



WELCOME



A career in early childhood education and care offers the opportunity to make a meaningful and lasting impact during the most important years of a child's life.

As an educator, you build strong relationships with children and families, support children's wellbeing and development, and help inspire a lifelong love of learning.

At the Kath Dickson Institute, we are proud to prepare the next generation of early childhood professionals. Our industry-experienced trainers deliver high-quality, face-to-face training and practical learning experiences that equip you with the confidence, skills and knowledge needed to thrive in this rewarding field. Our qualifications are designed to ensure you can support the safety, wellbeing and development of every child in your care.

Whether you are beginning your career or continuing your professional journey, you will be guided by trainers who are passionate about the sector and committed to your success.

When you enrol with the Kath Dickson Institute, you join a community of educators who believe in every child's potential and are dedicated to making a positive difference in their lives.

We wish you every success in your studies and look forward to seeing the passionate and capable educator you will become.

Warm regards

Rachael Williams

Director

Kath Dickson Institute
RTO 5394

Phone: 1300 336 345

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Below: **One Mob Dhiiyaan Maal** by Joanne Torrens

You will see this gorgeous artwork throughout our course materials. It was specially commissioned from artist Joanne Torrens, a Bigambul, Bundjalung woman who has lived in Toowoomba for the past 30 years. The artwork celebrates cultural connections, journeys, and teachings shared with our jarjums (children).

Kath Dickson Family Centre is honoured to acknowledge our Elders, past and present. They have walked this land with us, and before us; today, yesterday and generations long ago. They have lived lives of courage, strength and determination. We recognise their legacy, that each of us now carries. We recognise the path that their footsteps have carved for us. We acknowledge the trust that has been placed in us to continue this journey. We do all of this with respect, reverence and understanding.

YOUR KATH DICKSON INSTITUTE EXPERIENCE

We understand that every student is unique. That's why we offer flexible learning options to suit your needs.

Competency-based education. Rather than measuring learning by time, students progress by demonstrating that they have mastered the knowledge and skills, called competencies.

Workplace-based training. Learn and apply skills directly in an early childhood setting. Vocational placement is a formal work experience requirement included in certain qualifications or units of competency. It gives students the opportunity to develop practical skills and gain experience to support a successful transition from study to employment.

Under the Vocational Education, Training and Employment Act 2000, vocational placement must not exceed 240 hours per year.

External delivery. Study guides and assessments are completed with support from your school and regular visits from our trainers.

Ongoing assessment. Assessment occurs through the duration of the course. Methods include workbooks, practical tasks, observations, projects, portfolios and third-party report.

Reasonable Adjustments. Tailored support is available for learners with disabilities to ensure

equal learning opportunities.

Recognition of prior learning. We will assess existing skills and knowledge, potentially reducing study time for a qualification through assessment methods like workplace observation, self-assessment, interviews, and documented evidence.

If you believe you have the workplace skills and recent/current experience, try the self-evaluation tool as set out by the Department of Trade, Employment and Training (DTET) at: www.skillomatic.theworklab.com.au

Credit transfer. We recognise previous formal learning from other Registered Training Organisations (RTOs).

Support every step of the way. You will be supported by a team of passionate early childhood professionals within the Kath Dickson Institute:

- **Trainers and Assessors:** Deliver practical, real-world training and assessments.
- **Administration Staff:** Assist with enrolments and student inquiries.
- **Institute Director:** Ensures teaching quality and student services meet the highest standards.
- **Compliance Manager:** Keeps our programs aligned with national regulations.

Our team is here to help you succeed.



OVERVIEW OF ACCREDITED COURSES

The following accredited courses are offered by Kath Dickson Institute:

CHC22015 Certificate II in Community Services

This qualification serves as a pathway to the *CHC30121 Certificate III in Early Childhood Education and Care*. It equips students with foundational practical skills necessary for roles in the community services sector.

CHC30125 Certificate III in Early Childhood Education and Care

This qualification prepares individuals for roles in various early childhood education settings. Workers in this field support children's wellbeing, learning, and development while implementing approved learning frameworks under the Education and Care National Quality Framework. Depending on the setting, educators may work under supervision or independently.

CHC50125 Diploma of Early Childhood Education and Care

This qualification is designed for early childhood educators responsible for creating and implementing curriculum in education and care services. These professionals work within the guidelines of the Education and Care National Quality Framework and may supervise volunteers or staff.

