

Student Handbook

(Self-Funded Study)

CHC50125

Diploma of Early Childhood Education & Care



- Empowering the Educator -

2026



www.ctas.wa.edu.au



admin@ctas.wa.edu.au



(08) 9350 9222



CTAS Education acknowledges the Traditional Custodians of this land, the Whadjuk people of the Noongar Nation, their Elders past and present. We recognise the contributions of First Nations people to the education of all children and people.

**CTAS Education
has been collaborating
with Brian Blatchford,
a local First Nations
artist in Perth.**

*This artwork represents
CTAS Education's commitment to
reconciliation, and the acknowledgement of
our First Nations peoples to the education of
all children and people within Australia.*

*Brian's interpretation of our request to
symbolise the links of learning between
Educators and children is offered through: 'The
circles represent the meeting places/education
services, whilst the handprints show children
and Educators learning together, side by side.'*

*We are proud to continue making steps
towards reconciliation.*

Handbook Disclaimer

This handbook contains information accurate as of **19/08/2026** (V2). Please note that changes to legislation and/or CTAS Education policies may affect the currency of the information provided. CTAS Education reserves the right to amend or update content without prior notice. Students are advised to confirm any updates or changes by contacting CTAS Education Head Office. This handbook has been prepared as a resource to help prospective learners make informed decisions about enrolling in a course that best meets their needs, and to assist students in understanding their obligations as well as those of CTAS Education. Please read carefully. All students are required to read, understand and comply with the policies and procedures outlined in this handbook.

Any queries can be directed to admin@ctas.wa.edu.au

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Empowering the Educator - Your Journey Starts Here

Discover why CTAS Education is the right choice for your future!

At CTAS Education, we are passionate Early Childhood professionals dedicated to Empowering the Educator. Since 2007, we've been delivering high-quality, practical training that focuses on real skills and knowledge— so you graduate confident, competent, and ready to give children the care they deserve.

This handbook is designed to help you make an informed decision about enrolling in a course that suits your learning needs. Inside, you'll find essential information about the course, enrolment, assessment, your rights and responsibilities, and the support services available to you.

Turn your passion into progress! Explore this guide and take the next big step toward shaping young lives and advancing your career in Early Childhood Education and Care. When you choose CTAS Education, you're choosing quality training, dedicated support and a pathway to success.

Our Mission

Our mission is to inspire and empower Early Childhood educators by sharing our knowledge, skills and expertise through high quality personalised training.

Why Choose Us?

We are a Registered Training Organisation (RTO), approved by the Training and Accreditation Council of WA (RTO Code: 51849), delivering Nationally Recognised Training.

Qualifications and Units we deliver:

- CHC30121 – Certificate III in Early Childhood Education and Care
- CHC30125 – Certificate III in Early Childhood Education and Care
- CHC50121 – Diploma of Early Childhood Education and Care
- CHC50125 – Diploma of Early Childhood Education and Care
- HLTAID009 – Provide Cardiopulmonary Resuscitation
- HLTAID012 – Provide an Emergency First Aid Response in an Education and Care Setting

**Workplace
Visits**

**Hands- On
Learning**

**Transparent
Communication**

**Personalised
Trainer Support**

**Industry
Expertise**

**Trainer
Accessibility**

**Established
Excellence**

**Child Safe
Organisation**

CHC50125: Diploma of Early Childhood Education and Care

Course Information

Advance your career with a nationally recognised qualification that empowers you to design inspiring curriculum, lead compliance, and apply specialised knowledge in dynamic early childhood settings. Take the next step and become a leader who shapes young minds and supports fellow educators.

Approved by ACECQA, it meets all regulatory requirements for working in early learning services.

Entry Requirements

Learners must hold:

- a CHC30121 Certificate III in Early Childhood Education and Care *or*
- a CHC30113 Certificate III in Early Childhood Education and Care

Alternatively, individuals may hold:

- An Australian diploma in Early Childhood Education and Care

OR

- An Australian diploma or certificate III in Children's Services.

AND

- Demonstrate at least 12 months of cumulative employment (full-time equivalent) within the last 5 years in a regulated education and care service in Australia, supported by verifiable evidence.

OR

- Hold the CHCSS00147 Entry into Diploma of Early Childhood Education and Care.

