

# National Certificate in Early Childhood Education & Care

Level 3 - Version 4



Do what  
you love  
and gain a  
qualification


Do you have a passion for caring  
for babies and young children?


**porse**<sup>®</sup>  
Education & Training



## Who We Are And What We Offer

PORSE Education & Training (NZ) Ltd is an accredited Private Training Establishment with a strong focus on early childhood education and care as it applies to nurturing respectful relationships between adults and children.

 **Our Vision** To unleash human potential through purposeful teaching and learning.

 **Our Mission** To have all people engaged in completing qualifications and gaining employment.

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## What is the National Certificate in Early Childhood Education & Care (Level 3)?

The National Certificate in Early Childhood Education & Care (Level 3) is a course that inspires carers, parents and educators who have a commitment to work and learn alongside preschool children.

This course is accredited by the New Zealand Qualifications Authority (NZQA) and offers unit standard-based learning and a nationally recognised qualification.

This is a distance learning course and learners can study independently or attend Programme Study Options, provided by PORSE Community Teams.

Enjoy the flexibility of 21 weeks of self-paced learning alongside a child in your care.

# Level 3 Programme Structure

The National Certificate in Early Childhood Education & Care (Level 3) programme offered by PORSE consists of 18 Unit Standards.

Unit	Level	Credit	Unit Standard Title
10013	3	2	Explain the purpose, aspirations, structure, and relevance of the New Zealand Early Childhood Curriculum, Te Whāriki
10019	3	4	Describe and contribute to safe practices and a safe environment for a child in an ECE service
10020	2	2	Describe personal and environmental hygiene and safety practices in an ECE service
10021	2	3	Describe the basic needs of children in an ECE service
10022	2	3	Demonstrate knowledge of attachment patterns and short-term separation in an ECE service
10023	2	2	Describe transition situations in an ECE service
10024	2	3	Demonstrate knowledge of promoting the health and wellbeing of children in an ECE service
10026	3	5	Demonstrate knowledge of development and learning of children and its relevance to an ECE service
10032	2	2	Demonstrate knowledge of ethics in an ECE service
20406	3	4	Demonstrate knowledge of, and apply, effective communication with diverse whānau/families in an ECE service
20407	3	4	Demonstrate knowledge of cultural diversity in an ECE service
26707	3	6	Describe the value of play and create resources for children's development and learning in an ECE service
26708	3	5	Develop reciprocal and responsive relationships with a child in an ECE service
26709	3	3	Conduct an observation of a child in an ECE service
26712	2	4	Demonstrate knowledge of, and apply, age-related nutrition needs in providing food for a child in an ECE service
26715	2	3	Describe professional image and demonstrate professional behaviours required of an early childhood educator
27145	3	4	Develop, implement, and evaluate a learning plan for children in an ECE service
27146	3	4	Demonstrate knowledge of organisations relevant to ECE services in Aotearoa/New Zealand

## What You Will Learn

Learners who successfully complete the National Certificate in Early Childhood Education & Care (Level 3) offered by PORSE will be able to demonstrate their knowledge and understanding of:

- the importance of using Te Whāriki as a curriculum document to plan, implement and evaluate a child's learning
- child development and how play and secure attachment relationships support a child's learning
- how effective communication and support can contribute to the creation of responsive and reciprocal relationships between culturally diverse whānau/families, and the Early Childhood Education service
- ethical dilemmas that may occur within Early Childhood Education services and how they impact on professional behaviours of early childhood educators.

