outcome that supports the student, TACIS will take appropriate steps and will keep student informed about the course of action in this regard.

- ♣ TACIS will maintain the student’s enrolment whilst the complaints and appeals process is ongoing.

**Note:** TACIS will accept an appeal against an assessment decision for a period of no longer than 2 months after the assessment decision date.

**External Complaint and Appeal**

If a student is not happy with internal appeal outcome the college will refer them to the Overseas Student s Ombudsman (OSO). OSO helps international/overseas student s to OSO investigates complaints about problems that overseas student s or intending overseas student s may have with private education and training in Australia.

The table below provides more information about Ombudsman and its variety of service:

Description	Web link
About Overseas Students Ombudsman (OSO)	<a href="http://www.oso.gov.au/about-us/">http://www.oso.gov.au/about-us/</a>
Making a complaint	<a href="http://www.oso.gov.au/making-a-complaint/">http://www.oso.gov.au/making-a-complaint/</a>
More information regarding Overseas Students	<a href="http://www.oso.gov.au/overseas-student_s/">http://www.oso.gov.au/overseas-student_s/</a>
More information regarding Private Education Providers	<a href="http://www.oso.gov.au/private-education-providers/">http://www.oso.gov.au/private-education-providers/</a>
Frequently asked questions	<a href="http://www.oso.gov.au/frequently-asked-questions/">http://www.oso.gov.au/frequently-asked-questions/</a>
Description	Web link
Ombudsman contact us email	Email: <a href="mailto:ombudsman@ombudsman.gov.au">ombudsman@ombudsman.gov.au</a>
Phone	1300 362 072* within Australia Outside Australia call +61 2 6276 0111
Fax	02 6276 0123 within Australia Outside Australia +61 2 6276 0123
Postal	GPO Box 442 Canberra ACT 2601
Student enquiry time	9:00am to 5:00pm Monday to Friday, Australian Eastern Standard Time (Australian Eastern Daylight Time when daylight savings is in effect)
Ombudsman online complaint form	<a href="https://forms.business.gov.au/aba/ombudsman/overseas-student_s-ombudsman-complaint-form">https://forms.business.gov.au/aba/ombudsman/overseas-student_s-ombudsman-complaint-form</a>

Furthermore, external contacts provided below are a list of contacts that student s may approach if they feel that TACIS has not handled or dealt with their complaint as per their expectations:

Description	Web link
NSW - Fair Trading	<a href="http://www.fairtrading.nsw.gov.au/">http://www.fairtrading.nsw.gov.au/</a>

ACT – Office of Regulatory Services	<a href="http://www.ors.act.gov.au/">http://www.ors.act.gov.au/</a>
NT – Consumers Affairs	<a href="http://www.consumeraffairs.nt.gov.au/Pages/default.as">http://www.consumeraffairs.nt.gov.au/Pages/default.as</a>
QLD – Office of Fair Trading	<a href="http://www.fairtrading.qld.gov.au/">http://www.fairtrading.qld.gov.au/</a>
SA – Consumer and Business Services	<a href="http://www.cbs.sa.gov.au/wcm/">http://www.cbs.sa.gov.au/wcm/</a>
TAS – Consumer Affairs and Fair Trading	<a href="http://www.consumer.tas.gov.au/">http://www.consumer.tas.gov.au/</a>
VIC – Consumer Affairs	<a href="http://www.consumer.vic.gov.au/">http://www.consumer.vic.gov.au/</a>
WA – Department of Commerce	<a href="http://www.commerce.wa.gov.au/consumerprotection/">http://www.commerce.wa.gov.au/consumerprotection/</a>

**Note:**

1. If student s want to make a complaint in their language, they can call the Translating and Interpreting Service (TIS) on 131 450 or visit the following link <http://www.oso.gov.au/publications-and-media/brochures/>
2. There will be no cost to the student for this referral.
3. TACIS will maintain student’s enrolment till internal or external appeal process is ongoing. Students are strongly advised that they do come to class during this process and thereby maintain their attendance and course progress requirements.
4. ***The availability of this complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.***

**Record keeping**

TACIS will file records of all informal and formal complaints and appeal in the following compliance folders:

- Complaints – Complaints compliance folder
- Appeals – Appeals compliance folder

**Application for Admission**

1. Personal Details (as appears on passport)		
Family Name:		
Given Names:		
Date of Birth:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:		Country of Birth:
Passport Number:		Passport expiry date:
Have you enrolled at TACIS previously?		TACIS Student ID:
2. Unique Student Identifier (USI):		



All students applying for a VET course must supply their Unique Student Identifier (USI).  
For information about USI, including how to apply for your USI online, please go to [www.usi.gov.au](http://www.usi.gov.au).

Your Unique Student Identifier (USI): \_\_\_\_\_

### 3. Contact Details

Current Address in Australia:			
City/Suburb:		State:	Post Code:
Home Phone:		Mobile Phone:	
Email:			
Emergency Contact Person in Australia:	Name:	Phone No:	
	Relationship:	Email:	
*Address in Home Country:			
City/Suburb:		State:	Post Code:
Home Phone:		Mobile Phone:	
Email:			
Emergency Contact Person in the Home Country:	Name:	Phone No:	
	Relationship:	Email:	

\*Note: A student's email address and overseas address are **mandatory**. If the student is currently in Australia, an Australian address must also be provided.

### 4. Application Lodgement and Visa

Are you applying for a course at TACIS through an education agent?