Additionally, learners must:

- Be a minimum of 15 years old.
- Be an Australian Citizen, a New Zealand passport holder or hold be an eligible visa holder.
- Be working in an approved education and care service.
- Have suitable Language, Literacy, Numeracy and Digital Skills to complete a Diploma (completion of a LLND assessment will be required)
- Willingness to commit to study.
- Learners must have a valid Unique Student Identifier (USI) to study any qualification or short course in Australia. To create a USI please visit www.usi.gov.au
- A Working with Children Check (WWCC) will be required for employment purposes

Course Location

An approved education and care service you are employed at.

Course Delivery

The course is delivered through a combination of face-to-face training and assessment, in your workplace and online learning and assessment, including:

- One on One Training and Support Sessions
- Workplace Assessments
- Practical Observation Assessments
- Knowledge Assessments
- Verbal Questioning Assessments

This course requires the completion of at least 280 mandatory practical hours in a regulated children's education and care service and National Child Safety Training.

Course Duration

Approximately 1–2 years.

Resource Requirements

- Internet access
- Suitable device to access the Learning Management System
- Access to the Microsoft Office Suite

CHC50125: Diploma of Early Childhood Education and Care

Units of Competency & Learning Journey

The CHC50121 Certificate III in Early Childhood Education and Care consists of 15 units of competency including:

- 12 core units
- 3 elective units

Please provide a copy of your Certification and Statement of Attainment during the enrolment process, for the qualification/s you hold.

Managing Safety and Diversity in Practice	Collaborative Practice and Inclusive Learning	Supporting Development and Creative Growth	Curriculum Planning and Leadership Practice	Service Governance and Environmental Accountability
<i>This stage focuses on maintaining a safe and healthy environment, engaging in reflective professional practice, and managing diversity in early childhood settings to support inclusive and equitable outcomes.</i>	<i>This stage develops skills for Educators to engage meaningfully with families and communities, use information and data to enhance practice, and create inclusive environments where all children feel supported and valued.</i>	<i>This stage supports educators in fostering children's holistic development, wellbeing, and creativity through responsive and engaging learning environments.</i>	<i>This stage builds capability in team leadership, designing meaningful curriculums, and fostering positive educator-child interactions to support quality outcomes in early learning.</i>	<i>This stage develops the skills to lead compliant and sustainable service operations while managing feedback and complaints with professionalism and integrity.</i>
CHCECE041: Maintain a safe and healthy environment for children	CHCECE050: Work in partnership with children's families	CHCECE042: Foster holistic early childhood learning, development, and wellbeing	BSBTWK502: Manage team effectiveness	CHCECE044: Facilitate compliance in an education and care service
CHCPRP003: Reflect on and improve own professional practice	**CHCINM002: Meet community information needs	CHCECE043: Nurture Creativity	CHCECE048: Plan and implement children's education and care curriculum	CHCECE049: Embed environmental responsibility in service operations
**CHCDIV003: Manage and promote diversity	CHCECE047: Analyse information to inform learning		CHCECE045: Foster positive and respectful relationships with children	**CHCECE053: Respond to grievances and complaints about the service
	CHCECE046: Implement strategies for the inclusion of all children			

Learning Outcomes

Gain the skills and confidence to support children's growth and development in a safe, nurturing environment. By completing this qualification, you will be able to:

- **Design & Implement Curriculum:** Aligned with approved learning frameworks to support holistic child development and wellbeing.
- **Lead & Manage Teams:** Foster collaboration, manage teams and guide fellow educators in delivering quality care.
- **Compliance & Quality Standards:** Apply legislation and regulatory requirements to maintain safe, healthy, and inclusive environments.
- **Creativity & Inclusion:** Implement strategies that nurture creativity and support the participation of all children.
- **Families & Community:** Building strong partnerships to enhance children's learning experiences.
- **Professional & Reflective Practice:** Use critical analysis and theoretical concepts to continuously enhance service delivery.

Our Training Team

Behind every great learning journey is our team of passionate Early Childhood professionals. With expertise, experience, and diverse perspectives, they inspire, nurture, and empower—creating exceptional learning experiences that shape the next generation.



