



Course Guide

Graduate Diploma of Early Childhood Education (CRICOS Course Code: 117596F)

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Welcome Message from the CEO

Thank you for considering Australis as the next step in your learning journey.

We understand that choosing the right course is a big decision. It is about more than just gaining a qualification. It is about where you feel supported, respected and inspired to grow.

At Australis, we aim to create an environment where learning feels practical, meaningful and deeply connected to your goals. Our courses are designed to help you build real-world skills, challenge your thinking and prepare you for a rewarding future.

We welcome students from all backgrounds and experiences. Whatever path has brought you here, we want you to feel a sense of belonging and possibility.

I hope this guide gives you a clear sense of what to expect, what you will learn and how we will support you. If you choose to study with us, we will be proud to guide and be part of your learning journey.

Dr Michelle Lac

Chief Executive Officer

Acknowledgement of Country

The Australian School of Business Pty Ltd trading as Australis Business School (“Australis”) recognises the Traditional Custodians of the lands on which Australis is situated. Australis pays respects to Aboriginal Elders past and present, who are the knowledge holders and teachers. Australis acknowledges their continued spiritual and cultural connection to Australia. Australis also respects the knowledge embedded forever within the Aboriginal Custodianship of Australia.

About Australis

Australis is a modern and dynamic Institute of Higher Education based in Melbourne. We focus on providing high-quality, practical and relevant learning experiences that prepare our students for the real world.

Unlike many traditional institutions, we specialise in business and education courses that reflect the needs of today's industries and communities. Our teaching draws on current thinking, strong industry connections and a commitment to critical inquiry.

We are proud to foster an inclusive and supportive environment where students from all backgrounds are encouraged to thrive. Whether you are building on your existing experience or stepping into a new field, we are here to help you succeed—academically, professionally and personally.

Our values of integrity, inclusivity and intellectual freedom guide everything we do, from the way we teach to the way we support our students.

About This Course Guide

This guide provides key information about the Graduate Diploma of Early Childhood Education, including course structure, learning outcomes, placement requirements, and academic expectations. It is designed to help you understand the course and what you can expect as a student at Australis. This Course Guide should be read in conjunction with the Australis Student Handbook. The Student Handbook contains more comprehensive information on student rights and responsibilities, policies, complaints and appeals, academic support, and other essential services. Together, these documents form the complete reference for your course journey.

Why Choose This Course

The Graduate Diploma of Early Childhood Education at Australis is designed for individuals who want to make a meaningful impact in the lives of young children and their families.

This course offers more than just academic knowledge. It provides the practical tools, professional experience and critical thinking skills needed to step confidently into early childhood teaching roles.

Some of the reasons students choose this course include:

- **ACEQCA-approved qualification** that meets the requirements for early childhood teaching roles in Australia.
- **Integrated professional experience** with 60 days of supervised placement embedded into the course.
- **Supportive and inclusive environment**, where individual strengths, backgrounds and aspirations are respected.
- **Contemporary course content** that reflects current educational frameworks, cultural responsiveness and inclusive practice.
- **Face-to-face delivery** at our Coburg campus, fostering real connection and in-person engagement.

Whether you are building on prior study or returning to learning after time in the field, this course has been designed to equip you with the skills, confidence and understanding to thrive as an early childhood teacher.

Professional Accreditation

The Graduate Diploma of Early Childhood Education (GDECE) is on the Australian Children's Education & Care Quality Authority (ACECQA) list of approved early childhood teaching (ECT) qualifications.

This means the course meets the national requirements for early childhood teaching and is recognised for employment in approved early childhood education and care settings across Australia.

Course Overview

The Graduate Diploma of Early Childhood Education is a one-year postgraduate course designed for individuals seeking to become qualified early childhood teachers in Australia.

The course consists of eight core units, each carrying a 10 credit point weighting. Two of these units include supervised professional experience placements totalling 60 days in early childhood settings.

The course is delivered face-to-face at Australis' Melbourne campus and is designed to be completed in:

- **One year (full-time)** or
- **Two years (part-time)** for eligible domestic students

International students are required to undertake the course on a full-time basis.

Entry Requirements

To apply for the Graduate Diploma of Early Childhood Education, applicants must meet both the academic and English language requirements below.

Academic requirements

You must have successfully completed one of the following:

- An Australian bachelor degree (or equivalent qualification at AQF Level 7), or
- A Diploma of Early Childhood Education and Care (AQF Level 5), plus:
 - Evidence of at least two years of recent professional experience in early childhood education, ideally in leadership roles
 - Evidence of continued professional development or practice if your diploma was completed more than ten years ago

English language requirements (International students only)

You must provide evidence of English proficiency through one of the following:

- IELTS (Academic): Overall score of 6.5, with no band lower than 6.0
- TOEFL iBT: Overall score of 79, with a minimum of 24 in writing

- PTE Academic: Overall score of 58, with no skill below 50

Please note that international students must demonstrate that their English language test was successfully completed within two (2) years of their date of application for admission.

