

PRE-ENROLMENT INFORMATION STATEMENT

What you need to know before you enrol.

For prospective students considering one of our nationally recognised qualifications. Read this document carefully before signing your enrolment paperwork – it covers your rights, our obligations, and what you can expect.

Your future, your way.

Education, wellbeing, and pathways to work – under one roof.

SMART & SKILLED APPROVED

ASQA REGISTERED

RTO 90114

V2.0 · 11 MAY 2026

Quick reference

- Qualifications on scope (page 2)
- Wellbeing & Work Readiness Program (page 3)
- RPL & Credit Transfer (page 3)
- Student support & rights (page 4)

What changed in v2

- Nominal hours updated to align with current TAS
- Delivery mode expanded – classroom + online + blended where currently endorsed
- Wellbeing & Work Readiness Program added
- CHC30121 → CHC30125 transition note added

QUALIFICATIONS ON SCOPE

What we deliver.

Four nationally recognised qualifications, each with its own Statement of Fees (available at ways.org.au/rto or on request).

Certificate III in Early Childhood Education and Care		CHC30121 / CHC30125
Duration	Approximately 26 weeks formal training (per TAS) , delivered as a 7-month integrated journey alongside our Wellbeing & Work Readiness modules.	
Nominal hours	688 hours total – 468 supervised instruction · 60 unsupervised activities · 160 mandatory placement.	
Units	17 units (15 core + 2 elective). Full unit list at training.gov.au .	
Placement	160 hours mandatory work placement in a regulated 0–5 children's education and care service. WAYS coordinates placement through our OOSH partner network.	
Delivery mode	Classroom-based at our Bondi Junction campus with online learning activities embedded via Moodle. Some components are available online or in blended mode where currently endorsed under the TAS – speak to enrolment for current options.	
Trainer	Amalia Atteya · Trainer & Assessor, Early Childhood Education and Care	
Entry requirements	NSW residents 15+ with reasonable English literacy and numeracy. Working With Children Check required before placement. Pre-enrolment interview confirms suitability.	
Funding	Smart & Skilled Entitlement (subject to current Activity Schedule and student eligibility).	
<p>CHC30121 → CHC30125 transition. CHC30121 has a currency expiry of 22 December 2026. Students mid-qualification will transition seamlessly to the replacement qualification CHC30125 without losing assessed work.</p>		

Certificate IV in Community Services		CHC42021
Duration	52 weeks (40 learning weeks + scheduled holidays). Casework-focused qualification.	
Nominal hours	1,300 hours total – 880 supervised instruction · 420 unsupervised activities.	

Certificate II in Community Services		CHC22015
Duration	Approximately 26 weeks (6 months) . Foundation pathway designed to build confidence and skills for a community-services career.	
Nominal hours	600 hours total – 400 supervised instruction · 200 unsupervised activities.	
Units	9 units (5 core + 4 elective). Full unit list at training.gov.au.	
Placement	No mandatory placement; community-services exposure delivered through structured class activities and (where relevant) workplace evidence.	
Delivery mode	Classroom-based at Bondi Junction with online learning via Moodle. Some components available online or in blended mode where currently endorsed under the TAS.	
Trainer	Trish Dable · Trainer & Assessor, Community Services	
Entry requirements	NSW residents 15+. Foundation pathway – designed for people new to community services or returning to study. Credit-transfers into CHC42021.	
Funding	Smart & Skilled Targeted Priorities (subject to current Activity Schedule and student eligibility).	

Certificate III in Business		BSB30120
Duration	15 weeks (approximately 4 months full-time).	
Nominal hours	570 hours total – 342 supervised instruction · 228 unsupervised activities.	
Units	13 units (6 core + 7 elective). Full unit list at training.gov.au.	
Placement	No mandatory placement.	
Delivery mode	Classroom-based at Bondi Junction with online learning via Moodle. Some components available online or in blended mode where currently endorsed under the TAS.	
Trainer	Alfred Asirvadham · Trainer & Assessor, Business	
Entry requirements	NSW residents 15+. Suited to people preparing for or returning to office-based work. Pre-enrolment interview confirms suitability.	
Funding	Smart & Skilled Entitlement (subject to current Activity Schedule and student eligibility).	

RECOGNITION & ASSESSMENT

Recognition of Prior Learning and Credit Transfer.

If you've previously completed a unit of competency at another RTO, you may be eligible for **Credit Transfer (CT)** – we accept the prior result without re-assessment. If you have skills or knowledge from work, life, or volunteer experience that match a unit's requirements, you may be eligible for **Recognition of Prior Learning (RPL)** – we assess your evidence rather than re-deliver the unit. Both options can shorten your course and reduce your time commitment. We'll discuss RPL and CT at enrolment.

Assessment.

Assessments include written or knowledge questions, projects or case studies, practical demonstrations, and (where relevant) workplace observation or placement evidence. Each qualification has assessment methods set out in its Training and Assessment Strategy (TAS). If you submit work assessed as Not Yet Competent, you'll receive feedback and the chance to resubmit. We aim for every student who engages to complete successfully.

STUDENT SUPPORT

What you can expect from us.

- **WAYS Wellness Centre on site** – counselling and case management available at no cost (referral pathway, subject to eligibility)
- **LLN support** – language, literacy and numeracy needs identified at enrolment via the ACSF screen
- **Reasonable adjustments** for students with disability or specific learning needs
- **Mentoring** through WAYS Youth Programs
- **Career & pathways advice** from the RTO Manager, by appointment
- **12 months of follow-up** after qualification completion – check-ins at 3, 6, 9 and 12 months

PATHWAYS

Where each qualification leads.

Each qualification articulates into the next level on the same pathway. Cert II in Community Services articulates into Cert IV in Community Services or other CHC-stream qualifications. Cert III in Early Childhood Education and Care articulates into Diploma of Early Childhood Education and Care. Cert IV in Community Services articulates into Diploma of Community Services. Cert III in Business articulates into higher-level business qualifications.

Pathways into work depend on the role and employer. We don't promise jobs – we work with you on what makes you employable in your chosen field, and we connect you to opportunities in our network.

FEES & REFUNDS

What it costs and when refunds apply.

Each qualification has its own Statement of Fees, available on request or at ways.org.au/rto. Most students pay only the Smart & Skilled student co-contribution fee – the NSW Government pays the bulk of the course cost directly to WAYS. Concession holders and Aboriginal & Torres Strait Islander students may pay \$0. Our **Refund Policy** sets out when refunds apply and how to request one.

YOUR RIGHTS

Complaints and appeals.

If you're unhappy with an assessment outcome, a decision we've made, or anything about our service, you can raise it informally with your trainer first, or formally with the RTO Manager. **No student is disadvantaged for raising a complaint in good faith.** See our **Complaints and Appeals Process** for the full pathway, including external review options (ASQA / the Training Services NSW Customer Support team).

Privacy.

We collect personal information at enrolment to administer your training, report your training activity to the National Centre for Vocational Education Research (NCVER) under AVETMISS, and comply with our Smart & Skilled funding contract with Training Services NSW. We share your information only as required by these obligations and with your consent. You can access your records on request.

Access and equity.

WAYS Youth Training is open to people of all backgrounds. We don't discriminate on the basis of cultural background, language, disability, sexuality, gender, age (15+), or any other attribute. We deliver in plain English with translation support available where required, and we make reasonable adjustments to support every student to participate fully.

CONTACT US

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