Carina Booth
Senior Trainer



Jodie Cergogna
Senior Trainer &
First Aid Trainer



Hannah Dale
ECEC Trainer & Assessor



Wendy Fitzpatrick
ECEC Trainer & Assessor



Tully Langton
ECEC Trainer & Assessor



Holly Gibson
ECEC Trainer & Assessor



Mags Menlove
ECEC Trainer & Assessor



Wasantha Abeyweera
ECEC Trainer & Assessor



Tong Leong
ECEC Trainer & Assessor



Julie McAuliffe
ECEC Trainer & Assessor



Menuka Pakhrin
ECEC Trainer & Assessor



Niki Dumba
ECEC Trainer & Assessor



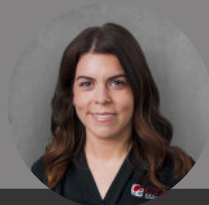
Sarah Gibbison
ECEC Trainer & Assessor



Bridgette Young
ECEC Trainer & Assessor



Sharnee Hamilton
ECEC Trainer & Assessor



Dani Di Lorenzo
Support Trainer



Mel Yule
First Aid Training Coordinator

Training & Assessment Information

Learning Resources & Assessments

All required learning resources and eBooks will be accessible through your Learning Management System (LMS) login. You can also access and submit your assessments via your LMS Dashboard.

If you require learning resources and/or assessments in an alternative format, please discuss this with your Trainer at your initial visit or contact CTAS Education on 9350 9222.

Assessment Methods

Your qualification includes a variety of assessment types designed to evaluate both your theoretical knowledge and practical skills:

- **Knowledge Assessments:** The theory component that measures your understanding and recall of key concepts.
- **Workplace Assessments:** A combination of theory and practical tasks to assess your ability to apply knowledge in real-world settings.
- **Practical Observation Assessments:** Your Trainer and Assessor will observe you performing tasks in your workplace to confirm competency.
- **Verbal Questioning Assessment:** A structured verbal interview to assess your knowledge and understanding.

A due date for each assessment will be applied by your Trainer and Assessor to ensure adequate and ongoing progress throughout your course.

Assessment Feedback & Resubmissions

If you receive a notification that your assessment has been marked 'Not Satisfactory', you will be given an additional attempt along with feedback from your Trainer and Assessor to help you achieve a satisfactory result. This may involve:

- Revising highlighted theory questions
- Providing additional or more relevant information in your answers
- Re-demonstrating an observable practice

At the Trainer and Assessor's discretion, you may be required to complete further training before resubmitting your assessment. If any feedback is unclear, please ask your Trainer/Assessor for clarification.

Competency Requirements

To be deemed 'Competent' in a nationally accredited unit, you must meet all requirements for every element within that unit.

Appeals

If you disagree with an assessment outcome, you have the right to appeal. You can do this at the end of each assessment on the LMS or by contacting your assigned Trainer and Assessor.

Plagiarism and Authenticity

All work you submit must be your own. Plagiarism—taking someone else’s work or ideas and presenting them as your own—is a form of cheating and is taken very seriously by CTAS Education.

You will be required to sign both a Plagiarism Declaration and an Authenticity Statement with each assessment submission.

Plagiarism and cheating are serious offences. Students found engaging in these behaviours will face disciplinary action in accordance with CTAS Education policies.

Use of Artificial Intelligence (AI) Technologies

The use of AI technologies in completing assessments is strongly discouraged. All required information for your course is provided within the learning materials, provided eBooks, assessments, and your workplace. All assessments are screened upon submission for AI-generated content.

If AI use is detected in your assessment(s), further action will be taken in accordance with CTAS Education policies.

Referencing

When acknowledging sources of information, students must understand and correctly apply referencing protocols. CTAS Education requires students to reference all written assessments accurately to avoid allegations of plagiarism.

For more information on referencing styles, please refer to:

- APA: <http://libguides.jcu.edu.au/apa>
- Harvard: <http://libguides.library.usyd.edu.au/c.php?g=508212&p=3476130>

Course Progression

Your Trainer and Assessor, in collaboration with CTAS Education, will actively monitor your course progression. We will work closely with your workplace supervisor or employer to ensure you meet all progress expectations and receive the necessary support to successfully complete your qualification.

You can track your progress across the Units of Competency that make up your qualification via your LMS Dashboard. The dashboard also displays any units for which you have received Credit Transfer and/or Recognition of Prior Learning (RPL), where applicable.

Contacting Your Trainer and Assessor

Your assigned Trainer and Assessor will be your primary point of contact; however, they may not always be able to answer your call immediately if they are assisting other students. Please leave a message, and they will return your call as soon as possible.

You can also reach your Trainer and Assessor via email or through direct messaging on the Learning Management System (LMS).

If you are unable to contact your Trainer and Assessor, please reach out to a Senior Trainer for assistance or contact CTAS Education on 9350 9222.

Carina Booth
Senior Trainer



Ph: 0490 106 154
E: c.booth@ctas.wa.edu.au

Jodie Cergogna
Senior Trainer



Ph: 0450 539 120
E: j.cergogna@ctas.wa.edu.au

Student Support & Wellbeing

CTAS Education is committed to supporting every student throughout their learning journey. We understand that wellbeing and mental health are essential for success, and we strive to create a positive, supportive environment where students can thrive.

