



**children's
services
- make a
difference**

Sj
Suzan
Johnston
TRAINING ORGANIZATION

Child Care Training

Courses in Early Childhood Education and Care



welcome

Thank you for taking the time to consider the Suzan Johnston Training Organization.

Founded in 1959, the name Suzan Johnston is renowned throughout Australia for delivering superior and quality training programs.

With decades of training experience, Suzan Johnston Australia has an enduring reputation for delivering Child Care training courses that are of the highest standards.

Our graduates are highly regarded and actively sought after for their outstanding knowledge, skills and professionalism. Suzan Johnston is the name employers know and trust which gives our graduates a definite competitive edge when pursuing employment.

Our comprehensive course will enable you to gain exceptional skills, knowledge and a nationally recognised qualification to prepare you for employment as an outstanding educator and professional within the children's services industry.

Our training centre offers a warm, friendly environment with modern, well-resourced learning facilities. Exceptional trainers facilitate our classes; they are truly dedicated and passionate teaching professionals, each with extensive industry experience.

Class sizes are small and our teaching methods are highly interactive, underpinned by the principle of learning. This ensures they are not only informative and empowering, but also relaxed and enjoyable.

Please accept my personal invitation to visit our modern, centrally located training centre. Such a visit would enable you to meet some of our training team, have a guided tour of our training facilities and to observe our classes in action.

- 02 Welcome
- 03 General Course Information
- 04 CHC30113 Certificate III in Early Childhood Education and Care
- 08 CHC50113 Diploma of Early Childhood Education and Care
- 12 Other Courses Available

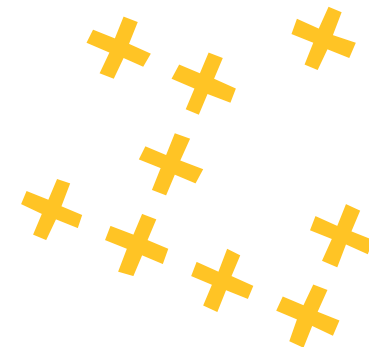
Midtown Tower,
Level 6, 246 Bourke Street,
Melbourne
GPO Box 4704,
Melbourne Vic 3001
Tel 03 9654 0999
Fax 03 9639 0126
Email info@sj.vic.edu.au
www.sj.vic.edu.au
ABN 54 050 998 493
RTO Number 170



I look forward to meeting you.

Sincerely,

Donna Leigh
CEO



general course information



Location

The Suzan Johnston Training Organization is centrally located at Midtown Tower, Level 6, 246 Bourke Street, Melbourne (corner of Bourke and Swanston Streets).

Course Commencement Dates and Enrolment Procedures

Our training programs commence on a regular basis throughout the year. Please see the relevant course enrolment form for information on commencement dates and enrolment procedures.

Course Fees

Course fees can be paid in easy weekly instalments. Please see the enrolment form for further details.

Government Funding Available

Great news for our prospective students! You may be eligible to receive Government Funding Assistance whilst studying a Child Care course with Suzan Johnston. Now you can study at Suzan Johnston and only pay a small portion of our standard course fees. Please contact one of our consultants to see if you are eligible for Government Funded Training.

This funding has been made available by the Victorian and Commonwealth Governments.

Course Duration and Hours of Attendance

Our Child Care courses are available both full-time and part-time. Please see the relevant course enrolment form for more details.

Accreditation & Recognition of Your Training

The Suzan Johnston Organization (Aust.) Pty Ltd is a Registered Training Organisation (**RTO Number 170**).

We were one of Victoria's very first Registered Training Organisations and have been registered with the Victorian Registration and Qualifications Authority (VRQA) since 1993.

Suzan Johnston Australia is approved to deliver the following Nationally Recognised Qualifications under the Australian Qualifications Framework:

- **CHC30113** Certificate III in Early Childhood Education and Care
- **CHC50113** Diploma of Early Childhood Education and Care



Trainers and Delivery Methods

Learn from the best!

Classes are delivered face-to-face within a relaxed and supportive classroom environment. Our highly practical and interactive classes are conducted by first-class trainers who are dedicated to teaching and have extensive industry skills and experience.

Our small class sizes ensure that our trainers can work closely with you to personalise your learning experience, providing you with the help and support that you require every step of the way.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is offered to any potential student who can provide evidence of competency for the units delivered within one of our training programs. For more details on your eligibility and how to apply for Recognition of Prior Learning, please contact one of our consultants.

CHC30113 Certificate III in Early Childhood Education and Care

Qualifying you to work in a wide range of early childhood careers!

At Suzan Johnston Australia we are totally committed to producing the highest calibre of Early Childhood Educators - graduates that are truly dedicated and capable of providing the best possible standard of care for children.