What You Will Learn in This Course

The Graduate Diploma of Early Childhood Education has been designed to equip students with the professional knowledge, practical skills, and critical understanding required to become effective early childhood teachers.

Students who successfully complete the Graduate Diploma of Early Childhood Education will be able to:

1. Synthesise evidence-based practices to promote inclusive curriculum, pedagogy and assessment that facilitate and embrace the individual child's curiosity, strengths, developmental needs and identity.
2. Evaluate and integrate teaching and learning approaches that support play-based learning in a dynamic and holistic environment, fostering wellbeing, equity, diversity, and inclusion.
3. Embed responsive and respectful pedagogies and practices to develop equitable learning environments for children and families from a range of cultural and linguistic backgrounds.
4. Apply advanced communication and collaboration skills to build strong and respectful partnerships with stakeholders, including families, colleagues, and communities to support children's wellbeing, learning and development.
5. Critically analyse early childhood education and care contexts, and demonstrate leadership, advocacy, reflection, and the application of evidence-based practices that address contemporary challenges and promote equitable outcomes for all learners.
6. Engage in critical reflective practice to inform ongoing decision making and continuous professional learning, leveraging evidence-based research, knowledge of curriculum frameworks, legislative and policy requirements, and codes of ethics.

These learning outcomes align with the Australian Qualifications Framework (AQF) Level 8 and are mapped to the Australian Children's Education and Care Quality Authority (ACECQA) standards for early childhood teacher qualification.

Units and Structure

The Graduate Diploma of Early Childhood Education consists of eight (8) core units, each carrying 10 credit points, delivered over two (2) semesters of full-time study. The course is designed to provide both theoretical knowledge and practical teaching experience aligned with national requirements for early childhood educators.

The structure includes two professional experience placements that enable students to gain supervised teaching practice in approved early childhood settings.

Course Duration

- Full-time: 1 year (2 semesters)
- Part-time: 2 years (domestic students only)

Delivery Mode

Face-to-face at 6/435-437 Sydney Road, Coburg, VIC 3058.

Course Structure

Semester 1

- ECE401 Child Development and Learning
- ECE402 Curriculum and Pedagogy in Early Childhood Education
- ECE403 Early Childhood Professional Practice 1 (30-day placement)
- ECE404 Education Law, Ethics and Professionalism

Semester 2

- ECE405 Language, Literacy and Multimodal Learning
- ECE406 Diverse Learners and Inclusive Education
- ECE407 Early Childhood Professional Practice 2 (30-day placement)
- ECE408 Leadership and Management in Early Childhood Education

Professional Experience Placement

Professional experience placements are an essential component of the Graduate Diploma of Early Childhood Education. They provide students with an opportunity to integrate theory with practice and gain firsthand experience working in early childhood settings.

Students are required to complete a total of 60 days (equivalent to 480 hours) of placement as part of this course. This includes:

- **30 days with children aged birth to under 3 years, and**
- **30 days with children aged 3 to 5 years.**

These placements are designed to meet the requirements of the Australian Children's Education & Care Quality Authority (ACECQA) and are aligned with the learning outcomes of the course.

Australis is responsible for organising professional experience placements for all students in partnership with approved early childhood education providers. These placements are arranged to ensure they meet the learning outcomes and regulatory requirements of the course. If a student wishes to organise their own placement at an eligible early childhood setting, they must first contact the Australis academic team to seek approval before making any arrangements.

During placement, students are expected to act professionally at all times, follow directions from supervising teachers, and comply with Australis' policies and procedures, including those relating to conduct, health and safety, and child safeguarding.

Further Study Opportunities

Graduates of the Graduate Diploma of Early Childhood Education may consider further study to advance their professional knowledge or broaden their career opportunities. Some students may go on to undertake postgraduate qualifications such as a Master of Teaching (Early Childhood Education), a Master of Education, or other relevant qualifications in education or related fields offered by other institutions.

Please note that Australis does not offer any formal articulation or credit transfer arrangements into other qualifications. Admission into further study, including potential

credit recognition, is determined by the receiving institution and may vary based on individual circumstances.

If you are considering further study, we encourage you to contact the relevant provider directly. Our team is also available to provide general academic advice and support.

Please note that entry into postgraduate or other higher education programs is subject to the admission requirements of the receiving institution. Australis does not guarantee entry or credit into external programs.