## Employment Pathways

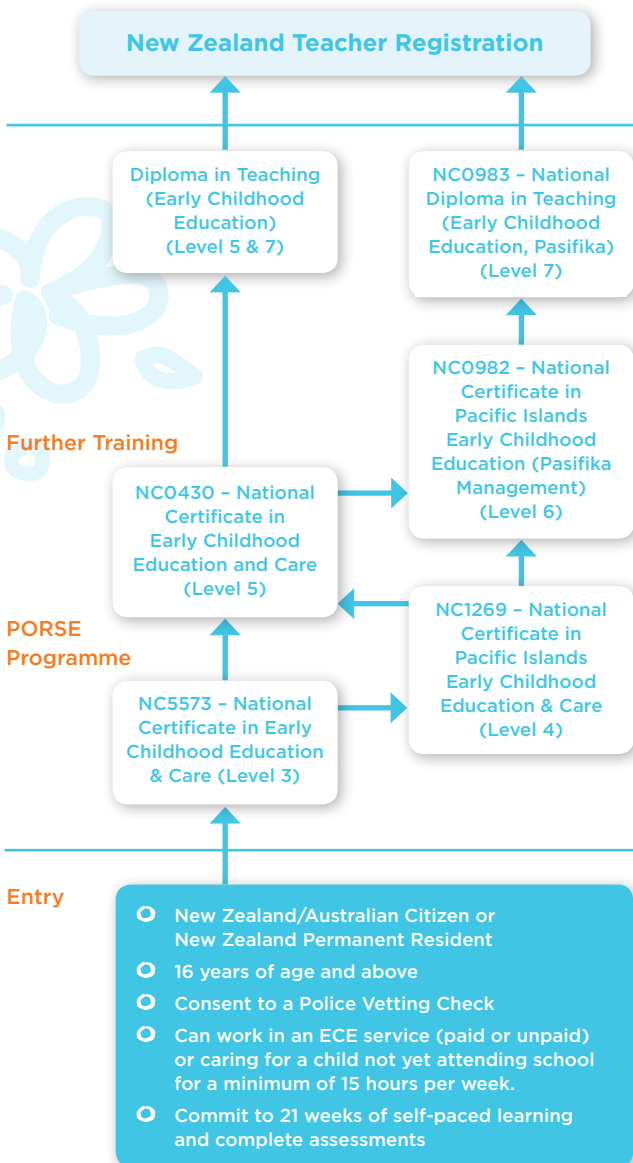
On completion of the National Certificate in Early Childhood Education & Care (Level 3) you will be able to:

- begin a career as a home-based Early Childhood Educator
- be employed as an Early Childhood Educator
- pursue further study in the Early Childhood Education sector, such as a Diploma of Teaching.



# Learning Pathways

Possible learning pathways for graduates who successfully complete the NC ECE L3 include:



# Study Options and Support

## Study Options

This is a full-time Distance Learning Programme, available nationwide.

For learners who live within a PORSE Community Team location, there may be additional Programme Study Options available during the period of study:

- PlaySchools/Tutorials - Learning in a large group play setting with children in attendance
- PODs (Point/Place of Difference) - Learning in a small group setting with or without children in attendance
- Evening Workshops - Learning with other adults without children in attendance.

Details of Programme Study Options available in your area will be provided by your Community Team and/or Programme Tutor once your enrolment has been confirmed.

fun for everyone  
parents • children • students • educators

## Programme Tutor Support

PORSE will allocate a Programme Tutor to all learners throughout their 21 week programme to discuss Learning Guide progress and offer support.

The Programme Tutor will contact you by one of the following options: phone, email, PODS, evening workshops, or PlaySchools/Tutorials on a weekly basis to provide support.

## Learning Materials

There is one Learning Guide (workbook) for each Unit Standard. Some Learning Guides require the use of textbooks, which PORSE can provide.

PORSE is currently delivering Version 4 of the National Certificate in Early Childhood Care & Education (Level 3). Each Learning Guide contains required study information and assessment activities.

# Enrolment Information

## Admission Requirements

This training is for anyone who wants to touch the heart and mind of a child and who:

- works (paid or unpaid) for a minimum of 15 hours per week or completes a total of 285 hours of practicum with at least one preschool child, while enrolled on the NC ECE L3 programme
- can commit to 21 weeks of self-paced learning and complete all assessment activities (requires approximately 15-25 hours of study per week)
- is a citizen or permanent resident of New Zealand or Australia, and resides in New Zealand
- is 16 years of age and above and has left school
- consents to disclose the results of a Police Vetting Check as part of the enrolment process to confirm eligibility to work in an ECE service.

## Course Costs

**Application Fee**      **\$25.00**

To be included with your enrolment form and is non-refundable.

**Course Fee**              **\$1,332.00**

Covers all tuition costs, programme learning guides, text books and course administration.

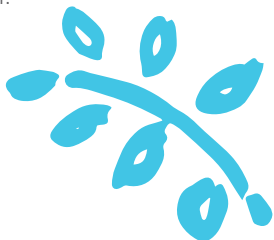
**Total Course Fee**      **\$1,357.00**

These need to be paid in full before the start date of your course.

## Application Cut-Off Date

PORSE Education & Training (NZ) closes applications annually at the end of May, and reopens for the following year in October.

This is to ensure that all learners are able to complete their study by the end of the academic year.



## How Your Enrolment is Processed

Once your application is received at PORSE National Support Office, our Training Administrator will send you an Enrolment Contract and request for full payment of fees, if not already covered. Signing and returning your enrolment contract, along with the payment of fees, will ensure your 21 week programme commences.