CHC62015 Advanced Diploma of Community Sector Management

This qualification focuses on the skills and responsibilities of middle managers or managers in community sector organisations. These professionals work independently, reporting to executive teams or boards, and handle functions such as service delivery planning, risk management, and team leadership to align with organisational goals and strategies.

HLTAID009 Provide Cardiopulmonary Resuscitation

This unit covers the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) following Australian Resuscitation Council (ARC) Guidelines. It applies to individuals who may need to provide CPR in various workplace or community settings.

HLTAID011 Provide First Aid

This unit teaches the skills and knowledge needed to provide a first aid response to a casualty, as per the Australian Resuscitation Council (ARC) Guidelines. It is applicable to individuals who may need to respond to emergencies in workplace or community environments.

HLTAID012 Provide First Aid in an Education and Care Setting

This unit focuses on providing first aid responses to infants, children, and adults in alignment with Australian Resuscitation Council (ARC) Guidelines. It is tailored for educators and support staff in educational care settings, covering emergencies such as asthma and anaphylaxis. This includes those working with school-age children in outside school hours care and vacation programs.

CHC22015 Certificate II in Community Services

This entry-level qualification is a fantastic starting point for anyone passionate about helping others and making a difference in their community.

This qualification provides a pathway to workforce entry across various sectors, including Early Childhood Education and Care.

Students who are not currently employed with an organisation will need to complete a vocational placement of at least 50 hours. This is an excellent chance to gain hands-on experience in your chosen sector or explore various roles to help you identify your ideal career path..

The course consists of 9 units, made up of 5 core units and 4 electives.

Core units:

- CHCCOM001 Provide first point of contact
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- HLTWHS001 Participate in workplace health and safety
- BSBWOR202 Organise and complete daily work activities

Elective units:

- CHCVOL001 Be an effective volunteer
- CHCECE037 Support children to connect with the natural environment
- CHCECE056 Work effectively in children's education and care
- CHCPRT025 Identify and report children and young people at risk

Fees and Payments

The course fee for the Certificate II varies based on your eligibility:

- **Fee for Service** \$1,350 (includes a \$100 enrolment fee and \$1,200 tuition fee for 9 units at \$150 per unit).

Kath Dickson Institute offers an interest-free payment plan, allowing you to pay off your course fees over the duration of your study (minimum of \$20 per fortnight).

Students are entitled to a 7-day (1 week) cooling-off period, during which you may withdraw from the course without penalty (excluding the non-refundable enrolment fee).

*Information correct as at March 2026.

Who can study?

No specific entry requirements apply. Applicants should have basic literacy skills and must hold a Working with Children Blue Card or a National Police Clearance check.

Delivery Mode:

External delivery with workplace placement (minimum 50 hours).

Duration:

6 months full-time, 12 months part-time

Cost: \$1,350 (Fee-for-Service).



CHC30125 Certificate III in Early Childhood Education and Care

This nationally recognised qualification prepares individuals for roles in various early childhood education settings, working in alignment with the Education and Care National Quality Framework.

Educators support the implementation of an approved learning framework while promoting children's wellbeing, learning, and development. Depending on the setting, they may work under direct supervision or operate independently.

Upon completing this course, graduates may pursue roles such as assistant in long day care or occasional care, assistant Educator in a kindergarten, family day care educator, or in-home care educator.

If you are not currently employed in the industry, you will need to complete a vocational placement of at least 160 hours, including time working with children under 2 years of age. Certain units require specific practical placement hours to be completed before competency is achieved, which can be fulfilled during your practicum. For further details, KDI staff are available to assist.

The course consists of 17 units, made up of 15 core units and 2 electives.

Core units:

- CHCECE030 Support inclusion and diversity
- CHCECE031 Support children's health, safety and wellbeing
- CHCECE032 Nurture babies and toddlers
- CHCECE033 Develop positive and respectful relationships with children
- CHCECE034 Use and approved learning framework to guide practice
- CHCECE035 Support the holistic learning and development of children
- CHCECE036 Provide experiences to support children's play and learning
- CHCECE037 Support children to connect with the natural environment
- CHCECE038 Observe children to inform practice
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- CHCECE055 Meet legal and ethical obligations in children's education and care
- CHCECE056 Work effectively in children's education and care
- CHCPRT025 Identify and report children and young people at risk
- HLTAID012 Provide First Aid in an education and care setting
- HLTWHS001 Participate in workplace health and safety

Elective units:

- CHCDIV001 Work with diverse people
- CHCECE039 Comply with family day care administration requirements
- CHCPRP003 Reflect on and improve own professional practice

Who can study?