Credit Transfer and Recognition of Prior Learning (RPL)

Australis acknowledges that students may come with prior qualifications or relevant work and life experience. You may be eligible to receive credit towards this course through either credit transfer or recognition of prior learning (RPL), in line with our policies.

Credit transfer applies where equivalent units have been successfully completed at another registered training organisation or higher education provider. RPL considers informal and non-formal learning to determine if it meets the required outcomes.

All applications are assessed on a case-by-case basis. Students wishing to apply should contact Student Services early, preferably prior to course commencement. More information, including application processes and timelines, is available on our website and in the Student Handbook.

Tuition and Non-Tuition Fees

The tuition and non-tuition fees for the Graduate Diploma of Early Childhood Education are outlined below, as per the official student handbook and current fee schedule. These fees are also published on the Australis website.

Tuition Fees (Domestic and International Students)

Graduate Diploma of Early Childhood Education (Course CRICOS Code: 117596F)

Fee type	Description	Amount AUD
Unit fee	Fee per unit	\$3,500
Semester fee	Fee for a standard semester that contains 4 units	\$14,000
Total tuition fee	Fee for the entire course that contains 8 units	\$28,000

Non-Tuition Fees (International and Domestic Students)

Fee Type	Description	Refundable?	Amount (AUD)
Application Fee	Charged to assess and process an application for admission into a Course.	No	\$250
Late Payment Fee	Charged when a student fails to pay Tuition Fees by the due date specified in the Written Agreement.	No	\$200
Graduation Ceremony Fee	Charged to students who elect to participate in a formal graduation ceremony.	No	\$100
Reissue of Transcript	Charged when a student requests a replacement Statement of Attainment or academic transcript.	No	\$25

Fee Type	Description	Refundable?	Amount (AUD)
Replacement Testamur	Charged when a student requests a replacement testamur due to loss or damage.	No	\$50
Reissue of CoE	Charged when a student requests a new or revised Confirmation of Enrolment (CoE) outside the standard process.	No	\$50
Change of Course Fee	Charged when a student requests and is approved to transfer to a different Course within Australis.	No	\$100
Deferral Fee	Charged when a student requests to defer their Course commencement.	No	\$100
Reassessment Fee	Charged when a student applies for a third or subsequent attempt at assessment.	No	\$150 per unit
Replacement Equipment / Books	Charged when a student requests replacement for equipment or books that have been lost, misused, or damaged.	No	At cost
Photocopying and Printing Fee	Printing and copying through the student PaperCut account.	No	A4 B&W 10c/page; A4 colour 70c/page; A3 B&W 30c/page;

Fee Type	Description	Refundable?	Amount (AUD)
			A3 colour \$1.50/page
Credit Card Surcharge	Applied to payments made by credit card.	No	As per rate charged by bank
Courier Fee	Charged when a student requests documents to be sent by courier.	No	At cost (varies by destination)
OSHC Processing Fee	Charged when Australis arranges Overseas Student Health Cover (OSHC) on the student's behalf.	No	\$50
Administrative Re- enrolment Fee	Charged when a student who previously withdrew seeks to re-enrol in a Course.	No	\$100

All students will receive a written student agreement before enrolment is confirmed, setting out the total course fees, the payment schedule, and terms and conditions. Students must pay fees in accordance with the agreement. If you are unsure about any aspect of your fees or payment process, please reach out to our team – we are here to support you.

Academic and Learning Support

At Australis, we are committed to helping you succeed. We understand that studying at the graduate level can be both exciting and challenging, and we are here to support you every step of the way.

Our academic and student support services include help with understanding course materials, developing study strategies, and improving academic writing. Additional English language support is also available for students who need it.

You can speak to academic staff, attend support workshops, or request one-on-one assistance depending on your needs. If you are ever unsure or need help, please reach out—our team is here for you.

Further information about academic and learning support, including how to access these services, is available in the Student Handbook and on the Australis website.

Student Responsibilities and Expectations

As a student of Australis, you are expected to conduct yourself in a manner that reflects the values of integrity, respect, and professionalism. This applies not only within the classroom and on placement but also in interactions with peers, staff, and the broader community.

You are responsible for engaging actively in your learning, meeting assessment and course participation requirements, and upholding academic and behavioural standards. Australis is committed to fostering a safe, inclusive, and respectful learning environment, and we expect students to do the same.

These expectations are outlined in the Australis Code of Conduct, which is available via the Student Handbook and on our website. Students are encouraged to familiarise themselves with this Code to understand both their rights and obligations throughout the course.

Student Life and Campus Experience

At Australis, we are committed to fostering a supportive, inclusive, and vibrant learning environment. Whether you are engaging in academic study, participating in practical placements, or connecting with peers and staff, you will be part of a close-knit community that values collaboration and diversity.

