

Career Boost Fact Sheet

FACT SHEET

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CHC50125 Diploma of Early Childhood Education and Care — General Training Pathway

This fact sheet provides important information about the Career Boost funded training program delivered by KKTC Education Pty Ltd. It is provided to all prospective students under Performance Standard 1 of the Queensland Skills Assure Supplier (SAS) Policy 2025–2028. Please read it carefully before enrolling. If anything is unclear, contact KKTC on 1300 048 133 or info@kktc.com.au.

1. About Career Boost

Career Boost is a Queensland Government subsidised training program administered by the Department of Trade, Employment and Training (DTET). It supports Queenslanders to upskill, advance their careers or progress to further education through Certificate IV and higher qualifications. The Queensland Government contributes the majority of the cost of training; you contribute a co-contribution fee (Section 4). KKTC Education Pty Ltd (RTO 40636) is an approved Skills Assure Supplier authorised to deliver this program.

2. About the Qualification

The CHC50125 Diploma of Early Childhood Education and Care is a nationally recognised qualification under the Australian Qualifications Framework (AQF Level 5). It prepares you to design and implement curriculum, lead educators, manage programs and ensure compliance with the National Quality Framework in early childhood services. The qualification consists of 15 units of competency. Full details are published on the National Register at www.training.gov.au.

3. Eligibility

To access Career Boost funding for this qualification, you must:

- Be 15 years of age or older and not currently a school student
- Permanently reside in Queensland

- Be an Australian citizen, an Australian permanent resident (including a humanitarian entrant), a New Zealand citizen, or a temporary resident who holds a visa with work rights and is on a pathway to permanent residency
- Not be currently enrolled in another qualification funded by the Queensland Government (DTET), including one that is on hold or deferred. Self-funded study and university enrolment do not affect your eligibility.
- Not have completed a Certificate IV or higher qualification — including a university degree or diploma — within the last 10 years, other than a qualification you completed while at school, a foundation skills qualification, or a qualification funded under a Skilling Queenslanders for Work program

Course entry requirements

The CHC50125 Diploma has training-package entry requirements that apply regardless of funding. To enrol you must meet one of the following:

- Hold a CHC30125, CHC30121 or CHC30113 Certificate III in Early Childhood Education and Care; or
- Hold an Australian Certificate III in Children's Services and demonstrate at least 12 months of cumulative full-time-equivalent employment within the last five years in a regulated education and care service in Australia, supported by verifiable evidence; or
- Hold the CHCSS00147 Entry into Diploma of Early Childhood Education and Care skill set.

Proof of your entry pathway is required at enrolment. KKTC cannot enrol you in this qualification unless the entry requirement is met.

KKTC is required by DTET to verify your eligibility against these criteria and to keep evidence on your file before your enrolment is confirmed. We do this during your Pre-Enrolment Assessment (PEA), which also identifies any learning support you may need. KKTC also checks your training history through the Department's AISS system within 30 days before enrolment. For independent information see the DTET Career Boost page and the Queensland Skills Gateway (skillsgateway.training.qld.gov.au).

4. Co-contribution Fees

Under Career Boost you pay a co-contribution fee; the Queensland Government pays the remainder of the cost directly to KKTC. The fee below is the total cost to enrol, undertake training and be awarded the qualification. There are no additional charges for training delivery, assessment, learning materials or qualification issuance.

Fee Category	Per Unit	Total (15 Units)
Non-concessional co-contribution fee	\$10.00	\$150.00
Concessional co-contribution fee	\$5.00	\$75.00

Concessional eligibility

You are eligible for the concessional co-contribution fee if you fall into one of the following categories at enrolment (Appendix 1 of the SAS Policy 2025–2028, Version 1.2):

- Hold a current Health Care Card, Pensioner Concession Card or Veteran concession card issued under Commonwealth law (Services Australia or the Department of Veterans' Affairs), or are the partner or dependant of a card holder and named on the card. Queensland Government (state-issued) concession cards do not qualify.
- Hold an official form issued under Commonwealth law confirming that you, your partner, or the person you are a dependant of, is entitled to those concessions

- Identify as Aboriginal or Torres Strait Islander
- Have a disability
- Are from a non-English speaking background
- Are an adult prisoner

Evidence of concessional status must be supplied at enrolment.

Full fee exemption

A full fee exemption applies if you are a Skilling Queenslanders for Work (SQW) participant, if the training is a specific fee-free program announced by the Queensland Government, or for foundation skills qualifications. If any of these apply to you, tell KKTC at enrolment.

How and when fees are charged and collected

Your co-contribution fee is charged per unit of competency. KKTC does not ask you to pay anything before your training commences.