No specific entry requirements apply. Applicants should have sound language, literacy and numeracy skills and possess a Working with Children Blue Card.

Delivery Mode:

External delivery with workplace placement (minimum 160 hours).

Duration:

12 months full-time, 24 months part-time

Fees and Payments

The course fees for the Certificate III depend on your eligibility:

- **Fee for Service:** \$3,435 (includes \$100 enrolment fee, \$135 First Aid fee, and \$3,200 tuition fee for 16 units at \$200 per unit).
- **Career Start General Training (Non-Concession):** \$272 (17 units at \$16 per unit).
- **Career Start General Training (Concession):** \$119 (17 units at \$7 per unit).
- **Traineeship:** \$1.60 per nominal hour for each unit of competency.

Kath Dickson Institute offers an interest-free payment plan, allowing you to pay off your course fees over the duration of your study (minimum of \$20 per fortnight).

Students are entitled to a 7-day (1 week) cooling-off period, during which you may withdraw from the course without penalty (excluding the non-refundable enrolment fee).

Note: Information is correct as at March 2026.

What is Career Start?

This is a Queensland Government initiative that helps eligible individuals complete their first post-school Certificate III qualification by offering subsidised training fees. This program aims to enhance skills and employment opportunities.

Eligibility Criteria:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills do not count).



CHC50125 Diploma of Early Childhood Education and Care

This nationally recognised qualification is designed for early childhood educators responsible for creating and implementing curriculum in education and care services.

These professionals work within the guidelines of the Education and Care National Quality Framework and may supervise volunteers or staff.

On completion of this course, graduates will be eligible to be employed in the following roles:

- Centre based Director
- Lead Educator in long day care or occasional care centres
- Educational Leader
- Assistant Director in long day care or occasional care centres
- Co-ordinator of school-age care services
- Co-ordinator in a family day care scheme

If you are not currently employed in the industry, you will need to complete a vocational placement of at least 280 hours. Certain units require specific practical placement hours to be completed before competency is achieved, which can be fulfilled during your practicum. For further details, KDI staff are available to assist. NOTE: No study benefit from Centrelink will be paid under this course. Contact Centrelink for further details.

The course consists of 15 units, made up of 12 core units and 3 electives.

Core units:

- BSBTWK502 Manage team effectiveness
- CHCECE041 Maintain a safe and healthy environment for children
- CHCECE042 Foster holistic early childhood learning, development and wellbeing
- CHCECE043 Nurture creativity in children
- CHCECE044 Facilitate compliance in a children's education and care service
- CHCECE045 Foster positive and respectful interactions and behaviour in children
- CHCECE046 Implement strategies for the inclusion of all children
- CHCECE047 Analyse information to inform children's learning
- CHCECE048 Plan and implement children's education and care curriculum
- CHCECE049 Embed environmental responsibility in service operations
- CHCECE050 Work in partnership with children's families
- CHCPRP003 Reflect on and improve own professional practice

Elective units:

- BSBPEF502 Develop and use emotional intelligence
- CHCDIV003 Manage and promote diversity
- CHCMGT003 Lead the work team
- CHCPOL002 Develop and implement policy
- CHCPOL003 Research and apply evidence to practice

Who can study?

Diploma-level qualifications and higher require individuals to hold a supervisory role in the workplace or possess substantial experience in the relevant occupation. Applicants should also have sound language, literacy and numeracy skills and possess a Working with Children Blue Card.

Delivery Mode:

External delivery with workplace placement (minimum 280 hours).

Duration:

24 months full-time, 48 months part-time

Fees and Payments

The course fees for the Diploma depend on your eligibility:

- **Fee for Service:** \$3,100 (\$100 enrolment fee + \$3000 tuition fee (15 units at \$200 per unit).
- **Career Boost General Training (Non-Concession):** \$525 (15 units at \$35 per unit).
- **Career Boost General Training (Concession):** \$210 (15 units at \$14 per unit).
- **Apprenticeship:** \$1.60 per nominal hour for each unit of competency.