As part of your course you will be introduced to Melbourne's leading children's services employment agencies. These agencies not only endorse our training course but also actively assist our students in finding suitable employment.

Approximately 85 - 100% of our Certificate III in Early Childhood Education and Care graduates are successful in finding employment within 3 - 4 weeks of course completion!

Employment Opportunities for Graduates

The children's services industry continues to experience enormous growth. For decades we have taken pride in the excellent job placement results our graduates have achieved.

The CHC30113 Certificate III in Early Childhood Education and Care will qualify you to work in a variety of positions including:

- Educator in a child care centre
- Assistant educator in a kindergarten/pre-school
- Professional nanny within Australia or overseas
- Family day care worker
- Before and after school care assistant
- Agency relief staff/mobile assistant
- Assistant educator within occasional care

To teach is
to touch lives
forever



Course Content

The CHC30113 Certificate III in Early Childhood Education and Care will train you to care for children, support their development and make sure their environment is safe and nurturing – enabling the children within your care to reach their full potential.

This course consists of 18 units of competency that are delivered through a uniquely flexible, professional and highly supportive learning environment.

Please see the course enrolment form for a complete list of the units included in this course.

This course consists of the following topics:

- Health, safety and emergency first aid
- Care for babies, toddlers and children
- Nutrition
- Implementing the legal/ethical and learning frameworks
- Cultural diversity
- Relationships with children
- Children at risk
- Childhood development
- Gathering information about children
- Supporting children
- Working effectively with co-workers
- Working within sustainable practices
- Children's play and learning
- Nannying skills
- Confidence and image development
- Résumé and interview preparation.



Practical Placement

This course will include extensive practical placement within a child care centre. Your trainers will assist you to find a suitable placement host and will also be available to offer you continued support and encouragement whilst you complete this practical component.

Practical placement assists you to gain essential experience and confidence required for employment, as well as giving you the opportunity to apply and further develop your skills and knowledge.

The contacts our students make throughout their practical placement experience often lead to permanent full-time positions.

Study Pathways

Studying the CHC30113 Certificate III in Early Childhood Education and Care can be a great stepping stone towards further studies and gaining a university qualification.

You can begin your pathway to higher education by completing the CHC30113 Certificate III in Early Childhood Education and Care and then continuing on to the CHC50113 Diploma of Early Childhood Education and Care (also available at Suzan Johnston).

Testimonials

Please refer to pages 6 and 7 for testimonials from some of our past students.



CHC30113 Certificate III in Early Childhood Education and Care student testimonials



Georgia Wilson

Child Care Educator

“Fresh out of Year 12, I enrolled at Suzan Johnston. It was an incredible experience; the staff were amazing. From the moment that I first walked in the door, I loved it. Through my practical placement I was offered a full-time job and I started work as soon as I graduated. Thanks to the amazing SJ staff I have achieved my dream job.”

“A very thorough course – totally professional. Fantastic!” Monica Kluka



Jessica Oddy

Child Care Educator

“I have always wanted to work with children and SJ gave me the opportunity to begin my new career quickly (I had a job before the course finished) and with an amazing level of individual support and encouragement. I will commence further studies next year (a Bachelor of Education) and I owe it all to Suzan Johnston.”

“The trainers were fantastic...excellent staff...excellent service...” Herian Micallef



Rachael Busby

Child Care Educator

“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 placements which immediately led to my current full-time position as an Educator. Thank you to the Suzan Johnston team!”

“Engaging, fun, encouraging and supportive. It was great!” Megan Swinstead



Ira Kristiyanti

Child Care Educator

“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 Educator before the course was even finished! Suzan Johnston opened opportunities for me to work in Australia in the field that I love! Thank you!”



Steve Stokes

Child Care Educator

"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!"



Phillippa Christian

Celebrity Nanny - working within Australia and overseas!

"During my studies at Suzan Johnston, I was fortunate to learn from the best in the business. I had the best fun I have ever had whilst studying. Teaching staff were extremely professional and took great care in making sure that all participants were equipped with all the necessary skills needed to become excellent Nannies. What I was taught will stay with me forever."

"Trainers were amazing. So helpful and passionate." Madelyn Baker

"Trainers were fantastic – totally inspiring and their extensive experience with children was very evident." Shahna van der Klift



Maria Sweetman

Child Care Educator and Professional Nanny

"I loved the staff at Suzan Johnston - they were simply gorgeous and so incredibly helpful. I would definitely recommend this course and Suzan Johnston to anyone considering studying children's services. After graduating from this course I got a job the very next day – I am so excited about my new career and the new direction in my life. Thank you Suzan Johnston!"