- Once you have commenced your training, KKTC issues you a tax invoice for your co-contribution fee, itemised unit by unit.
- Payment is due within seven (7) days of the invoice date. If you would prefer to pay in instalments, contact KKTC Student Services on 1300 048 133 before your invoice is issued.
- If your invoice is not paid by the due date, KKTC may suspend your enrolment until it is paid. Once KKTC has claimed the government subsidy for a unit, your results and your qualification will never be withheld because of unpaid fees.
- You will not be charged for any unit you have not commenced if you withdraw — see Section 12.

Fees are payable to KKTC Education by credit card, debit card or bank transfer using the payment instructions on the invoice. KKTC provides a tax invoice and receipt for all fees paid. Co-contribution fees may be paid by you, your employer, a family member or another organisation on your behalf, but cannot be paid or waived by KKTC or any person or entity connected to KKTC. KKTC reports the fee collected for each unit to DTET.

If you are not eligible for Career Boost funding, fee-for-service options are available — contact KKTC on 1300 048 133.

5. Delivery Mode and Training Timelines

This qualification is delivered through a blended learning model combining face-to-face workshops, online learning through the KKTC Cloud Assess platform, structured self-paced study, and supervised vocational placement. Standard course duration is 18 months. Your duration may vary with credit transfer and recognition of prior learning; your specific timeline is confirmed in your Training Plan at enrolment.

6. Assessment Methods

You will be assessed using a range of methods to gather sufficient evidence that you have achieved each unit of competency:

- Written knowledge questions and short-answer responses
- Practical observations and demonstrations during vocational placement
- Workplace projects and case studies
- Role plays and scenario-based assessments
- Third-party reports from your workplace supervisor
- Portfolio of evidence collected during vocational placement

All assessment is competency-based — you are assessed as either competent or not yet competent against each unit. If you are not yet competent on first attempt, you will be given feedback and a reasonable opportunity for reassessment in line with KKTC's Assessment Policy. Recognition of Prior Learning (RPL) and Credit Transfer (CT) are available; speak with KKTC at enrolment if you have prior qualifications or relevant experience.

7. Approved Delivery Locations

KKTC is approved by DTET to deliver Career Boost training in the following Queensland regions:

Region	Region	Region
Brisbane	Ipswich	Queensland – Outback
Cairns	Logan – Beaudesert	Sunshine Coast
Central Queensland	Mackay – Isaac – Whitsunday	Toowoomba
Darling Downs – Maranoa	Moreton Bay – North	Townsville
Gold Coast	Moreton Bay – South	Wide Bay

Specific training site addresses for your region are confirmed at enrolment. Online components are delivered Queensland-wide via the KKTC learning platform.

8. Vocational Placement

KKTC is responsible for sourcing and organising your vocational placement. Under the SAS Policy 2025–2028, vocational placements are the responsibility of the Skills Assure Supplier to arrange for the student. KKTC will arrange your placement with a regulated early childhood education and care service in your region operating under the National Quality Framework. You are not required to find your own placement.

- Minimum one day (7.5 hours) per week for the duration of the course, as set out in your Training Plan
- You will be supervised by a qualified educator and assessed by a KKTC trainer/assessor
- Successful completion of placement is required to be awarded the qualification

9. Licensing, Security and Entry Requirements

Working with Children Check (Blue Card)

A current Queensland Blue Card is a mandatory legal requirement for working with children, including during vocational placement. You must hold a current Blue Card before commencing placement (www.workingwithchildren.qld.gov.au). KKTC operates a strict 'No Card, No Start' policy.

Unique Student Identifier (USI)

All students undertaking nationally recognised training must have a USI (free at www.usi.gov.au). KKTC cannot issue your qualification without a verified USI.

Documentation required at enrolment

- Proof of date of birth (front of driver's licence or equivalent)
- Proof of citizenship or right to work (birth certificate, Medicare card, passport, or visa documentation)
- Proof of address (back of driver's licence, utility bill, or equivalent)
- Current Blue Card (or Blue Card application receipt)

- Verified Unique Student Identifier (USI)
- Transcripts of any qualifications or units completed in the last 10 years (needed for the eligibility check and for credit transfer)
- Evidence of meeting one of the three Diploma entry pathways (see Section 3)
- Evidence of concessional status (if applicable)

Language, literacy, numeracy and digital skills

This qualification requires sufficient language, literacy, numeracy and digital skills to read course materials, complete written assessments online, and communicate with children, families and colleagues. KKTC assesses these as part of your PEA to identify any support needs.

