



EARLY YEARS CAREERS



YWCA
CANBERRA



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Early Years Careers

YWCA Canberra's education and employment pathway for early childhood professionals.



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www.ywca-canberra.org.au

Acknowledgement of Country

YWCA Canberra proudly recognises the rights of Aboriginal and Torres Strait Islander peoples to own and control their cultures, and pays respect around these rights. YWCA Canberra acknowledges the need to respect and encourage the diversity of Indigenous cultures and aims to respect Indigenous worldviews, lifestyles and customary laws.

About you

You are interested in being a part of early childhood education and development and want to gain a formal qualification while working.

You are keen to explore a career in early childhood education and care.

You want to work for an organisation that gives you opportunities to grow and build on your strengths.

You are enthusiastic, creative and willing to learn as well as share your knowledge and skills.

You are reliable, honest, friendly, enthusiastic and professional.



About us

YWCA Canberra is a not-for-profit organisation that has worked with the Canberra community for more than 90 years.

Our main areas of work are:

- › Children's services
- › Community development
- › Homelessness and affordable housing
- › Youth engagement
- › Education and training
- › Advocacy

We have five early learning centres in the ACT and NSW:

- › Winyu Early Childhood Service in Gungahlin
- › Campbell Cottage in Campbell
- › Conder Early Childhood Service in Conder
- › Currawong Child Care Centre in Barton
- › Fairley Early Childhood Service in Murrumbateman

Through our early childhood education and care programs and services we care for more than 500 children each week.

We are a Registered Training Organisation (RTO National Number 1373), which means we provide nationally accredited training in a range of areas, including early childhood education and care.

About the program

Our Early Years Careers program provides people who are new to or who are interested in working in the early childhood education and care sector with the opportunity to study and work for us at the same time.

The program runs across three years, providing you with secure employment and a study program to set you up for success as an early childhood educator.

Eligibility

To participate in the program you must:

- › Be 18 years of age
- › Be an Australian Citizen or
 - Permanent Resident or
 - New Zealand citizen who has lived in Australia for more than 6 months or
 - A visa holder with work rights on a pathway to permanent residency and not excluded from participation in government funded training
- › Be able to pass a language, literacy and numeracy assessment
- › Have a Working With Vulnerable People Card, or be able to register for one

How to apply

- Step 1** Send a 1 page cover letter telling us why you want to participate in the program and your current resume to training@ywca-canberra.org.au.
- Step 2** Our team will contact you to arrange a time to meet and undertake a language, literacy and numeracy assessment if required.
- Step 3** Our team will contact you to let you know if you're application has been successful and if so, we will enroll you in our Certificate III in Early Childhood Education and Care and you will complete your employment paperwork.
- Step 4** You start working and studying with us!



How it works

Year 1

Over an initial 12 month period, you will study a Certificate III in Early Childhood Education and Care through our Education and Training Unit, while working in one of our early childhood services.

You will need to be available for 7.6 hours per day between 7:30am-6pm.

You will spend one day a week in class, for which you will be paid.

You will need to allocate 8 hours per week of your own time to complete course work.

YWCA Canberra covers the cost of your course fees.

Year 2

In the second year, you will study a Diploma of Early Childhood Services through our Education and Training Unit, while continuing to work in one of our early childhood services.

You will need to be available for 7.6 hours per day between 7:30am-6pm.

You will spend one day a fortnight in class, for which you will be paid.

You will need to allocate 8 hours per week of your own time to complete course work.

YWCA Canberra covers the cost of your course fees.

Year 3

Upon completion of your Diploma of Early Childhood Services, YWCA Canberra will select the most high performing participants for ongoing employment and training support.

You will need to be available for 7.6 hours per day between 7:30am-6pm.

Your class and study requirements will vary depending on your professional development plan.

YWCA Canberra covers the cost of your course fees.

While you are studying your Certificate III in Early Childhood Education and Care you will be paid \$19.94 per hour for both your work and in-class study time.

When you complete your Certificate III in Early Childhood Education and Care your pay rate will increase to \$22.70 per hour.

You will also be entitled to enhanced terms and conditions of employment as outlined in YWCA Canberra's Enterprise Agreement.

While you are studying your Diploma of Early Childhood Services you will be paid \$22.70 per hour for both your work and in-class study time.

When you complete at least 50% of your Diploma of Early Childhood Services our team will review your academic achievements and work performance.

Should there be Diploma level roles available in YWCA Canberra services, the highest performing students will be offered employment at \$27.45 per hour.

You will also be entitled to enhanced terms and conditions of employment as outlined in YWCA Canberra's Enterprise Agreement.

You will have the opportunity to work with your manager to develop a tailored training and education plan to suit your career aspirations and our organisational needs.

Should there be Diploma level roles available in YWCA Canberra services, participants who have graduated with a Diploma of Early Childhood services will be paid a minimum of \$27.45 per hour.

You will also be entitled to enhanced terms and conditions of employment as outlined in YWCA Canberra's Enterprise Agreement.

Year 1

During Year 1 the kind of skills and experience you will gain include:

- › Learning about best practice:
 - Educational program and practice
 - Children's health and safety
 - Physical environments
 - Building relationships with team members, children, families and community
- › Exploring National Learning Frameworks
- › Learning about national laws and regulations
- › Learning about the National Quality Standards

Year 2

During Year 2 the kind of skills and experience you will gain include:

- › Implementing best practice governance and leadership skills
- › Contributing to plan and evaluate innovative, best practice curriculums
- › Understanding and working within the National Quality Standards
- › Contributing to a centre's Quality Improvement Plan

Year 3

During Year 3 the kind of skills and experience you will gain include:

- › Leading a small team
- › Planning and evaluating innovative, best practice curriculums
- › Developing a centre's Quality Improvement Plan
- › Report writing
- › Supporting a centre Director

The rates of pay in this document are current as at July 2019 and may be subject to change.





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Contact Us

To find out more or to chat to a friendly member of our team:

Email training@ywca-canberra.org.au
Call 02 6175 9900