No, applying directly  Yes, through an agent

Agent Details (if applicable): Agent to place stamp here.	Agent's Company Name:
	Agent's Representative Name:
	Email:

Country where your visa application will be lodged:				
Do you hold a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No Visa Category Number:			
	Visa Expiry Date:			
Have you visited CHC Services' website at <a href="http://www.chcservices.edu.au/">www.chcservices.edu.au/</a> ? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you read the Student Handbook attached to our website? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>5. Vocational Education and Training (VET) Courses Details:</b>				
Preferred Commencement Date (Intake Date):				
<b>Courses offered at CHC Services:</b>				
<input type="checkbox"/> Certificate III in Early Childhood Education and Care (VET Code: CHC30113/CRICOS Code 091296C) <b>38 weeks</b>				
<input type="checkbox"/> Diploma of Early Childhood Education and Care (VET Code: CHC50113 / CRICOS Code: 091297B) <b>74 weeks</b>				
<input type="checkbox"/> <b>Packaged</b> Certificate III in Early Childhood Education and Care (VET Code: CHC30113/CRICOS Code 091296C) <b>and</b> Diploma of Early Childhood Education and Care (VET Code: CHC50113 / CRICOS Code: 091297B) <b>104 weeks</b>				
<input type="checkbox"/> Certificate IV in Accounting and Bookkeeping (VET Code: FNS40217/ CRICOS Code: 097827K) <b>52 weeks</b>				
<input type="checkbox"/> Diploma of Accounting (VET Code: FNS50217 / CRICOS Code: 097826M) <b>52 weeks</b>				
<input type="checkbox"/> Advanced Diploma of Accounting (VET Code: FNS60217 / CRICOS Code: 097825A) <b>52 weeks</b>				
<input type="checkbox"/> <b>Packaged</b> Certificate IV in Accounting and Bookkeeping (VET Code: FNS40217/ CRICOS Code: 097827K) <b>and</b> Diploma of Accounting (VET Code: FNS50217 / CRICOS Code: 097826M) <b>104 weeks</b>				
<b>Recognition of Prior Learning (RPL) and/or Current Competencies (RCC)?</b>				
Are you seeking RPL or RCC/Credit Transfer for studies already completed? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "Yes", please complete the application form for exemption with all the supporting documents such as unit outline and qualifications completed before commencement of your course.				
<b>6. Education and Academic Achievements:</b>				
Completed Education: <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> University				
Course/Award	Institution	Country	Year started	Year finished


**Note:** Applicant **must** attach certified copies of all relevant academic certificates and transcripts. Certified copies must be stamped and signed by a Justice of Peace. All documents not in English must be accompanied by a NAATI accredited translation.

### 7. English Language Proficiency

Is English your first language?  Yes  No

Do you hold a certificate of English proficiency? (eg Academic IELTS, TOEFL, Pearsons)  Yes  No

Did you complete any secondary or tertiary study with English as the language of instruction?  Yes  No  
(in Australia or overseas). Applicants **must** attach certified copies of all relevant English certificates and transcripts.

### 8. Medical / Special Needs

Do you have a disability for which additional assistance may be required?  Yes  No  
If "Yes", please attach a separate sheet outlining this disability and what assistance may be required.

### 9. Marketing

How did you hear about CHC Services?  Friend  Internet  Agent  Other  
\_\_\_\_\_

### 10. Applicants Declaration

I declare that the information supplied in this application is true and correct. I authorise TACIS to obtain enrolment and academic information from any of my previous or current education providers. I understand that TACIS will take remedial corrective action if the information provided is false and misleading.

I declare that I have genuine access to sufficient funds whilst in Australia, to meet my financial commitments to TACIS and cover all tuition, Overseas Student Health Cover and living expenses for myself and any dependants.

I understand that I may be contacted by a TACIS representative and asked a series of questions in relation to this application and that the Department of Home Affairs (DHA) will undertake their own determination of any criterion for visa purposes.

I understand that TACIS will not disclose my personal details to any third party without my consent, with the exception of the Department of Education and the Department of Home Affairs (DHA) for visa requirements, and when the information may reduce or prevent a serious or imminent threat to my life, health or safety.

I understand that upon accepting an offer of admission from CHC Services, that I am required to complete a minimum of 6 months study in my principal course (the highest qualification applied for).

**Name of Applicant:**

**Signature:**

**Date:**

### 11. Admission Checklist

- Completed ALL required sections and signed this "Application for Admission" form
- Provided certified copies of passport and current Australian visa
- Provided certified copies (and necessary translations) of academic studies
- Provided documentary evidence of English proficiency
- Provided valid and correct contact details (incorrect details may void this application)

### 12. Submit your Application

Please, submit the completed "Application for Admission" form together with all the attachments by email to:

[admission@tacis.edu.au](mailto:admission@tacis.edu.au).

TACIS will endeavour to process all applications within 3 working days. However, this may vary due to unforeseen application volumes or peak admission periods throughout the academic year.

Incomplete applications will delay processing until TACIS can accurately assess or verify that the applicant meets the entry requirements for admission.

### 13. Education Agent's Declaration

- I have assessed the Applicant as a genuine temporary entrant and a genuine student as defined by the Australian Department of Home Affairs (DHA).
- The Applicant is genuine in making this application and has every intention of attending classes as prescribed in the course requirements and completing all courses listed in the application.
- I confirm I have met (either in person or via phone-call for overseas applicants) with the applicant and have interviewed them to confirm this information, including making any external checks as necessary to verify the information provided.
- I understand that I am responsible for ensuring that the information provided here is neither false, nor misleading and failure to properly screen applicants may impact my agreement with CHC Services.

**Education Agent' Name:**

<b>Education Agent's Signature:</b>	<b>Date:</b>
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<b>Office Use Only:</b>	
Application processed by (insert full name of admin staff):	
Applicant has been approved for course commencement? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
CoE issued: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	Letter of Offer sent: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
Letter of Offer accepted: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	Orientation Day Scheduled: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>