APPLICATION FORM 2025

CHC50121 DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

Step 1: Please complete all personal details	Surname: …………………………………………………………………… Mr/Mrs/Miss/Ms/Dr: …………………. Given names: ………. Date of birth: …………………………………………………………Male/Female/Other: ………………… Address: …………………………………………………………………….State/Postcode:……………………… Email address: ……… Mobile:……………………………………. Emergency name/Mob: ……………………………………………. Australian Citizen/Permanent Resident: **Y N** If not, Visa Class: ……………………………………. Please note, you must hold a visa that allows domestic study, as we are not CRICOS registered. Country of Birth:………………………………………Year of arrival in Australia (if appropriate) ……………. Language spoken at home: ………………………………… Aboriginal/Torres Strait Islander: **Y N** Working with Children Card No: ……………………………………………………………………………………… USI[1] Number ……………………………………………. Occupation: ……………………………………………. Highest Qualifications & Institution: ……………………………………………………………………………… Level of high school completed (Yr10/Yr11/Yr12): ……….. in ……………… (year) Year of completion of CHC30121 Certificate III in Early Childhood Education and Care or CHC30113 Certificate III in Early Childhood Education and Care: ……………………………. Certified copies enclosed [ ] Are you employed on a full-time/part-time basis? **FT PT** Teaching or Montessori experience: …………………………………………………………………………… … How did you hear about our training courses? …………………………………………………………………… … Please list with dates any Montessori Institute workshops previously attended: …… Please list any learning difficulties or disabilities which might affect your learning journey: ……
Step 2: Select Units	Following discussion with the student administrator, choose a unit or set of units to enrol in by placing a tick against the unit code on the following list of units of competency. Indicate below if you wish to apply for Recognition of Prior Learning (RPL). [ ] I request a Recognition of Prior Learning (RPL) Form.

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[1] Unique Student Identifier. If you do not have one from school or tertiary studies, apply at – https://www.usi.gov.au/higher-education

Qualification Outline: CHC50121 Diploma of Early Childhood Education and Care

SETS	Units of Competency				Training Days	Total Hours
SET ONE	CHCECE044	CHCECE042	BSBTWK502	CHCMGT003	3	460
SET TWO	CHCECE041	CHCECE046	CHCECE043		4	420
SET THREE	CHCECE045	CHCECE050	CHCECE047	BSBSTR501	1	440
SET FOUR	CHCECE048	CHCECE049	BSBHRM413	CHCPRP003	4	460

Tick the boxes below to indicate the unit(s) you wish to enrol in for the current offering.

UNIT CODE [ü] Tick below	UNIT NAME	Nominal Hours	Fees**
Core Units			
[ ] BSBTWK502	Manage team effectiveness	80	$480
[ ] CHCECE041	Maintain a safe and healthy environment for children	120	$720
[ ] CHCECE042*	Foster holistic early childhood learning, development and wellbeing	180	$1080
[ ] CHCECE043*	Nurture creativity in children	180	$1080
[ ] CHCECE044	Facilitate compliance in a children's education and care service	120	$720
[ ] CHCECE045*	Foster positive and respectful interactions and behaviour in children	120	$720
[ ] CHCECE046	Implement strategies for the inclusion of all children	120	$720
[ ] CHCECE047	Analyse information to inform children's learning	120	$720
[ ] CHCECE048*	Plan and implement children's education and care curriculum	180	$1080
[ ] CHCECE049	Embed environmental responsibility in service operations	120	$720
[ ] CHCECE050	Work in partnership with children's families	120	$720
[ ] CHCPRP003	Reflect on and improve own professional practice	80	$480
[ ] BSBHRM413	Support the learning and development of teams and individuals	80	$480
[ ] BSBSTR501	Establish innovative work environments	80	$480
[ ] CHCMGT003	Lead the work team	80	$480
Qualification Total Nominal Hours and Fees (Including minimum 280 hours work experience)		1780	$10,680

* Training day fees included in this unit

** Unit fees are subject to annual increment

Step 3: **Read the Terms and Conditions of enrolment**	**I understand:** • Unit enrolments are not transferable to another person or institution. Students may only apply for a refund within the period of 30 days from unit enrolment and will forfeit an administration fee of $100. Students will need to return all resources in good condition. Please see Refund Policy in the Student Handbook at www.mwei.edu.au • The Montessori Institute commits to providing quality training and assessment for the duration of this course. • The Montessori Institute will comply with the Standards for Registered Training Organisations (RTOs) 2015. • The Montessori Institute will supply all necessary resources including the main text, Curriculum Guides and Training booklets. • Upon successful completion of all units, the Montessori Institute will issue an Australian Qualifications Framework certificate. • In the unlikely event that the Montessori Institute is unable to deliver the training and assessment, course fees for incomplete units will be refunded. The Montessori Institute is participating in the government managed Tuition Protection Scheme. • The Montessori Institute has a refund policy and complaints and grievances policy and process. See Student Handbook available on the website www.mwei.edu.au • The Montessori Institute will provide me with information about training subsidies or other entitlements. • Units will have end dates after which, if work is not completed or an extension is not granted, a 'not competent' will be recorded and you will need to re-enrol and pay the Unit fee again. Any work completed to a satisfactory standard before this time may be credited upon re-enrolment. • I must attend all training days required for the relevant Unit. I will need to participate in at least 280 hours of vocational placement. I may complete my placements at my ACECQA registered place of work as a part of my traineeship. If I am not currently employed, the Montessori Institute will assist me to arrange a suitable placement. • I agree to comply with the state health directions in relation to COVID-19 and to read and comply with the Montessori Institute COVID-19 Safety plan. • I will need to meet current regulatory requirements as set by statutory, accreditation or government bodies.
Step 4: **Sign and date**	I have read and agree to the above conditions and to abide by the current Montessori Institute Code of Conduct Statement in the Student Handbook and enclose $ _____ (cheque/ direct transfer or credit card) as full payment for the Units of Competency indicated above. Signed: ……………………………………………… Date: ………………………
Step 5: **Select your payment options**	[ ] Payment in full **CREDIT CARD** Payments can be made by credit card. The Montessori Institute will generate an invoice to be paid securely online. **DIRECT TRANSFER TO MWEI BANK ACCOUNT:** **BSB** 016 498 **ACC** 1999 99463 **NAME:** MWEI (Aust) Inc *If paying by direct transfer, an email confirmation is required once the deposit has been made. Please use your name as a reference.*

Training days for CHC50121 Diploma of Early Childhood Education and Care

UNITS	TOPICS	Montessori Curriculum Guides	Total days
CHCECE042	**Training Day (1 day)** Theory & Philosophy Workshop	Theory & Philosophy	3 days
	Training Day (2 days) Practical Life 3-5 *(two/three days of Practical Life Workshop)*	Practical Life 3-6	
CHCECE043	**Training Day (2 days)** Sensorial Education 3-5 *(two/three days of Sensorial Workshop)*	Sensorial Education	4 days
	Training Day (2 days) Cultural Curriculum 3-5 *(at least two days of Culture Workshop)*	Cultural Curriculum 3-6	
CHCECE045	**Training Day (1 day)** Observation, Assessment & Record Keeping Workshop	Observation, Assessment & Record Keeping	1 day
CHCECE048	**Training Day (2 days)** Language & Literacy 3-5 *(two/three days of Language Workshop)*	Language 3-6	4 days
	Training Day (2 days) Numeracy & Cognitive 3-5 *(at least two days of Mathematics Workshop)*	Mathematics 3-6	
		Total	12 days

RTO Number 45937

NATIONALLY RECOGNISED TRAINING

Montessori Institute