10. Requirements for Successful Completion

To be awarded the CHC50125 Diploma of Early Childhood Education and Care, you must be assessed as competent in all 15 units of competency, complete the required vocational placement hours satisfactorily, and hold a verified USI. On successful completion KKTC issues your qualification within 30 days, in accordance with the Standards for RTOs.

11. Student Support Services

KKTC is committed to supporting every student to complete their qualification. The following supports are available to all enrolled students:

Academic and learning support

- Trainer/assessor support during scheduled workshops and placement visits, and via phone and email
- Reasonable adjustments for students with disability or specific learning needs (identified at the Pre-Enrolment Assessment)
- Language, literacy, numeracy and digital (LLND) support
- Recognition of Prior Learning (RPL) and Credit Transfer (CT) services
- Access to the KKTC Cloud Assess online learning platform

Wellbeing support

- Referral to external counselling and crisis support services (Lifeline 13 11 14, Beyond Blue 1300 22 4636)
- Information on student support resources at kktc.com.au/student-support

Cultural and inclusion support

- Inclusive practice consistent with KKTC's Reconciliation Action Plan
- Support for students from priority population groups, including Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, and students with disability

To access support services, contact KKTC on 1300 048 133 or speak with your trainer/assessor at any time.

12. Refund Policy

Your refund entitlement depends on whether training has commenced and on which units of competency you have started.

Refund of Fees Paid	Circumstances
Full refund	You withdraw at any time before your training commences; KKTC withdraws the course; or KKTC is unable to provide the course you enrolled in
Refund of unused unit fees	You withdraw after training has commenced: the co-contribution fee for every unit of competency you have not yet commenced is refunded (or, if not yet paid, removed from your invoice)
No refund	Fees for units of competency you have already commenced — meaning training delivery has started or assessment has been attempted

Refunds are calculated per unit of competency. Credit transfers granted after enrolment are also refunded on a per-unit basis. Refunds are processed within 30 days of KKTC receiving your written withdrawal notice and are paid to the original payer (you, your employer or another third party who paid on your behalf). To request a refund, contact KKTC on 1300 048 133 or info@kktc.com.au.

This is a summary only. The complete KKTC Refund Policy, including dispute resolution and circumstances for discretionary refunds, is set out in the KKTC Refund Policy and the Student Handbook, both available at kktc.com.au.

13. Independent Advice and Complaints

KKTC has internal complaints and appeals processes. If you have a concern, raise it with KKTC first by contacting Student Services on 1300 048 133 or via the complaints form at kktc.com.au. If you are not satisfied with the outcome, or wish to seek independent advice, you can contact:

- Department of Trade, Employment and Training (DTET): www.dtet.qld.gov.au
- Queensland Training Ombudsman: www.trainingombudsman.qld.gov.au
- Australian Skills Quality Authority (ASQA): www.asqa.gov.au

14. Disclosures

Training provider

All training and assessment under Career Boost is delivered by KKTC Education Pty Ltd (RTO 40636). No third party delivers training, assessment, marketing or recruitment on KKTC's behalf for this program.

Impact on future funding — your entitlement

Career Boost provides you with one Queensland Government subsidised place in a Certificate IV, Diploma or Advanced Diploma, plus up to two subsidised skill sets. Enrolling in Career Boost General uses that place and also counts as your one general-pathway qualification within the Queensland Government's combined limit across the School-Based Apprenticeships and Traineeships, Free Apprenticeships for Under 25s, Career Start and Career Boost programs. Once you complete the Diploma you will not be eligible for Career Boost General again for 10 years. If you are unsure how this enrolment affects your future entitlement, contact DTET before enrolling.

Which rules apply to you

The eligibility criteria in this fact sheet apply to students who commence on or after 1 July 2026 (Program Schedule Version 1.1). Students who commenced before that date remain subject to the previous criteria for the duration of their enrolment. Eligibility criteria are set by DTET and may change; KKTC verifies your eligibility against the current criteria at enrolment and keeps evidence on your file.

Queensland Government surveys

You may be asked to complete Queensland Government surveys about your training goals, experience and outcomes.

Privacy

KKTC collects personal information for enrolment, training delivery, and reporting to DTET and the National Centre for Vocational Education Research (NCVER). KKTC's Privacy Notice and Privacy Policy are available at kktc.com.au/privacy.

15. Contact KKTC

Phone	1300 048 133
Email	info@kktc.com.au
Website	www.kktc.com.au
Student Handbook	kktc.com.au/student-handbook
Student Support	kktc.com.au/student-support

This fact sheet is provided in accordance with Performance Standard 1 of the Queensland Skills Assure Supplier Policy 2025–2028 (Version 1.2).