

SHORT COURSE  
**CHILD PROTECTION REFRESHER**

**TRAINING PROGRAM**



VOCATIONAL  
RELEVANCE

Refresh your child protection knowledge and maintain currency in the workplace. It is mandatory for all early childhood educators to complete a non-accredited refresher training course every 12 months. Stay compliant and add to your professional development toolbox, while participating in an informative, interactive workshop.

## PROGRAMME DELIVERY

 **CAMPUS**

Available at Burleigh, Lismore and Murwillumbah campus. Also available externally.

 **PROGRAMME DURATION**

Expected duration: 3 hours  
Nominal duration: 3 hours

 **COMMITMENT (HOURS)**

Component	Weekly	Total Course
Classroom training	3 hour workshop	3 hours

 **DELIVERY**

Face to face.

 **THIRD PARTY ARRANGEMENTS**

ACE Community Colleges is responsible for the issue of all certificates of participation.

 **WORKPLACE AGREEMENTS**

Not applicable.

 **TRAINER ACCESS AND LEARNING SUPPORT**

Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

 **GENERAL SUPPORT SERVICES**

Pre-admission surveys allow us to evaluate language, literacy and numeracy capabilities prior to enrolment. This is done with reference to the Australian Core Skills Framework, helping us to determine individual needs relative to the demands of the course and to estimate support requirements. Once enrolled, students can then access foundational support adapted to their individual needs and circumstances.

## ENROLMENT AND PARTICIPATION



### APPLICATION

Enrolment is contingent upon an application being accepted. Factors considered in the evaluation of enrolment applications include meeting programme entry requirements, eligibility for a training subsidy (where applicable), the outcome of screening processes (for example, police checks), past payment of fees and acceptance of the terms of enrolment.



### ENTRY REQUIREMENTS

This course is suitable for individuals who hold a qualification at Certificate III or higher in early childhood education and care or are employed in the early childhood industry.



### REQUIRED MATERIALS AND EQUIPMENT

Not applicable.



### COMPLETION AND CERTIFICATION

A certificate of participation will be issued by ACE Community Colleges upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days.



### PARTIAL COMPLETION

Not applicable.

## FEES AND SUBSIDIES



### FULL COURSE FEE

Please contact Student Services for a quote.



### CARDHOLDER DISCOUNT

Not applicable.



### SUBSIDIES AVAILABLE

Yes in New South Wales – see box below. Please refer to the relevant Subsidy Fact Sheet provided at enrolment for subsidised fees, eligibility criteria and more information.



### COURSE MATERIALS

The course fees specified are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course.



### ADDITIONAL CHARGES

Not applicable.

Adult and Community Education (ACE) Program (NSW). Applicants eligible for enrolment under the *ACE Program* to note that this training is subsidised by the New South Wales Government.

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## FURTHER INFORMATION



### STUDENT HANDBOOK

Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations, USI and a range of general information. While our Student Handbook also contains the specific details of our complaints and appeals process, it can also be accessed on our website at <https://www.acecolleges.edu.au/students/>



### CAMPUS CONTACT DETAILS FOR ENQUIRIES

BURLEIGH: 07 5520 3026 | [burleigh@acecolleges.edu.au](mailto:burleigh@acecolleges.edu.au)

MURWILLUMBAH: 02 6672 6005 | [mbah@acecolleges.edu](mailto:mbah@acecolleges.edu)

LISMORE: 02 6622 1903 | [lismore@acecolleges.edu](mailto:lismore@acecolleges.edu)