Kath Dickson Institute offers an interest-free payment plan, allowing you to pay off your course fees over the duration of your study (minimum of \$20 per fortnight).

Students are entitled to a 7-day (1 week) cooling-off period, during which you may withdraw from the course without penalty (excluding the non-refundable enrolment fee).

Note: Information is correct as at March 2026.

What is Career Boost?

This is a Queensland Government initiative designed to help individuals gain advanced skills needed for employment, career progression in priority industries, or transition to university. This one-off funding program provides subsidised training fees to eligible participants.

Eligibility Criteria:

- aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills do not count).



CHC62015 Advanced Diploma of Community Sector Management

This nationally recognised qualification focuses on the skills and responsibilities of middle managers or managers in community sector organisations.

These professionals work independently, reporting to executive teams or boards, and handle functions such as service delivery planning, risk management, and team leadership to align with organisational goals and strategies.

At this level, workers are responsible for planning and overseeing service delivery, managing the recruitment and performance of both paid and unpaid staff, handling risk management, and contributing to continuous improvement within their specific role. This may involve managing a particular program or project or overseeing the broader management of a community-based organisation, early childhood service, not-for-profit organisation, or community centre.

On completion of this course, graduates will be eligible to be employed in the following roles:

- Community and personal service workers
- Professionals
- Manager in the following industries:
 - Health Care and Social Assistance
 - Education and Training
 - Administrative and Support Services

Please note that this course has been specifically tailored for early childhood professionals in consultation with the industry.

The course consists of 13 units, made up of 8 core units and 5 electives.

Core units:

- CHCDIV003 Manage and promote diversity
- CHCLEG003 Manage legal and ethical compliance
- CHCMGT001 Develop, implement and review quality framework
- CHCMGT003 Lead the work team
- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT608 Manage innovation and continuous change
- BSBRSK501 Manage risk

Elective units:

- CHCCCS007 Develop and implement service programs
- CHCPOL002 Develop and implement policy
- CHCPOL003 Research and apply evidence to practice
- BSBMGT605 Provide leadership across the organisation
- BSBMGT616 Develop and implement strategic plans

Who can study?

Advanced Diploma-level qualifications and higher require individuals to hold a supervisory role in the workplace or possess substantial experience in the relevant occupation. Applicants should also have sound language, literacy and numeracy skills and possess a Working with Children Blue Card.

Delivery Mode:
External delivery.