A wide range of services is available—both within CTAS Education and through external providers—to ensure you have access to the help you need. Whether it's academic support, mental health resources, or personal guidance, we are here to assist you every step of the way.

Your wellbeing matters to us because a healthy mind and body are the foundation for effective learning and personal growth.

**Learning
Support**

**Support
Service
Guidance**

**Wellbeing
Officer**

**Mental Health
Support**

Study Days & Additional Trainer Support

CTAS Education offers regular Study Days at our Welshpool Head Office, providing students with dedicated study time in a quiet and supportive learning environment. These sessions are designed to help students progress through their qualification, complete assessments, ask questions, and build confidence in their knowledge and skills.

To further support our students, a Trainer is rostered at the Head Office each day throughout the week. This ensures students have access to trainer support when their assigned Trainer may be attending workplace visits or supporting other students. Students are encouraged to contact or visit the office at a convenient time to ask questions, seek clarification, receive additional training, or obtain assessment guidance.

For information about upcoming Study Days or to arrange additional support, please contact CTAS Education on 9350 9222.

Literacy & English as Additional Language (EAL) Support

- Read Write Now 1800 018 802
- Reading Writing Hotline 1300 655 506
- Translation & Interpreting 1300 655 820
- DSF Literacy Clinics DSF: <https://dsf.net.au/>

Please note that fees may be charged by external services.

Student Support & Wellbeing

Did You Know, We Have Our Own Wellbeing Officer?

If you don't feel comfortable speaking with your Trainer/Assessor, or if the matter involves them, please contact our dedicated Wellbeing Officer on 9350 9222. Our Wellbeing Officer is here to provide confidential support and can also assist you in connecting with external services to ensure your wellbeing.

Debra Mullins
Wellbeing Officer



Mental Health Support Services

For severe or urgent support please go directly to the emergency department at your local hospital or call emergency services: 000

Crisis counselling service such as:

- Lifeline Australia 13 11 14 (24hrs)
- Mental Health Emergency Response Line: Metro 1300 555 788 (24hrs) Peel 1800 676 822 (24hrs)
- Rurallink 1800 552 002 (4.30pm – 8.30am weekdays, 24 hrs at Weekend)
- Beyond Blue 1300 22 4636
- Suicide Callback 133 659 467
- Kids Helpline 1800 55 1800
- 13 Yarn 13 92 76
- 1800Respect 1800 737 732

For ongoing Mental Health Support please talk to your doctor or healthcare professional regarding a mental health treatment plan.

Online resources are also available:

- SaneForum: www.sane.org
- Think Mental Health: www.thinkmentalhealthwa.com.au
- WA Youth Directory Home: <https://wayouthservicesdirectory.org.au/>
- Beyond Blue: <https://www.beyondblue.org.au/>