"An extremely nurturing and beneficial learning environment." Jocelyn Abbott



Rana Muneer

Child Care Educator

"I loved the staff at Suzan Johnston - they were simply gorgeous and so incredibly helpful. I would definitely recommend this course and Suzan Johnston to anyone considering studying children's services. After graduating from this course I got a job the very next day – I am so excited about my new career and the new direction in my life. Thank you Suzan Johnston!"



Haylee Govan

Child Care Educator

"Suzan Johnston gave me the skills and confidence to begin my career as a Child Care Educator. Thank you Suzan Johnston; you turned a shy, quiet girl into a professional Child Care Educator. I am so proud to say I trained at Suzan Johnston."



Sharon Thompson

Child Care Educator

"The teachers are the best in the business. They made the learning fun and enjoyable. I will be forever grateful to Suzan Johnston for making me feel so welcome and for supporting me in my return to studies and my new career. I am now working confidently as a child care educator – proof that you actually CAN teach an old dog new tricks!"

CHC50113 Diploma of Early Childhood Education and Care

Working with children – the dream career!



At Suzan Johnston Australia we are totally committed to producing the highest calibre of Child Care Educators - quality graduates that are truly dedicated, capable of providing the best possible standard of care for children, and have the potential and confidence to be future leaders and mentors to others within the industry.

Our CHC50113 Diploma of Early Childhood Education and Care is a highly comprehensive course, beginning with the fundamentals of working in children's services (CHC30113 Certificate III in Early Childhood Education and Care units) and gradually building your skills and knowledge to an advanced level (CHC50113 Diploma of Early Childhood Education and Care units).

Employment Opportunities for Graduates

The children's services industry continues to experience enormous growth. For decades we have taken pride in the excellent job placement results that our child care graduates have achieved. Our graduates are highly regarded and sought after by employers and employment agencies.

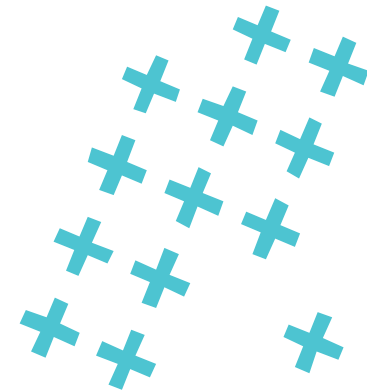
A wide range of exciting employment opportunities exist for our CHC50113 Diploma of Early Childhood Education and Care graduates.

Career options include:

- Child care educator in a child care centre
- Child care educator in a kindergarten/pre-school
- Centre manager/director
- Authorised supervisor
- Group/team coordinator/leader
- Program leader
- Owner - child care centre or family day care
- Manager - before/after school hours care program
- Professional nanny within Australia or overseas
- Play group supervisor
- Agency relief staff/mobile educator
- Assistant educator within occasional care

As part of your course you will be introduced to Melbourne's leading child care employment agencies. These agencies not only endorse our training course but also actively assist our students in finding suitable employment.

Approximately 90 - 100% of our Diploma of Early Childhood Education and Care graduates are successful in finding employment within 3 – 4 weeks of course completion!



Course Content

The CHC50113 Diploma of Early Childhood Education and Care addresses the skills and knowledge required to provide care for individuals and groups of children, and to plan activities facilitating their leisure and play, enabling them to achieve their full potential.

This course consists of 28 units of competency, which are delivered through a uniquely flexible, professional and highly supportive learning environment.

Please see the course enrolment form for a complete list of the units included in this course.

This course consists of the following topics:

- Implementing legal/ethical/learning frameworks
- Health, safety and emergency first aid
- Care for babies, toddlers and children
- Nutrition
- Cultural diversity
- Relationships with children
- Children at risk and child advocacy
- Childhood development
- Gathering information about children
- Supporting children
- Working effectively with co-workers
- Working within sustainable practices
- Children's play and learning
- Nannying skills
- Workplace practices
- Fostering learning in children
- Leadership and management
- Confidence and image development
- Résumé and interview preparation.

Recognition of Prior Learning (RPL) will be offered to any learner who already holds either the superseded Certificate III in Children's Services or the current Certificate III in Early Childhood Education and Care qualification.

Practical Placement

This course will include extensive 'hands-on' practical placement within a child care centre. Your trainers can assist you to find a suitable placement host and will also be available to offer you continued support and encouragement whilst you complete this practical component. We will visit you regularly at your placement site to assess your practical skills and provide you with any additional support and mentoring where required.

Although your practical placement will initially be voluntary (unpaid), it is possible that as you progress through the course and become more experienced, you may gain ongoing paid employment as an assistant educator. Any paid employment hours can be contributed towards meeting your practical placement requirements.