## Supporting Your Individual Learning Needs

If this is your first time studying with PORSE you will be required to complete a Literacy, Language and Numeracy (LLN) assessment, and then again possibly towards the end of your study. Completion of these LLN assessments and recording of the results enables PORSE to meet your individual learning needs throughout the programme, and to meet the Tertiary Education Commission's compulsory reporting requirements.

## Student Fee Protection

PORSE Education & Training (NZ) Ltd holds student fees in trust with Hansen Bates Lawyers. In the event of course closure, the trustee will refund fees as per the Trust deed. Enrolled learners are required to complete and sign a Fee Protection acknowledgement form. This form will be sent to applicants once your enrolment has been approved.

## Restricted Entry Requirements

PORSE Education & Training (NZ) Ltd reserves the right to request a pre-entry assessment, and reserves the right to restrict entry or terminate an enrolment on the following grounds:

- if the applicant does not meet the required standard of achievement on the pre-entry assessment
- if the applicant is enrolled for full-time study instruction in another institution
- if PORSE Education & Training (NZ) Ltd has exceeded the number of learners it is limited to each year under student achievement component funding
- if the vetting results released by the New Zealand Police show any convictions against children



# General Information

## Your Responsibilities as a Learner

- notify your Programme Tutor if you wish to withdraw from the Programme and complete a withdrawal form
- respect yourself and others and accept responsibility for your own learning and the study options made available to you
- abide by the Privacy Act, the Copyright Act, the Human Rights Act and all other legislation
- gain endorsement for your 'Agreement to Work and/or Care for Children' upon enrolment if the child you care for or work with is not your own
- complete a PORSE Programme Evaluation when requested.
- maintain contact with a preschool child for the duration of 21 weeks to meet programme requirements
- complete journal entries to show evidence of your contact with the child over the duration of the programme
- complete the Literacy, Language and Numeracy (LLN) assessments
- notify your Programme Tutor immediately if you change your address or contact details
- complete a PORSE Post-Course Questionnaire.

## Cross Credit/Credit Transfer

Cross crediting and credit transfers make it possible to credit unit standards towards your current study. If you believe you are eligible for this, please provide a copy of your NZQA Record of Achievement upon enrolment. If you have previously completed any of the National Certificate in Early Childhood Care & Education (Level 3) Unit Standards (cross crediting/ credit transfers), this will be taken into account, your fees will be reduced accordingly, and your enrolment period may be shortened.

## Recognition of Prior Learning

A learner may choose to demonstrate currency of knowledge and skills gained from experience and previous study. To gain recognition of prior learning (RPL) you must submit a portfolio of evidence that shows how your prior study or experience meets the learning outcomes of this programme. There is a \$50 administration cost associated to the processing of RPL applications. Please contact PORSE Education & Training (NZ) Ltd prior to enrolment to discuss your RPL application.



## Withdrawals and Refunds

If you wish to withdraw from the programme you will need to advise your Programme Tutor and submit a written request to withdraw (a withdrawal form is available in the Student Handbook). All withdrawal forms are submitted to: PORSE Education & Training (NZ) Ltd, PO Box 200, Hastings 4156, Attention: Training Administrator.

If you withdraw from the programme up to 10 days from your official start date, you will be refunded your full fees less any administration costs, amounting to no greater than 10% of the total fees paid.

If you withdraw from the programme after 10 days of your enrolment start date, fees will not be refunded.

## Enrolment Termination

PORSE reserves the right to terminate any enrolment for the following reasons:

- for plagiarism, cheating or academic fraud
- if the Police Check shows any criminal convictions against children
- lack of contact with PORSE during their course of study and for non-submission of Learning Guides.
- if the applicant is not of good character and does not have the ability to interact safely with young children.



## What does NZQA think about our programme?

PORSE was awarded the highest category available by NZQA (Category 1) for educational performance and self-assessment during our last External Evaluation Review.

Download the PORSE External Evaluation Report to read more about the quality of our performance -

[www.nzqa.govt.nz/nqfdocs/provider-reports/8224.pdf](http://www.nzqa.govt.nz/nqfdocs/provider-reports/8224.pdf)

## How to apply

For an application form to enrol freephone **0800 023 456**.

For programme content and delivery enquiries please ask to speak with a Programme Tutor.

For administration enquiries (studylink, fees, cross-crediting, etc), please ask to speak with the Training Administrator.



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**porse.co.nz 0800 023 456**