Our Leadership & Support Team



Jenna Simmons
RTO Manager



Lynne Meyjes
Compliance & Admin
Manager



Debra Mullins
Training Coordinator



Jess Bedford
Client Support
Coordinator



Alice Jackman
Course Coordinator



Carina Booth
Senior Trainer



Jodie Cergogna
Senior Trainer



Eldrene Navarro
Admin Officer



Philippa Jaques
Enrolment Officer



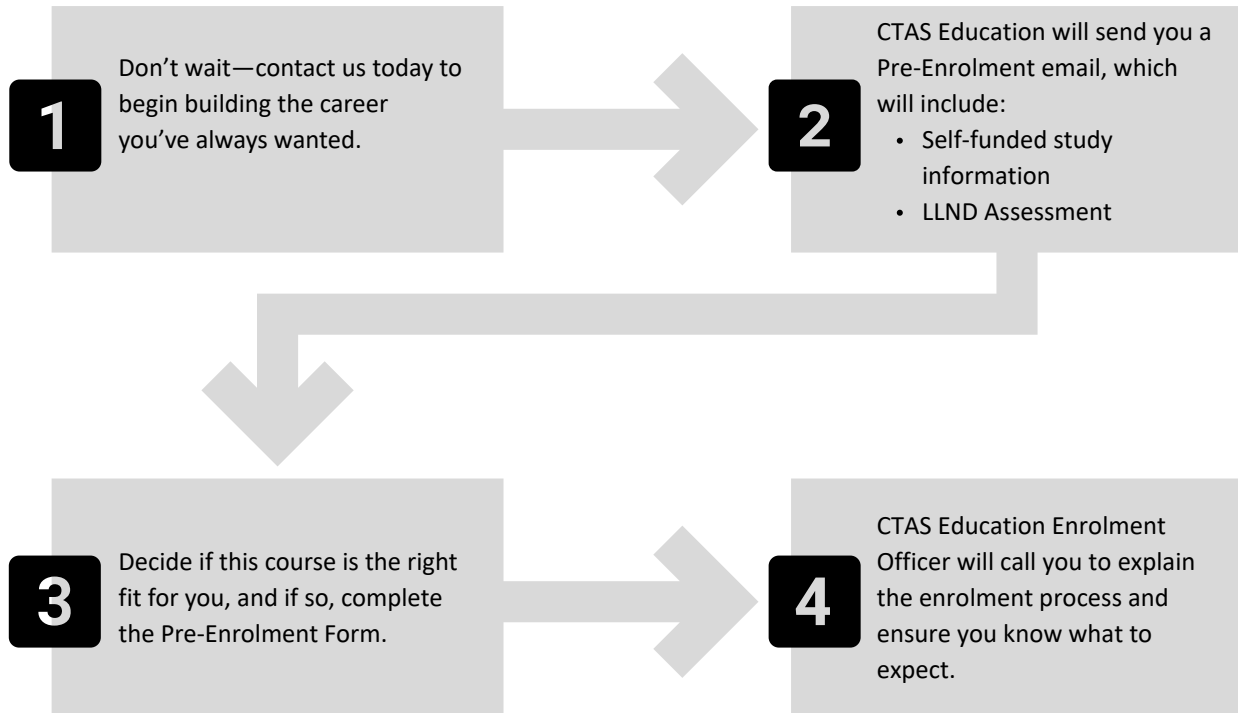
Lauren Muir
Accounts Officer

Our **Leadership & Support Team** are located at our Head Office in Welshpool and can help with:

- Course Information
- Enrolment
- Advice on training contract changes, e.g., suspension, transfers, completion or terminations.
- Invoicing, Payment Methods and Receipts
- Student Smart Riders
- General Enquiries

Department	Phone Number	Email
Accounts	9350 9222	accounts@ctas.wa.edu.au
Admin	9350 9222	admin@ctas.wa.edu.au
Enrolments	9350 9222	enrolments@ctas.wa.edu.au
LMS Support	9350 9222	lmssupport@ctas.wa.edu.au

Pre-Enrolment Process



Enrolment Confirmation & Next Steps

Once your enrolment documentation is complete and your Training Plan is signed, your enrolment will be confirmed. A dedicated Trainer and Assessor will be assigned to support, mentor, and guide you throughout your course. You will also receive invitation by email, inviting you to join our Learning Management System.

Induction & Training Schedule

An initial site visit will be arranged at a convenient time with your Trainer and Assessor to complete your induction and commence training. Following this, your Trainer will visit your workplace every 6–8 weeks to provide:

- Face-to-face training
- Practical observation assessments
- Ongoing support, mentoring, and guidance

Self-Funded Study

This course is offered on a self-funded basis, which means there is no government subsidy. You'll cover the full tuition fees yourself, following CTAS Education's Fees and Charges Policy.

If you'd like a personalised quote, simply call us on (08) 9350 9222—we're happy to help.

Choosing a self-funded option also means your study is independent of your employment. Your employer isn't responsible for your course fees, study requirements, or completing the qualification—this is your personal learning journey.

Additional Information

Unique Student Identification (USI)

A Unique Student Identifier (USI) is required for all Australians undertaking nationally recognised training. It enables students to access a secure online record of all qualifications achieved since the system was introduced on 1 January 2015, regardless of the training provider.

As a Registered Training Organisation (RTO), CTAS Education cannot issue Certificates or Statements of Attainments without a valid USI. Therefore, it is mandatory for all students to provide their USI upon enrolment. If you do not have a USI, please visit <https://www.usi.gov.au/students/get-a-usi> for more information and instructions on how to apply.

However, if you have been granted an exemption under the Student Identifiers Act 2014, CTAS Education will issue the relevant training records in accordance with our Qualification Issuance Policy. Please note that in such cases, your results will not be reported to AVETMISS nor appear on the USI register.

CTAS Education updates USI data with training progression four times per year.

