



Course Duration & Hours of Attendance

The Certificate III in Children's Services is available both face-to-face (full-time & part-time) and by distance education (a combination of correspondence and online learning). Please see the relevant course enrolment form for more details.

Certificate III in Children's Services CHC30708

Child Care Assistant Course

Child Care is an industry that continues to experience enormous growth and expansion. In Australia the demand for suitably qualified Child Care Assistants continually exceeds supply. This ensures excellent employment opportunities for our Child Care Assistants (with an amazing 90-100% of our graduates being successfully employed within just weeks of their course completion).

The Suzan Johnston Organization has an enduring reputation for excellence within the Australian and International Child Care Profession. Our graduates are highly regarded and sought after for their capable, professional approach.

At Suzan Johnston we are totally committed to producing the highest calibre of Child Care Workers: our graduates are truly dedicated and skilled in providing the best possible standard of care for children.

Qualifying you as both a Child Care Assistant and a Professional Nanny!
Dual qualifications making you versatile and extremely employable!

STEVE STOKES

Was a Training Officer for TAC. Now employed as a **Child Care Worker.**



"After completing my Child Care Course with Suzan Johnston I was successful in gaining the first job that I applied for – and I couldn't be happier. My knowledge, understanding of the role and my Suzan Johnston Qualifications made all the difference!"

RACHAEL BUSBY

Was working part-time in Retail. Now a **Child Care Assistant.**



"Suzan Johnston has been fantastic! It is a highly supportive environment and it gave me career direction and the confidence to succeed. During the course I participated in practical placement which immediately lead to my current full-time position as a Child Care Assistant. Thank you to the Suzan Johnston Team!"

IRA KRISTİYANTI

Was unemployed. Now a **Child Care Assistant!**



"I recently arrived from Indonesia and wanted a short, intensive course that offered excellent career opportunities. Fortunately, I enrolled in the Suzan Johnston Course and I acquired a job working as a Child Care Assistant before the course was even finished! Suzan Johnston opened opportunities for me to work in Australia in the field that I love! Thank you!"

Subjects include:

Support the Development of Children (Birth to 6 Years)

You will study children's growth, development and the major milestones. Learn how to work successfully with children, whilst assisting with their physical, social, emotional, cognitive & language development.

Child Observations

You will acquire the necessary skills to monitor, evaluate and record each child's individual developmental needs, interests and strengths. This unit will also assist you in organising activities/experiences for children who are attending a child care centre.

Caring for Babies and Children

- Providing physical care for infants & babies (i.e. nappies, bathing etc)
- Settling newborns
- Formula feeding, breastfeeding & sterilisation
- Understanding & responding to the needs of babies
- Developing nurturing relationships with children
- Attachment & separation - appropriate responses
- Games for infants, babies & children
- Dental hygiene/teething
- Development of self-help skills (toilet training & feeding) etc

Play and Learning

- Learn how to provide an appropriate, diverse & stimulating environment for different age groups (birth to 12 years)
- Understanding the importance of childhood
- Learn how to actively guide & facilitate play for the various ages

Interact Effectively with Children

- Effective Communication skills
- Liaising with children, parents & co-workers
- Positive Body Language
- Culturally appropriate communication methods
- Positive behaviour & guidance strategies
- Developing a child's self-esteem

Occupational Health & Safety

- How to work safely
- Identifying hazards and risks
- Dealing with emergency situations (fire drills & evacuation etc)

First Aid

This course also includes complete Emergency First Aid Training including:

- St John Ambulance, Level 2 First Aid
- St John Ambulance, First Aid Management of Anaphylaxis

Ensure Children's Health and Safety

- Maintaining a clean and hygienic environment
- Recognising & responding to signs of illness
- Provide a safe environment
- Supervise the safety of children
- Administering medication
- Manage & respond to allergies and anaphylaxis
- Prevention, recognition & reporting of child abuse

Legal and Ethical Guidelines

- Working ethically and within legal/legislative guidelines
- The rights of children within your care
- Following procedures

Working Effectively with Others

- Time Management
- Negotiation skills
- Effective Communication & Interpersonal Relationships
- Working within a team environment

Working with Families

- Establishing a positive relationship with family members
- Exchanging information with families regarding the child
- Assisting children with their transition into care
- Active listening & questioning skills

Nutrition and Food Preparation

- Infant feeding
- Food handling (hygiene standards & procedures)
- Nutritional needs for children of all ages
- Food groups & serving sizes

Supporting the Behaviour of Children

- Developmental & emotional reasons for inappropriate behaviour
- Using positive support techniques
- Management of inappropriate behaviour
- Children with additional needs
- How to develop a child's understanding of 'right' & 'wrong'

Practical Placements (Work Experience)

An important component of the course is your practical work experience. The course will include extensive 'hands on' placement within a Child Care Centre and also an optional nanny placement (a total of 200 hours practical work experience). Practical Placement assists you to gain the essential experience and confidence required for employment, as well as giving you the opportunity to apply and further develop your skills and knowledge.

Nannying Skills

This unit will equip you with the necessary knowledge and skills to be a professional Nanny.

- Understanding the role of a Nanny
- The importance of good communication between Nanny & family
- Time Management
- Settling in & working in someone else's home
- Safety in the home
- Caring for the sick baby/child at home
- Travelling with children

Confidence, Image Development & Interview Preparation

(Full-time Course only)

Skills are simply not enough in today's competitive employment market – develop that winning edge!

- Personal grooming & presentation (dressing for success, make-up application etc)
- Deportment, posture & body language
- Speech & communication
- Social and business etiquette
- Resumé preparation
- Job interview skills (includes mock interview workshops & individual assistance with how to handle all types of interview questions)

Opportunities for further studies

Suzan Johnston Graduates who wish to further pursue their child care studies will receive a one year credit transfer into the Diploma in Children's Services.

Employment

As a Suzan Johnston Child Care Assistant you will be qualified to work in a variety of exciting positions within children's services including:

- Child Care Assistant in a Child Care Centre, Occasional Care or in a Long Day Care Service
- Child Care Assistant within a Kindergarten/Pre-school
- Professional Nanny (within Australia or Overseas)

As part of your course, you will be introduced to Melbourne's leading Child Care and Nanny Employment Agencies. These Agencies not only endorse our Child Care Training Course but also actively assist our students in finding suitable employment. Also the contacts our students make throughout their practical work experience can often lead to permanent full-time positions.

For many years we have taken pride in the excellent job placement results our Child Care and Nanny graduates have achieved.

Accreditation & Austudy

The Suzan Johnston Certificate III in Children's Services is fully accredited with the Victorian Registration & Qualifications Authority - which ensures that your training will be recognised by employers Australia wide. Financial assistance in the form of 'Austudy' or 'Youth Allowance' is available for eligible students.



* See pages 14 & 15 for more Suzan Johnston Success Stories