Welcome to Box Hill Institute

Faculty of Health, Community and Animals
Program: CHC30121 Certificate III Early Childhood Education and Care

Pre-Orientation Information Session

April 2024 | Janine Johnston

Acknowledgement of Country

We would like to acknowledge the Traditional Custodians of the lands we meet on today, the Wurundjeri people and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging and also extend that respect to any other Aboriginal or Torres Strait Islander people present today.

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Welcome to Box Hill Institute

Welcome to Box Hill Institute.

Thank you for choosing us as your preferred place of learning to commence your career as an early childhood educator.

We are excited to offer you the best teachers and facilities to meet and exceed your expectations.

The following information is provided to assist you to begin your studies in Early Childhood Education and Care .

General Information

Enrolment and Fees

Early Childhood courses offered at BHI attract fees that must be paid at the time of enrolment.

Course fees are charged and payable per calendar year and are made up of:

- Course Tuition (costed per unit) (Free TAFE for eligible students)
- Service & Amenities (annual payment/pro rata)
- Course Teaching Materials (costed per unit).

If a course crosses over two calendar years, at enrolment you will be charged **only** for that calendar year, then in the following calendar year you will be charged for the remaining part of your course.

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Enrolment and Fees

- Students are considered "enrolled" once they have completed of an official enrolment form and made payment of required fees. Students who do not pay fees at enrolment will not be able to attend classes.

- If students do not complete units within the enrolment period they will need to re-enrol in the unit and pay any associated fees – **Government funding may not apply**

- If you believe that you will not complete the units within the enrolled semester please seek advice from your unit teacher.

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Student Code of Conduct

The Student Code of Conduct applies to all students across Box Hill Institute and aims to ensure the safety, comfort and well being of everyone at the Institute.

Ensure your actions and words support teaching and learning:

- Be punctual and meet all attendance requirements, submit your own words truthfully and on time.

- Follow your teacher's instructions and directions in a prompt and respectful manner.

- Produce identification or your student ID card if requested by an Institute staff member

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Student Code of Conduct

<u>Respect yourself and others:</u>

- Harassment, vilification, bullying including cyber bullying, physical, psychological, sexual abuse including child abuse, and verbal assault is not acceptable and will not be tolerated.

- You must not use ICTs or communications, such as social media, mobile phones, text or instant messaging and websites to engage in behaviour that could reasonably be considered to have a negative impact on another person, cause them harm, or make them feel unsafe.

- Respect the right to privacy and the property of others including their intellectual property.

- Be free from the influence of alcohol and/or drugs on campus. Students under the influence will be requested to leave the Institute.

https://pixabay.com/vectors/boy-children-drawing-female-girl-1298788/

Student Code of Conduct

- Illegal activities will be referred to the police.

- Refrain from smoking in all campus buildings and grounds, or littering or damaging, stealing or misusing any Institute property.

- Comply with Box Hill Institute and CAE policies and procedures.

Breaches of the Student Code of Conduct may result in action according to Institute policies and procedures including the Student Conduct Management Policy and Procedure
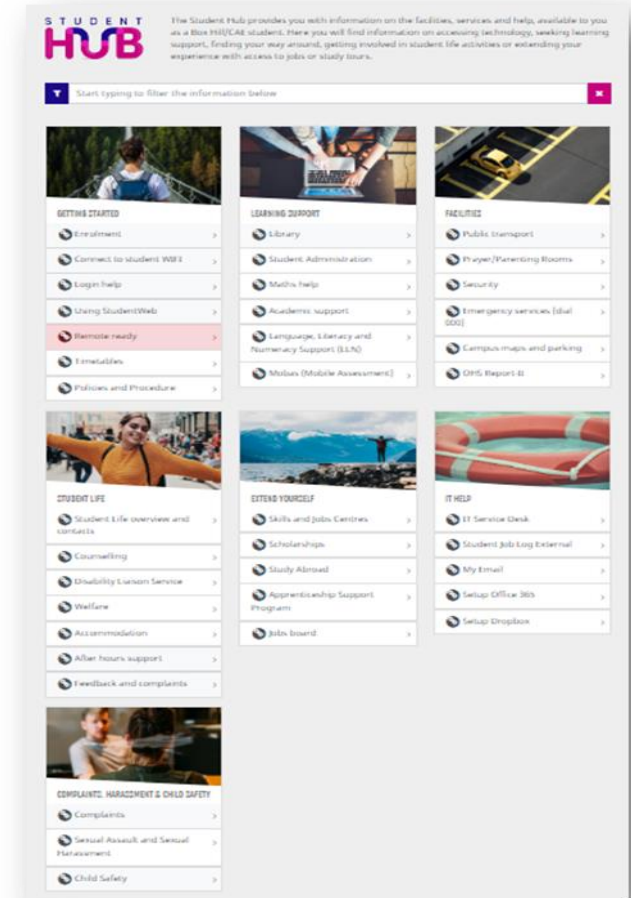
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StudentHub