Credit Transfer and Recognition of Prior Learning (RPL)

Credit Transfer

CTAS Education recognises AQF qualifications and Statements of Attainments issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications previously completed. To apply for a direct credit transfer, you must provide a copy of your official documentation (certificates and/or statements). Please note that all documentation provided will be verified to ensure authenticity before credit transfer is granted.

Recognition of Prior Learning (RPL)

RPL is an assessment process that evaluates the skills and knowledge you have gained through prior study and/or experience. The purpose of RPL is to acknowledge your existing competencies without requiring you to complete the full training and assessment process. You will need to provide relevant evidence for your Assessor to make an informed judgment.

Recognition of Current Competencies (RCC)

RCC is similar to RPL but applies when a student has previously completed the requirements for a unit of competency and needs to be reassessed to confirm that competence is maintained.

For further information, please contact the CTAS Education Enrolments Officer at enrolments@ctas.wa.edu.au

Qualification Issuance

Once you have successfully met all assessment requirements for your nationally recognised qualification and all fees have been paid in full, CTAS Education will issue your Certificate and Academic Transcript within thirty (30) days. The Academic Transcript will list all units that have been deemed competent, credit transferred, or recognised through RPL.

If you withdraw from your qualification before completing all requirements, you will receive a Statement of Attainment for the units that have been deemed competent, credit transferred, or recognised through RPL.

All Certificates, Academic Transcripts, and Statements of Attainments will be issued electronically.

Re-Issuing

An administration fee of \$20.00 may apply for the re-issuance of a digital Certificate, Academic Transcript, or Statement of Attainment. For hardcopy re-issuance, an administration fee of \$50.00 applies.

Additional Information

Privacy Notice

As an RTO, we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course. We will not disclose your information to any person or agency without your consent, unless required by law.

Feedback, Complaints and Appeals

CTAS Education values your input and is committed to continuous improvement.

Feedback: General input (positive or negative) from students or stakeholders, used to improve training and services.

Complaint: Formal expressions of dissatisfaction about the RTO, staff, or services, requiring fair and timely resolution.

Appeal: Requests to review or reconsider decisions made by the RTO, such as assessment outcomes, handled through a transparent process.

As part of this process, you will be invited to complete three structured surveys within the first 12 months of training. These surveys are conducted systematically to gather meaningful feedback and implement improvements that enhance your learning experience and overall journey.

We also welcome feedback at any time and will specifically request it upon course completion via an online survey. Additionally, the AQTF requires both learners and employers to complete a satisfaction survey during the completion process.

Complaints Process

CTAS Education accepts complaints through multiple channels to ensure accessibility for all individuals. If you are dissatisfied with any aspect of your training, you can lodge a formal complaint using any of the following methods:

- **By phone:** Contact the Administration and Compliance Manager at CTAS Education Head Office on (08) 9350 9222
- **In person:** Visit the CTAS Education Head Office at 8A Babel Road, Welshpool WA 6106
- **By email:** Send a written complaint, addressed to the RTO Manager, to admin@ctas.wa.edu.au
- **By post:**
RTO Manager
CTAS Education
PO Box 353
Cannington WA 6987

If you are under 18 years of age, your parent or guardian may lodge a complaint on your behalf.

All complaints are taken seriously and will be handled in accordance with our Feedback, Complaints and Appeals Policy. If you are unhappy with the outcome, you have the right to appeal the decision and request a review.

Student's Rights

At CTAS Education, we want you to feel supported and informed throughout your learning journey.



Clear Information Before You Enrol

You have the right to receive accurate details about:

- Your course (units, duration, delivery mode)
- Fees and payment options
- How assessments work
- The support services available to you



Fair and Quality Training

You are entitled to:

- Qualified trainers and assessors
- Training and assessment that meet national standards
- Feedback that helps you succeed



Support When You Need It

We provide access to:

- Academic and learning support
- Wellbeing and mental health resources
- Help with assessments and study skills



Complaints and Appeals

If something isn't right, you can:

- Make a complaint about any aspect of your training
- Appeal an assessment decision We will handle all complaints fairly and promptly.



Privacy and Confidentiality

Your personal information will be kept safe and only used for legitimate training purposes.



Your Qualification

Once you complete your course and meet all requirements, you will receive your Certificate or Statement of Attainment within the required timeframe.

Contact Information



Phone Number
(08) 9350 9222



Website
www.ctas.wa.edu.au



Email
admin@ctas.wa.edu.au



Address
8a Babel Rd, Welshpool WA 6106
PO BOX 353 Cannington WA 6987

For additional information, relevant student policies and procedures are available on our website, [click here](http://www.ctas.wa.edu.au).