

## Start working with before and after school care programs...

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 care and support you provide ensures children are suitably supervised and cared for outside of school hours.

The Certificate IV in Children's Services (Outside School Hours Care) is an entry-level qualification to gain employment in the Outside School Hours Care sector or entry to higher level courses in Outside School Hours Care. Many of the core units of the Certificate IV in Children's Services (Outside School Hours Care) are required to gain entry into the Diploma of Children's Services (Outside School Hours Care) (CHC51008) program.

## What you will learn

During the course you'll learn how to work effectively in an outside school hours care setting (before and after school care programs, or vacation care programs) to provide care to children and facilitate their leisure and play to achieve their developmental outcomes.

The key skills you will develop are:

- ✓ Planning activities and providing care to school age children
- ✓ Interact with and care effectively for children
- ✓ Support the development and behaviour of children
- ✓ An appreciation of 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 Assistant
- ✓ OSHC Supervisor/Assistant Coordinator/Assistant Director
- ✓ Play Leader/Supervisor
- ✓ Vacation Care Supervisor or Worker
- ✓ Recreation Assistant or Leader
- ✓ OSHC Program Leader

\* Please note that minimum qualifications to perform some OSHC 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:

Certificate IV in Children's Services (Outside School Hours Care)	
Course Code: CHC41208 Internal Code: CSO4A	
Unit Code	Unit Title
CHCCS400A #	Work within a legal and ethical framework
CHCCN301A *	Ensure children's health and safety
HLTOHS300A *	Contribute to OHS processes
CHCFC301A *	Support the development of children
CHCOSHC403C #	Work effectively with children in outside school hours care
CHCOSHC401A # *	Support children to participate in outside school hours care
CHCOSHC402A #	Develop and implement activities for outside school hours care
CHCPR301A *	Deliver experiences to support children's play and learning
CHCPR502D #	Organise experiences to facilitate and enhance children's development
CHCCCHILD301A #	Support behaviour of children and young people
CHCCCHILD403B #	Promote the safety, well being and welfare of children, young people and their families
CHCCCHILD401A #	Identify and respond to children and young people at risk of harm
CHCCN303A *	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
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 course also requires the completion of HLTF301B Apply First Aid. If you do not already hold a current Senior First Aid Certificate, you are required to complete a suitable First Aid course to obtain competency for HLTF301B Apply First Aid. The Institute will provide details of First Aid Course providers in your area.

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 Certificate IV in 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 Certificate IV in Children's Services (Outside School Hours 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)
Legal & Ethical Frameworks **	Complete after workbook for Unit CHCCS400A is competent	1 day
Outside School Hours Care	Complete after workbook for Unit CHCOSH402A is competent	2 days
Enhancing Child Development **	Complete after workbook for Unit CHCPR502D is competent	1 day
Child Safety, Wellbeing & Welfare	Complete after workbook for Unit CHCCHILD403B is competent	1 day
Supporting Children & Young People **	Complete after workbook for Unit CHCCHILD401A is competent	2 days
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 with transitioning your knowledge and skills into the workplace, the course also requires the completion of a work placement. If you have not worked in an OSHC or child care role previously, we recommend you start your placement once you have successfully completed **all workbooks up to unit CHCCN303A** and the following practicals: **Legal & Ethical Frameworks, Outside School Hours Care, Enhancing Child Development and Child Safety, Wellbeing & Welfare.**

### Mutual Recognition

If you have completed another nationally recognised training program that contains any of the units in the Certificate IV in Children's Services, you will receive recognition for the relevant units. 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?

Whilst you can study at a pace that suits you, students progressing steadily through their course complete the qualification in approximately 6 months.

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 6 months.

