Guide to formal recognition of training

Your training and development

Completion of the Early Years Connect online modules and workshops may help educators to attain elements within units of competency for the Certificate III in Early Childhood Education and Care and the Diploma of Early Childhood Education and Care. They may also assist registered teachers to meet their ongoing professional development recognition requirements for the Queensland College of Teachers Continuing Professional Development (CPD) Framework, in alignment with the Australian Professional Standards for Teachers.

About Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that allows individuals to achieve all, or part, of a nationally recognised qualification by demonstrating their knowledge, skills and experience in a particular topic.

As part of the RPL process, you will need to provide evidence (gathering of relevant documentation) relating to your learning through Early Years Connect. Registered Training Organisations (RTOs) will have assessment requirements for each unit of competency that can be adapted to the types of evidence you provide. RTOs may also require practical skills to be demonstrated in a workplace environment.

Mapping to competencies

You can learn more about how the Early Years Connect online modules and workshops relate to units of competency by consulting the relevant mapping documents. The mapping documents will enable educators and RTOs to identify relevant content in the online modules and workshops, as a basis for the RPL process.

Using the mapping documents: educators

For educators completing their studies at the Certificate III and Diploma levels, the mapping documents map the online modules and workshops to the following Early Childhood Education and Care units of competency:

- CHCECE009 Use an approved learning framework to guide practice
- CHCECE010 Support the holistic development of children in early childhood
- CHCECE021 Implement strategies for the inclusion of all children
- CHCECE026 Work in partnership with families to provide appropriate education and care for children.

Using the mapping documents: RTOs

For RTOs, the mapping documents identify how the Early Years Connect online modules and workshops may assist participants to attain units of competency in their Early Childhood Education and Care studies. The mapping documents identify which slides in the online modules and workshops cover particular elements of learning. RTOs should visit the Early Years Connect website to learn more about the online modules and workshops. RTOs may also request a PDF version of the module slides or workshop slides by contacting the Early Years Connect team at Early Childhood Australia: phone 1800 356 900 or email earlyyearsconnect@earlychildhood.org.au.

Gathering evidence for RPL

While using the Early Years Connect resources, you should be aware of the need to gather learnings, reflections and other evidence to support you in gaining formal recognition of learning for your qualification. The following components of the Early Years Connect resources can help you to do this:

Certificates

Each time you complete an online module through Early Years Connect, you will be able to download a Certificate of Completion. To download your certificate, log into your account at the online learning site, click on 'My Training' and view the list of modules. Each completed module will feature the words 'Certificate awarded', with the option to select 'VIEW NOW', which enables you to open, download or print your certificate.

If you have completed an Early Years Connect workshop, you will receive a Certificate of Participation by email.

Self-reflective questions

Each online module contains questions for self-reflection. At the end of the module, you may download a copy of all the questions, including your responses, to save or print. These are available in the 'Summary' section of the module, under the title 'Your responses'. Please keep a copy of your responses to the self-reflective questions (either electronically or in hard copy). Your responses provide evidence of your learning and may contribute to your capacity to apply the knowledge in the modules to your own practice and ECEC service.

Workshop notes

The notes you take during an Early Years Connect workshop also constitute evidence of your learning and should be retained for an RPL assessment. You may choose to add your notes to your Early Years Connect eJournal, for secure storage and convenient access from any computer (see below).

eJournal

Every user of the Early Years Connect resources has access to a personal eJournal. The eJournal enables you to make notes and record your ideas as you use the resources, including the online modules, workshops and webinars. The eJournal is private and secure, and can be accessed 24 hours a day. You may print entries from your eJournal to use as further evidence of your learning and your capacity to apply the knowledge in the Early Years Connect modules to your own practice and ECEC service. The eJournal is available in your account at the Early Years Connect online learning site.

Note: The mapping documents match a particular version of each online module and workshop, which you will find listed at the front of the mapping documents (eg version 1.0). Different editions of the mapping document may be published over time, to match changes in the online modules or workshops.