Located in the StudentHub, you will find information and videos with information around the following topics –

- Getting started

- Facilities

- Studentlife

- IT Help

- Learning Support

- How to Guides

- Remote ready

- Timetables

- Fees & Refunds

- Policies and procedures

- COVID 19 Information

- Complaints, Harassment and Child Safety

https://studentweb.bhtafe.edu.au/studenthub

Course Specific Information

Course Delivery

The Certificate III of Early Childhood Education

Care has 17 units in the qualification

Duration –

Full time (4 days per week) –

9 months (no classes on public holidays or during

term breaks)

Part time (3 days per week) – 13 months (no

classes on public holidays or during term breaks)

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2024 Class Days & Delivery Method

Full time – Monday & Tuesday, Thursday & Friday, 9.30am – 3pm, on campus. Students need to also be available on Wednesday mornings for delivery of PlayBox Playgroup

Part time – Monday & Tuesday (on campus), Thursday (remote delivery), 9.30am – 3pm. Students need to also be available on Wednesday mornings for delivery of PlayBox Playgroup

PlayBox Playgroup

As part of our delivery model, all Certificate III ECEC students will be required to participate in the PlayBox Playgroup.

PlayBox Playgroup is a playgroup available to children and families within the local community and is implemented by the students, and overseen by a BHI Trainer and Assessor.

Students will be able to practice and develop their skills and knowledge in this space before undertaking the work placement component

PlayBox Playgroup is a registered Playgroup with Playgroups Victoria

Timetables

Timetables may vary over the term and semester. Subjects/units are not all of the same duration and so may start and finish in different weeks and times.

It is your responsibility to ensure that you are aware of when and where your classes are occurring

Communication about your timetable is -

- Via Student Web site http://studentweb.bhtafe.edu.au/ . (Type in your student identification number and password, then go to "my timetables".

- Group Codes can also be used to access your time table –
    - Group Code for Cert III part time - EC3L2
    - Group Code for Cert III full time – EC3L3

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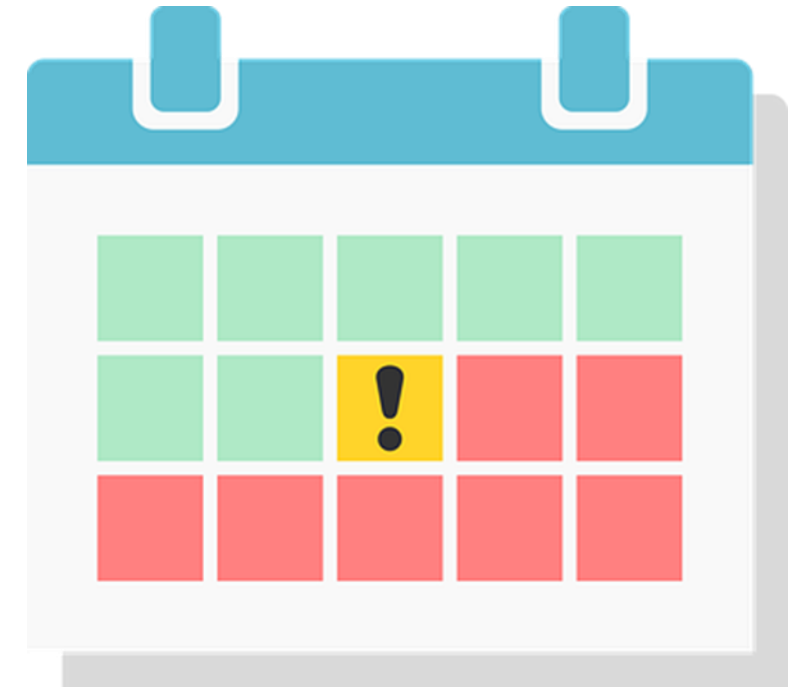
Attendance

Students are expected to meet the designated attendance requirements advised on the unit plan.

