

## Develop your childcare skills to a higher level...

Child Care Workers in Outside School Hours Care (OSHC) programs provide an important care service to school age children and their families. The standard of programming and activities you plan and implement affects the ongoing provision of the service, and the wellbeing and development of the children under your care. The Diploma of Children's Services (Outside School Hours Care) enables you to plan, implement and manage programs in a middle childhood care setting.

### What you will learn

During the course you'll learn how to effectively manage an outside school hours care service or group to provide a high standard of care. Skills developed during the course include:

- ✔ Developing holistic and effective plans for school-age children
- ✔ Establishing a safe care environment
- ✔ Encouraging cooperative behaviour in children
- ✔ Evaluating programs and care routines
- ✔ Supervising staff and volunteers in the OSHC program
- ✔ Appreciating diversity, especially in relation to culture and ability

### Roles you can perform with this qualification

After finishing your qualification, you have a sufficient level of skill and knowledge to perform the following roles in a child care environment:

- ✔ OSHC Director/Manager
- ✔ OSHC Group Leader
- ✔ Outside School Hours Care Coordinator
- ✔ Program Leader (outside school hours care programs or services)
- ✔ Vacation Care Coordinator

\* Please note that minimum child care qualifications to perform some child care roles varies from state to state in Australia. Please contact your nearest AICS Student Support Centre to acquire specific information if you need it.

### Units covered in the course

The following units are completed during the course:

Diploma of Children's Services (Outside School Hours Care)	
Course Code: CHC51008 Internal Code: DCSOA	
Unit Code	Unit Title
CHCCN511A #	Establish, manage and monitor the implementation of a safe and healthy environment
CHCIC501A *	Manage children's services workplace practice to address regulations and quality assurance
CHCFAM503B # *	Work with a child focused approach
CHCRF511A #	Work in partnership with families to care for the child
CHCPR509A *	Document, interpret and use information about children
CHCPR614C *	Observe children and interpret observation
CHCIC512A #	Plan the inclusion of children with additional needs
CHCFC513A #	Foster social development in middle childhood
CHCFC514A #	Support emotional and psychological development in middle childhood
CHCFC515A #	Foster cognitive development in middle childhood
CHCPR502D # *	Organise experiences to facilitate and enhance children's development
CHCIC510A *	Establish and implement plans for developing cooperative behaviour
CHCIC512A *	Plan the inclusion of children with additional needs
CHCPR510A # *	Design, implement and evaluate programs and care routines for children
CHCPOL504B *	Develop and implement policy
CHCORG406A #	Supervise work
HLTHIR403B #	Work effectively with culturally diverse clients and co-workers
CHCIC302A #	Support Aboriginal and/or Torres Strait Islander families to participate in children's services

Units marked with an \* require assessment in a workplace environment during a work placement. Units marked with a # require completion of a practical component in a simulated work environment.

The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment you complete throughout your studies will contribute to your final award. The Institute periodically revises its curriculum to comply with industry changes and any changes, upgrades or expansions will be instigated in such a way that your studies are affected as little as possible.

## How you will complete the Diploma of Children's Services (Outside School Hours Care)

After enrolling into your course with the Institute, you are progressively provided with a workbook for each of the units of the course. You complete the workbooks in the order shown in the table above. The workbooks cover the theoretical information you need to know before moving onto demonstrating your competency in a simulated setting and the workplace.

Some units of the Diploma of Children's Services (Early Childhood Education and Care) require you to demonstrate various skills in a simulated setting, either at a seminar, private assessment or by sending in a video recording of your skills demonstration. The following practicals need to be completed during the course:

Practical Name	When to Complete	Duration (if completed via seminar)
Safe & Healthy Environment **	Complete after workbook for Unit CHCCN511A is competent	1 day
Child-Focused Work **	Complete after workbook for Unit CHCFAM503B is competent	1 day
Physical & Social Development **	Complete after workbook for Unit CHCFC513A is competent	2 days
Emotional, Psychological & Cognitive Development **	Complete after workbook for Unit CHCFC515A is competent	2 days
Enhancing Child Development	Complete after workbook for CHCPR502D is competent	1 day
Care Routines & Working with Families	Complete after workbook for CHCPR510A is competent	2 days
Supervise Work **	Complete after workbook for Unit CHCORG406A is competent	1 day
Working with Diversity I **	Complete after workbook for Unit HLTHIR403B is competent	1 day
Working with Diversity II **	Complete after workbook for Unit CHCIC302A is competent	1 day

\*\* These practicals are also included in other qualifications offered by AICS.

To assist you with the transitioning of your knowledge and skills into the workplace, the course also requires the completion of a work placement. We recommend you start your placement (if you are not already working in a child care setting) or gathering evidence from your workplace (if you are currently working in a child care setting) once you have successfully completed **all workbooks up to unit CHCPOL504B** and the following practicals: **Safe & Healthy Environment; Child-Focused Work; Physical & Social Development; Emotional, Psychological & Cognitive Development; Enhancing Child Development, and Care Routines & Working with Families.**

## Entry Requirements

All students enrolling for the Diploma of Children's Services (Early Childhood Education and Care) course need to have gained competency in the following units from the Certificate IV in Children's Services (Outside School Hours Care) (Course Code CHC41208):

CHCCCHILD401A	Identify and respond to children and young people at risk of harm
CHCCN301A	Ensure children's health and safety
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400A	Work within a legal and ethical framework
CHCFC301A	Support the development of children
CHCOSH401A	Support children to participate in outside school hours care
CHCOSH402A	Develop and implement activities for outside school hours care
CHCOSH403A	Work effectively with children in outside school hours care
CHCPR301A	Deliver experiences to support children's play and learning
HLTFA301B	Apply first aid
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTOHS300A	Contribute to OHS processes

If you have completed the previous Certificate IV in Outside School Hours Care (Course Code CHC40402), please speak with Institute staff at your nearest Student Support Centre whom will discuss your options in gaining entry to the course.

## Mutual Recognition

If you have completed another nationally recognised training program that contains any of the units in the Diploma of Children's Services (Outside School Hours Care), you will receive recognition for the relevant units. This means you do not need to complete the workbooks and/or practical for the unit. To apply for mutual recognition, simply download a copy of the Credit Transfer and Recognition of Prior Learning (RPL) Kit from the Institute's website at [www.aics.net.au](http://www.aics.net.au).

## How long will my course take?

If your course is funded by Centrelink or another funding program, you'll need to progress through your course in accordance with the timeframes indicated on your Course Planner provided with your first Study Pack. On a full time study workload you will complete the course in 12 months.