The contacts our students make throughout their practical placement experience often lead to permanent full-time positions.

If you are currently employed within a child care centre, you can complete your placement hours in your place of employment.

Study Pathways

Studying the CHC50113 Diploma of Early Childhood Education and Care can be a great stepping stone towards gaining a university qualification. Once you have achieved the Diploma qualification, you may further your studies by obtaining recognition/credit transfer into a Bachelor Degree at university.

Testimonials

Please refer to pages 10 and 11 for testimonials from some of our past students.



CHC50113 Diploma of Early Childhood Education and Care

student testimonials



Leah Chizzoniti

Child Care Educator

"I originally completed the Suzan Johnston Certificate III and I was very excited about returning to do the SJ Diploma course. Both courses were extremely enjoyable and trainers had extensive industry experience and knowledge. By completing my Diploma at SJ it has opened up many pathways for my future in child care."



Aadila Fakroodeen

Educator at a Primary School

"I loved the study environment at Suzan Johnston. The small class setting and the level of personalised attention that we received was absolutely amazing. The instructors were vibrant, friendly and extremely thorough with content delivery. This course was the perfect pathway for me to gain entry into the Bachelor of Early Childhood Education."

"I loved the trainer's passion and enthusiasm. Every class was engaging and interactive. Empowering!" Athanasia Bakopoulos

The atmosphere in class is great, welcoming and encouraging. Every student is seen as equal and every voice is heard." Maddison Cvetkovski



Asha Goodchild

Child Care Educator

"Doing my Diploma with Suzan Johnston was a great career move. The staff were enormously helpful and treated each individual with care and support. Thanks to SJ I am now working as a room leader in a centre and I am also about to commence my Bachelor of Early Childhood Education. I would highly recommend SJ to anyone who wants to move forward within the children's services industry."



Lucy Marchetti

Child Care Educator

"It is such a positive environment and the trainers are very helpful, energetic and professional at all times. Throughout the course I gained the extra confidence, knowledge and the belief in myself in order to go out and fulfil my dreams. I highly recommend The Suzan Johnston Training Organization – you will not be disappointed!"



Susannah Best

Child Care Educator

"I am so grateful for having the opportunity to further my studies with Suzan Johnston as not only did I learn so much valuable information (that will support my future career in the children's services industry), but I also found every day of my course to be extremely enjoyable, rewarding and fun!"



Zara Fernandes

Child Care Educator

"Suzan Johnston helped pave the way for me to get a great job in the children's services industry. The teaching staff were incredible mentors – offering amazing support, encouragement and guidance. I would highly recommend this course to anyone. It was the best course I have ever done. Suzan Johnston is the best!"

"The trainers were amazing – the best teachers ever!" Terri Herbert

"I really enjoyed the trainer's support and felt that they believed in me. I feel so motivated to be a better educator" Hayley Bushell



Priscilla D'Souza

Child Care Educator

"The course was conducted by passionate professionals who have years of experience in working with children. This course provided me with the resources and the confidence to follow my dreams – I am now enrolled in a Bachelor of Education course which will enable me to graduate as a primary school teacher."

"The course was wonderful!" Melissa Morbey



Laura Davidson

Child Care Educator

"Suzan Johnston has been a life changing experience. After leaving year 10 at the age of 16, I moved to Melbourne from a small county town, and commenced the Diploma course. I loved every minute – the trainers were extremely friendly, supportive and passionate. Upon completing my Diploma I was offered a full-time position as Room Leader. Suzan Johnston has enabled me to follow my dreams."



Kelly Yin

Child Care Educator

"This course has provided a very high standard of quality training. The trainers were very friendly, knowledgeable and current with all industry standards. This course has been the great stepping stone I needed to begin a new career. I am extremely grateful to Suzan Johnston for the knowledge and opportunities this course has given me. I would recommend this course without hesitation."



Sonam Rani

Child Care Educator

"I was new to Australia and unemployed when I decided to commence the Diploma course. Within just one month of commencing the course I was successful in securing full-time work as a child care educator. I am now continuing my Diploma studies part-time whilst working full-time as a confident and enthusiastic educator. Suzan Johnston was the reason it was possible for me to get a full-time job so easily in a new country."

other nationally recognised courses available



BSB30415 Certificate III in Business Administration



SIT30216 Certificate III in Travel

Suzan Johnston Training Organization

Midtown Tower, Level 6, 246 Bourke Street, Melbourne. GPO Box 4704, Melbourne, Vic, 3001. Tel 03 9654 0999 / Fax 03 9639 0126

Email info@sj.vic.edu.au www.sj.vic.edu.au www.facebook.com/sjaustralia

RTO Number 170


Suzan
Johnston
TRAINING ORGANIZATION