

Order of Study

10983NAT Certificate III in Outside School Hours Care (Online self-directed)

On successful completion of all 15 units you will receive a **Certificate III in Outside School Hours Care**.

Follow the below order when enrolling. Enrol in no more than 1 cluster per intake, unless otherwise advised.

Enrolment Code		Unit Code	Unit Name	Unit Type	Suggested Placement Hours	Study Period Schedule	
Must complete in order as listed below						Intake	Completed
	VPC320	VPC320	A mandatory minimum requirement of 320 hours of Placement must be completed at a registered and licenced Outside School Hours Care (OSHC) service for the full duration of the course. You are expected to source a School suitable in your area. All paperwork needs to be processed before placement can commence in your first enrolment.			TAFE Queensland Online will enrol you in VPC320 when your Placement paperwork is approved	
1	CLS-ACC-0019 Workplace Safety	HLTFSE001 HLTWHS001	Follow basic food safety practices Participate in workplace health and safety	Core Core	46 hours		Completed
2	CLS-ACC-0024 Legislation	CHCLEG001 CHCPRT025	Work legally and ethically Identify and report children and young people at risk	Core Core	46 hours		Completed
3	CLS-ACC-0018 Working with Others	BSBTWK201 CHCDIV001	Work effectively with others Work with diverse people	Core Elective	46 hours		Completed
4	CLS-ACC-0017 Reflective Practice	BSBPEF201 CHCPRP003	Support personal wellbeing in the workplace Reflect on and improve own professional practice	Elective Elective	46 hours		Completed
Enrol into CHCEDS049 and the Reflective Practice Cluster in the same TOL Intake study period							
5	CHCEDS049	CHCEDS049	Supervise students outside the classroom	Core Core	46 hours		Completed
	CLS-ACC-0015 Behaviour and Relationships	CHCCCS009 CHCSAC008	Facilitate responsible behaviour Work collaboratively and respectfully with school age children	Core	46 hours		Completed

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School Age Development and Planning: Evidence of a minimum of 320 hrs is required in total by the end of this cluster and graded satisfactory at this point of the course

6	CLS-ACC-0016 School Age Development and Planning	CHCSAC006 CHCSAC007 CHCSAC009	Support children to participate in school age children Develop and implement play and leisure experiences in school age care Support holistic development of children in school age care	Core Core Core	46 hours		Completed
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You must complete your First Aid and submit an official copy of your results prior to the commencement of your last cluster

7	First Aid	HLTAID012	Provide First Aid in an education & care setting	Core			Completed
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NOTE	Electronic resources are available through Connect , TAFE Queensland's Learning Management System. You must have access to the internet and a reliable PC with Microsoft Office for Windows to be able to complete assessment tasks in line with the assessment requirements.						
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All information was accurate at the time of publication 22/01/2024 v1.0



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html>.

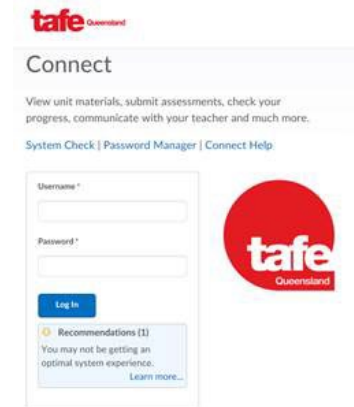


CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Watch the 45-second video on how to login to Connect by [clicking here](#). Alternatively, [download this PDF](#) to get all the details.

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.