• Students who attend less than 80% of the scheduled classes in a unit without communicating with their teacher may be at risk of completing the unit

• When students are absent from class without advising the teacher, the teacher will attempt to contact the student (phone, SMS & email) – if after 3 attempts the student can not be contacted and does not return to class, the student will be withdrawn from the unit

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Assessment Requirements

Students are expected to successfully complete all assessments for each unit within the enrolment period.

All work, both theoretical and practical, will be assessed in relation to the demonstration of the required skill and knowledge according to each unit of competency.

You will be informed of your assessments in the first week of classes for each unit via student web and on the unit plan.

All learning materials, unit outlines and assessment tasks will be available on commencement of the unit on Studentweb

Plagiarism, Cheating & Collusion

- Box Hill Institute has a comprehensive strategy to ensure that students are fully informed of plagiarism, collusion and cheating, and relevant prevention, detection and management strategies are put in place.

Term	Definition
Plagiarism	is to take someone's words, ideas or other materials and present them as your own
Collusion	is an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include: • unauthorised and unacknowledged joint authorship in an assessment task • unauthorised and unacknowledged copying or use of material prepared by another person for use in assessment
Cheating	is to seek to obtain an unfair advantage in an examination or test.

Work Placement

- There is a mandatory requirement to undertake work placement in a regulated Childhood Education and Care setting – minimum 160 hours. During these hours you will be required to work with children in a 0 – 2 year old context and children aged 3 years and above

- Work placement services for placement will be sourced by Box Hill Institute


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Working With Children Check

Under the Working with Children Act 2005 ('the Act'), only people 18 years or over who are doing child-related work and who are not exempt need a Check. This applies to both paid and volunteer workers.

1. Apply for WWCC online http://www.workingwithchildren.vic.gov.au

2. Take required documents/ID to Post Office for processing

3. You will receive an SMS of the outcome once application has been processed

4. WWCC card will be sent to you in the post

5. Services require you to have the card in order to commence placement (receipt that you have applied is not acceptable)

6. Volunteer WWCC is free (accepted for work placement), Employee WWCC is $123.20
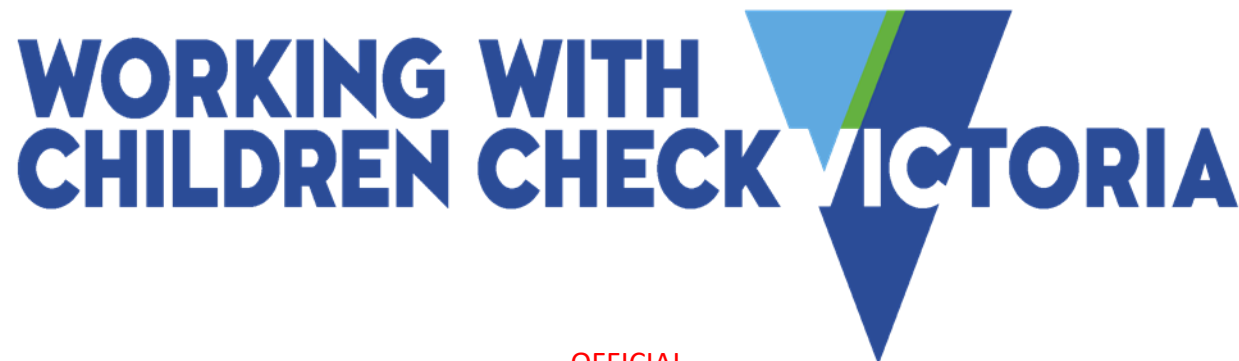
2 day compulsory orientation session – what to expect

- Meeting the teaching team

- Meeting your classmates

- Studentweb training

- Campus tour

- Student cards

- Fun and engaging activities

- Further information around the course

- Set you up for success!!

Thank you – Questions?

We wish you every success for your studies