Further information about student life, including support services, wellbeing initiatives, and learning resources, is available in the Student Handbook and on the Australis website.

Important Policies and Procedures

Australis has a range of important policies and procedures in place to support our commitment to a safe, fair, and high-quality learning experience. These include policies

relating to academic integrity, complaints and appeals, privacy, refunds, student support, and more.

Students are expected to familiarise themselves with these policies, which are available in full in the Student Handbook and on our website.

How to Apply

Applying for a course at Australis is a structured and supportive process designed to guide you from start to finish. Whether you are applying from within Australia or overseas, our dedicated team and online application system will help you every step of the way.

We encourage you to read this guide carefully, gather your documents, and follow the steps below to get started.

Step 1: Start your application

Visit our website and click the Apply Now button to begin your application through our secure online portal. You will be guided step-by-step and can upload your documents directly.

Step 2: Prepare your documents

You will need to provide certified copies of your academic transcripts, evidence of English language proficiency (if applicable), and a copy of your passport (for international students).

Step 3: Application assessment

Our admissions team will review your application and documents. You may receive a conditional or unconditional offer depending on whether all requirements have been met.

Step 4: Accept your offer and sign your student agreement

Once you accept the offer, you will be sent a written student agreement outlining your enrolment terms, tuition fees and key policies. You must review, sign and return this agreement before proceeding.

Step 5: Pay your tuition fees

After your agreement is received, you must follow the payment instructions outlined in the agreement and pay the required fees by the due date.

Step 6: Enrolment confirmation

After your payment is processed:

- International students will receive a Confirmation of Enrolment (CoE) for visa purposes
- Domestic students will receive formal confirmation of enrolment

If you have any questions during the application process, our team is here to help. Contact details are provided at the end of this guide.

Key Dates and Academic Calendar

The academic calendar provides essential information about teaching periods, holidays, and other key milestones in your course.

The full academic calendar is provided below and is also published on the Australis website for your reference.

Academic Calendar 2025

Please note that all dates listed below are tentative and are subject to change.

Graduate Diploma of Early Childhood Education (CRICOS Course Code: 117596F)		
September 2025 Intake		
	Start Date	Finish date
Orientation Week	29 September 2025	05 October 2025
Teaching Week (Week 1-11)	06 October 2025	19 December 2025
Christmas Holiday	20 December 2025	04 January 2026
Teaching Week (Week 12)	05 January 2026	11 January 2026
Final Revision & Assessment (Week 13-14)	12 January 2026	25 January 2026

Note

Australis Business School is not currently offering the Bachelor of Business (Accounting) course in the September 2025 intake.

Public Holidays in Victoria 2025

Holiday	Date in 2025
New Year's Day	Wednesday 1 January
Australia Day	Monday 27 January ²
Labour Day	Monday 10 March
Good Friday ¹	Friday 18 April
Saturday before Easter Sunday	Saturday 19 April
Easter Sunday	Sunday 20 April
Easter Monday	Monday 21 April
ANZAC Day ¹	Friday 25 April
King's Birthday	Monday 9 June
Friday before the AFL Grand Final	Subject to AFL schedule ³
Melbourne Cup	Tuesday 4 November ⁴
Christmas Day ¹	Thursday 25 December
Boxing Day	Friday 26 December

All public holiday dates are accurate at the time of publishing, but may be subject to change.

1 ANZAC Day, Good Friday and Christmas Day are restricted trading days.

2 As Australia Day falls on a Sunday, the public holiday is on the following Monday.

3 Friday before AFL Grand Final typically falls on the last Friday in September.

4 Melbourne Cup Day is a public holiday across all of Victoria unless an alternate local holiday has been arranged by a non-metro council.

Contact Us

We are here to support you at every step of your journey with Australis. Whether you have questions about your course, need help settling in, or simply want to connect, please feel free to reach out or visit us on campus.

Campus Address: 6/435-437 Sydney Road, Coburg VIC 3058

Email: studentsupport@australis.vic.edu.au

Phone: +61 3 9863 7322

In addition to general contact details, Australis has appointed the following **official points of contact** for students. These individuals are available to assist you with a range of academic and support matters:

- **Dr Michelle Lac**
Position: CEO
Email: mlac@australis.vic.edu.au
Phone: +61 3 9863 7322
- **Associate Professor Seedwell Sithole**
Position: Dean
Email: ssithole@australis.vic.edu.au
Phone: +61 3 9863 7322
- **Ryan Tong**
Position: Student Services
Email: studentsupport@australis.vic.edu.au
Phone: +61 3 9863 7322