Duration:
18 months full-time, 3 years part-time

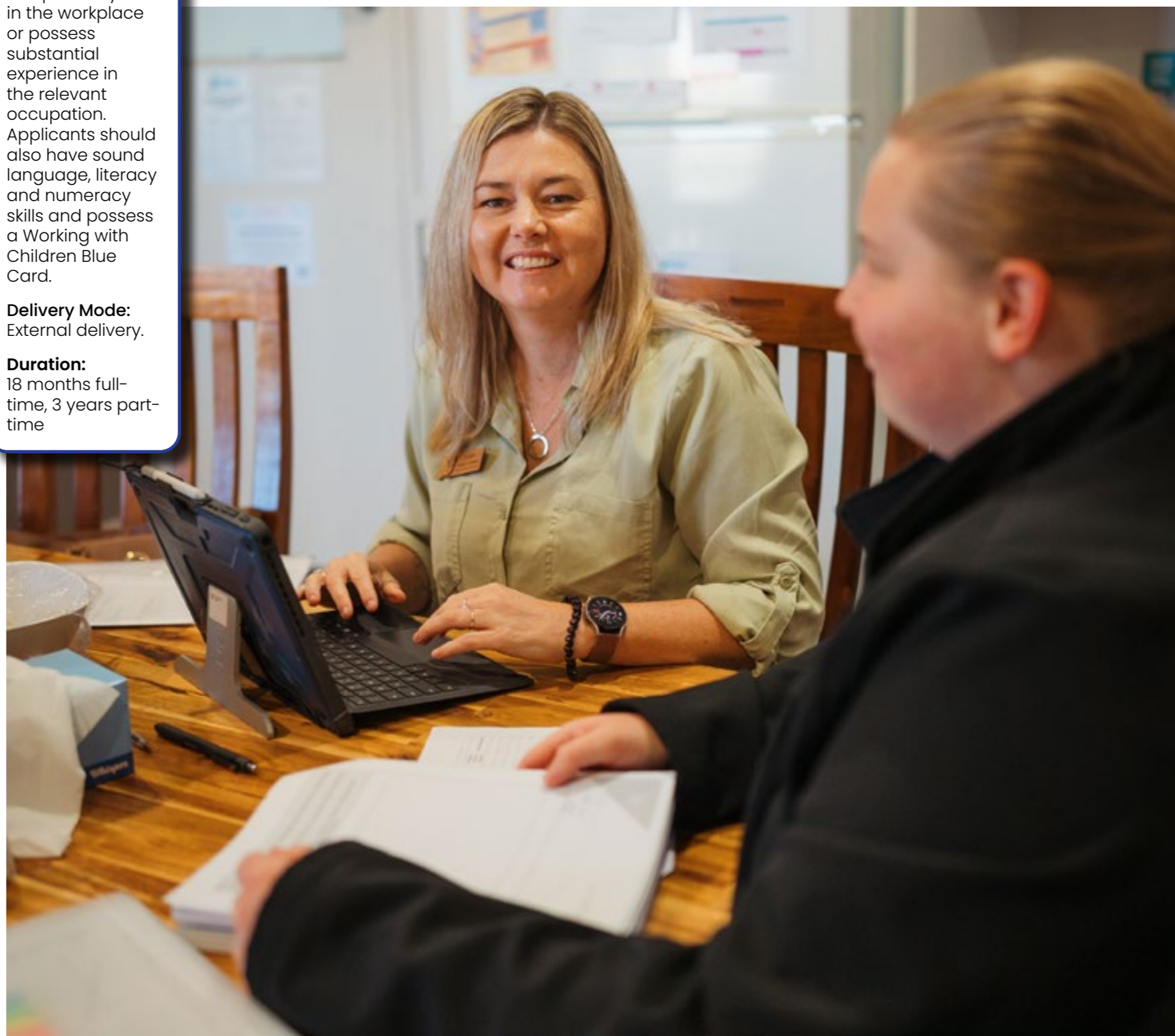
Fees and Payments

- **Fee for Service:** \$3,350 (\$100 enrolment fee + \$3,250 tuition fee (13 units at \$250 per unit)).

Kath Dickson Institute offers an interest-free payment plan, allowing you to pay off your course fees over the duration of your study (minimum of \$20 per fortnight).

Students are entitled to a 7-day (1 week) cooling-off period, during which you may withdraw from the course without penalty (excluding the non-refundable enrolment fee).

Note: Information is correct as at March 2026.



First Aid and CPR

First Aid and CPR courses provide essential life-saving skills that everyone should know.

From treating injuries and burns to performing CPR during a cardiac arrest, these courses teach you how to respond confidently in emergencies. It is a compulsory unit within the Certificate III, but can also be taken as a stand-alone unit.

Complete the theory online at your own pace, then attend a session to complete nine practical components using our modern CPR equipment.

Choose from either:

- **HLTAID011 Provide First Aid**

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

OR

- **HLTAID012 Provide First Aid in an Education and Care Setting**

This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an educational care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

Both include:

- **HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)**

Students are required to have the physical ability to perform (2) two minutes of continuous CPR by kneeling on the floor.

Who can study?

Open to all.

Delivery Mode:

Theory delivered externally; practical component completed in fully facilitated half-day class

Cost: \$135 per student (or \$65 for CPR only)

Our training is available throughout Queensland and can be tailored to suit your service's needs, including on-site delivery of training.



Traineeship/Apprenticeship

This Queensland Government initiative provides a funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees, allowing them to choose their preferred registered training organisation (RTO).

Eligibility

To be eligible for subsidised training under the Traineeship/Apprenticeship Pathway, you must have entered into a training contract for a qualification funded by the Department of Trade, Employment and Training (DTET).

- You can receive only one government contribution for a User Choice-funded qualification at a time.
- You are eligible for a maximum of two government funding contributions under the Traineeship/Apprenticeship Pathway.

Special rules apply for school-based apprenticeships and traineeships (SATs), so students and their parents or guardians should consult with their school's vocational education and training coordinator before registering as a SAT.

