Early Childhood Education and Care

Optional Interactive Workshops

Information Guide

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North Sydney | Melbourne | Helensvale | Canberra | Adelaide | Darwin | Perth
HBA Philosophy:

We strive to achieve the best possible learning experience for our Learners. We pride ourselves on the ability to up-skill people and to achieve their desired career goals! We provide quality training, an abundance of support, flexible delivery options and employ only passionate and experienced people. Our point of difference? We share the learning journey with you! We are completely committed to you right from your initial enquiry until we issue your certificate! Share the learning journey with us, life is made of choices… make the better choice.

Introduction:

Complimentary Optional Interactive Workshops have been developed for learners to receive face-to-face assistance for the more complex components of their course and workbooks. The one day workshops are scheduled weekly and will be posted/updated on the website and online Discussion forum. These workshops will be facilitated by our dedicated and experienced Early Childhood Education and Care trainers and assessors. Places are limited and these will be allocated on a first in first served basis.

These workshops are currently only offered at our North Sydney Campus. If you would like, the Complimentary Optional Interactive Workshops conducted in your state, please send an expression of interest to: enrolments@hba.edu.au

Please note you will NOT complete workbooks in these workshops. These workshops are designed to act as a platform where trainers/assessors are able to assist learners with the more complex elements of their qualification.

The opportunity to discuss workbook activities will also be available at the end of each workshop.

You will need a laptop on the day. If you do not have access to a laptop, HBA can provide one for you at a cost of $22 (including GST) for the duration of the one day workshop.

Workshops:

Workshop 1
Study Skills

An Introduction to Studying with HBA Learning Centres. A HBA trainer will guide you through the course materials and demonstrate how you can make the most out of HBA’s supportive online Discussion forum. Learn some handy tips that will help you organise your time, stay on track and complete your qualification within the allocated timeframe.

(Recommended for all Learners)
Workshop 2  
**National Quality Framework & Curriculum (EYLF):**  
Provide children with opportunities to maximise their potential and develop a foundation for future success. This session will focus on how to identify and apply learning frameworks.  
*(Recommended for all Learners)*

Workshop 3  
**Child Development & Milestones:**  
Support the holistic development of children in early childhood. Learn to recognise the interrelationship between the physical, social, emotional, cognitive and communication development of children from birth to 6 years of age.  
*(Recommended for all Learners)*

Workshop 4  
**Programing Learning Experiences For Infants & Children (EYLF):**  
Provide experiences to support children's play and learning. During this session we will discuss ways to gather and analyse information about children's learning so that you can foster and enhance their holistic development and wellbeing.  
*(Recommended for all Learners)*

Workshop 5  
**Relationships And Communication Within The Workplace:**  
To ensure the health and safety of children it is crucial that Educators, Communities and Families communicate clearly with one another. Learn practical ways to develop and maintain open communication in the workplace.  
*(Recommended for all Learners)*

Workshop 6  
**Positive Behaviour Guidance:**  
Establish and implement plans for developing cooperative behaviour. Learn ways that you can develop and maintain effective relationships and promote positive behaviour.  
*(Recommended for all Learners)*
Workshop 7

*Identify And Respond To Children At Risk Of Harm:*

All Educators have a duty of care responsibility. Learn how to support and protect children and young people who are at risk of harm. During this session we will discuss the legislative and policy frameworks that apply to your role in Early Childhood Education and Care.

*(Recommended for all Learners)*

Workshop 8

*Work Health And Safety:*

This session will assist you with learning how to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team. You will gain a better understanding of the how to identify hazards and control risks.

*(Recommended for all Learners)*

Workshop 9

*Inclusion And Equality:*

Take time to reflect on your own perspectives and appreciate diversity and inclusiveness, and their benefits. In this session we will focus on how to model cultural safety in own work practice, and develop strategies to enhance cultural safety.

*(Recommended for all Learners)*

Workshop 10

*Professional Development:*

Find out more about ongoing training needs for early childhood educators. Discover how to monitor and obtain feedback on work performance and to maintain professional levels of skills and knowledge for your job role.

*(Recommended for all Learners)*

Workshop 11

*Policies And Procedures:*

This session aims to give you an understanding of the principles and practices of policy development and implementation within a regulated Education and Care Service.

*(Recommended for CHC50113 Diploma of Early Childhood Education and Care)*
Workshop 12

**Leadership And Management:**

As a leader in your service you will be required to facilitate the development of a quality improvement plan. This workshop is an introduction to learning how to analyse and apply applicable legislative and regulatory requirements, including the National Quality Standards, relevant to the service. We will discuss how you can support your staff to develop as individuals and a team.

*(Recommended for CHC50113 Diploma of Early Childhood Education and Care)*

Workshop 13

**Health And Nutritional Needs In Early Childhood:**

Responsible Educators model, reinforce and implement healthy eating and nutrition practices. To be able to do this, it is important that you learn how to plan food and drinks that are nutritious and appropriate for each child, as well as prepared in a safe and hygienic manner.

*(Recommended for all Learners)*

Workshop 14

**Educating for a sustainable future:**

Discover ways to support children to develop an understanding and respect for the natural environment. Learn ways to embed sustainable practice into your service’s operations.

*(Recommended for all Learners)*
Terms and Conditions:

The RTO, HBA Learning Centres Pty Ltd (referred herein as HBA) is committed to delivering fair, reasonable, ethical and transparent dealings in all of its undertakings. Attending an Early Childhood Education and Care intensive workshop with HBA is subject to the terms, conditions and policies as detailed below. Places are limited and these will be allocated on a first in first served basis.

HBA Learners are entitled to attend a maximum of 14 workshops at no additional cost to their course. The following conditions apply:

- The learner must be enrolled into CHC30113 Certificate III in Early Childhood Education and Care or CHC50113 Diploma of Early Childhood Education and Care
- The registration form must be completed and returned to HBA Learning Centres before attending Workshops
- Learners are responsible for notifying HBA of any changes or cancelation to their registration. If a learner cannot attend they must provide notice, 7 days prior to the workshop they have registered for. Failure to provide 7 or more days' notice will result in a registration fee of $25 for their next workshop.
- Learners on payment plans cannot be in default. Where a payment has been defaulted, registration will not be accepted.

Conditions of Attending the Workshop

HBA agrees to provide access to available workshop positions for those who have enrolled into an Early Childhood Education and Care qualification. These workshops are designed to act as a platform where trainers/assessors are able to assist learners with the more complex elements of their qualification. Workbooks will not be completed during the workshop.

These optional Interactive Workshops are designed to assist Learners with the necessary underpinning knowledge to complete required workbook activities.

HBA may remove or refuse registration of a Learner from attending the workshop and, terminate enrolment of a Learner if they:

- Are abusive, aggressive, or insulting towards HBA Employees or other Learners;
- Do not comply with the confidentiality rights of other persons;
- Commit an offence under the law while in the training environment or at a workplace, breach safe work practice, or otherwise act in a manner detrimental to the wellbeing of HBA, other Learners or persons, or themselves;
- Do not comply with the HBA Learner Handbook

Note: HBA Employees will not accept abuse, raised voices, threats, or aggressive behaviour from Learners and should this occur HBA Employees will inform the Learner in writing that the matter is being referred to the Director of HBA. Where a Learner’s behaviour is in breach of HBA’s Code of Conduct, the Learner’s enrolment with HBA may be terminated. Where a Learner’s enrolment is terminated due to a breach of the Code of Conduct, there will be no refund.