Available courses

A Traineeship/Apprenticeship Pathway subsidy is available for the following Kath Dickson Institute courses:

- CHC30125 Certificate III in Early Childhood Education and Care
- CHC50125 Diploma of Early Childhood Education and Care

Fees and payment

If you are eligible for the Traineeship/Apprenticeship Pathway, your co-contribution fee to Kath Dickson Institute is \$1.60 per nominal hour for each unit of competency, as determined by DTET (Information correct as of June 2025).

- Concession and non-concession rates apply to all Traineeship/Apprenticeship Pathway students.
- Full or partial exemptions may apply based on specific criteria.

Under 21s/25s program

The Queensland Government provides fully subsidised training for young Queenslanders up to the age of 21 across priority apprenticeships and traineeships. If you are under 21 when you register as a trainee or apprentice in early childhood, there will be no cost for training

School-based apprenticeships and traineeships

School-based apprentices and trainees, typically in years 10, 11, and 12, receive training in the workplace and with an RTO while continuing their studies towards the Queensland Certificate of Education (Senior Certificate or equivalent).

- School-based apprentices and trainees may access a maximum of two government contributions under the User Choice program.
- The government contribution for Early Childhood Education and Care qualifications is 100% subsidised as a Priority One qualification.
- School-based apprentices and trainees are exempt from paying student contribution fees while still at school.



About Us

At Kath Dickson Family Centre, we are all about early childhood, that wonderful and important age from 0-5 years.

We provide child care options, train workers in early childhood education and care, support educators to run their own family day care business, and engage the community with family events and activities, including our Toy Library and playgroups.

We were established in 1975 by Kathleen Dickson, who was a visionary in recognising the need for quality child care options at that time. We have since grown and diversified, but continue to remain true to the vision of supporting families.

Our organisation operates a number of distinct divisions:

Kath Dickson Institute, registered training organisation (RTO) 5394, provides training in nationally recognised qualifications in Early Childhood Education and Care via our network of trainers throughout Queensland.

Kath Dickson Family Day Care enables families to open their homes and offer affordable, flexible, quality child care in their community.

Kath Dickson Education and Care Centres in Toowoomba (Gladstone Street and Toowoomba Central) provide centre-based care, a fully-accredited kindergarten program, as well as places allocated to emergency care for families in crisis.

Kath Dickson Community Programs coordinate a range of events and initiatives to support families and children, particularly for those most in need. This includes our community Toy Library in Crows Nest.

Find out more at kdfc.com.au



OUR FOUNDER AND OUR INSPIRATION



Kath Dickson

1910–2003

Inspirational Educator and Community Champion

Kath Dickson dedicated her life to education and community service, leaving an enduring legacy in Toowoomba and beyond.

Kath was one of Queensland's first graduate teachers. She taught in both rural and urban schools, where her leadership and passion for the arts and children's wellbeing shone.

During World War II, she served as a Captain in the Australian Army Medical Women's Service, working across the Pacific in education and reconstruction efforts. After the war, she became one of Queensland's first female principals, leading schools in Mackay, Rockhampton, and Toowoomba.

Retiring in 1975, Kath pioneered family day care in Toowoomba, establishing the Kath Dickson Family Centre, Queensland's first family day care scheme. She also founded a Toy Library to provide practical support for disadvantaged families and children.

A tireless volunteer, Kath was an active member of numerous organisations, including the Red Cross, Girl Guides, and Amnesty International, where she became Australia's longest-serving member. In 1976, she was awarded the Order of the British Empire (OBE) for her lifelong dedication to community.

Her legacy as a compassionate leader and advocate for children's wellbeing, education, and the arts continues to inspire us all.

Listen to Kath Dickson's extraordinary life story in her own words:



Supporting children to become the best versions of themselves.

By 2035, we will be recognised as the leader in early childhood education and care in Queensland.



We are CARING



We are TRUSTWORTHY



We are INCLUSIVE



We are ACCOUNTABLE



We strive for EXCELLENCE



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Kath Dickson Institute
is a registered training
organisation (RTO 5394)

Trainer locations

TOOWOOMBA
SUNSHINE COAST
BRISBANE
GOLD COAST
SOUTH WEST QUEENSLAND
IPSWICH
BUNDABERG
GYMPIE
HERVEY BAY
MARYBOROUGH
TOWNSVILLE
TROPICAL NORTH QLD
CENTRAL QUEENSLAND
WESTERN QUEENSLAND