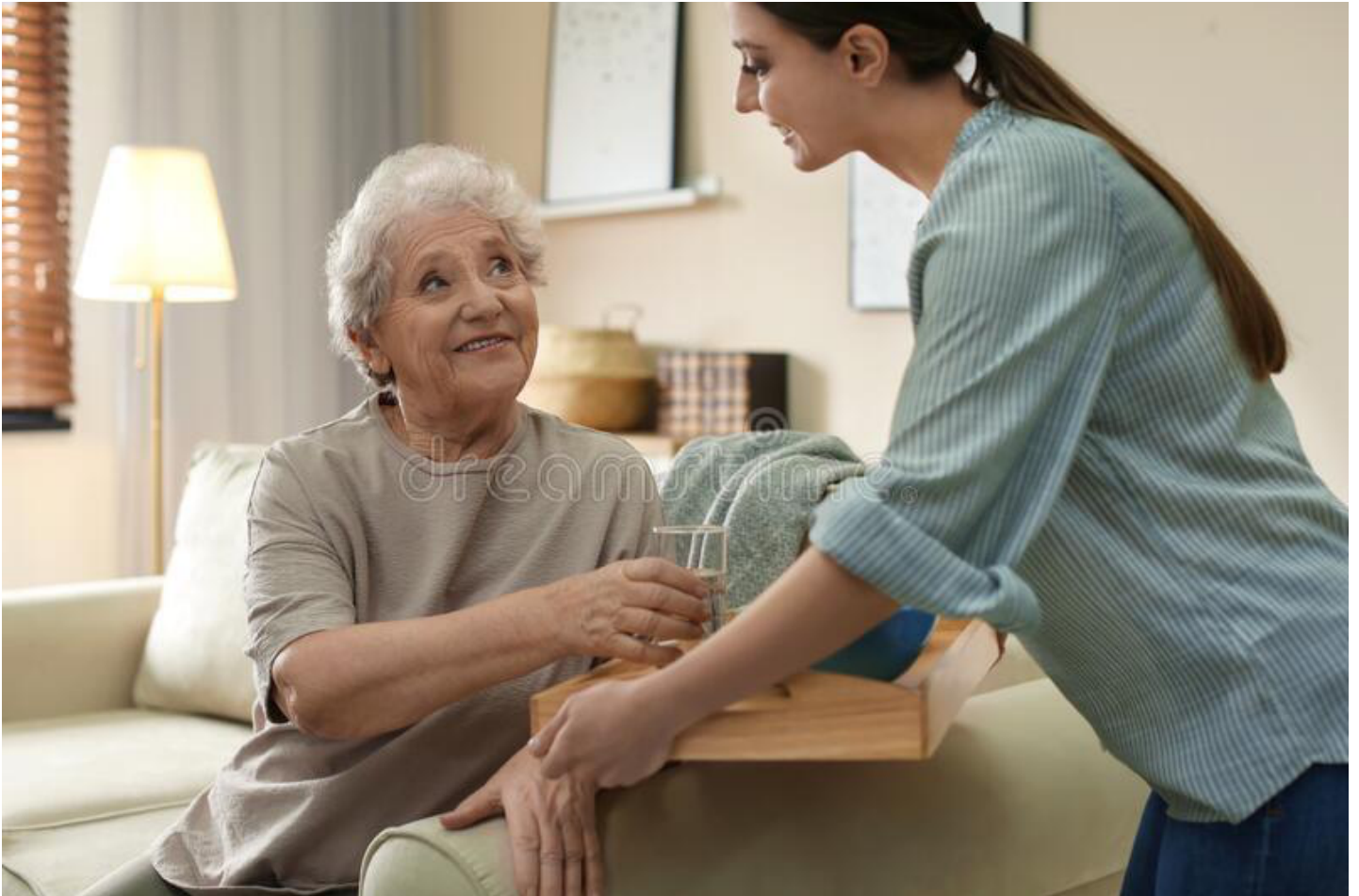


## CHC33021 CERTIFICATE III IN INDIVIDUAL SUPPORT (Ageing & Disability)



# Course Guide

## Overview

### Welcome to Aspire Community College

Aspire Community College is a Registered Training Organisation (RTO-XXXX) that provides quality training and education services to students focusing on Ageing and Disability Services. Aspire Community College empowers students in their pursuit of learning, discovery, leadership, and engagement through blended mode of learning.

### What will you learn in CHC33021-Certificate III in Individual Support (Ageing & Disability)

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the Assessment Requirements of the units of competency.

You will learn how to fulfil the critical functions of aged care as caregivers for seniors and elderly individuals in your community or in registered home care facilities. These include learning how to work effectively with them and participating in creating an empowering environment.

Other critical skills and knowledge you will learn are the Australian legal and ethical frameworks you need to follow as a support carer, how to recognise healthy body systems, and what workplace health and safety practices you are required to comply with as a member of the aged care industry.

In the ageing & disability specialisation of this course your additional focus will be on how to empower older people, give support to dementia patients, and also meet personal support needs.

Additionally, you will learn more general skills to help you work and communicate effectively in the community sector, follow safety procedures, and comply with information requirements of the aged and community care sectors.

## Licensing / Regulatory requirements

*No licensing, legislative or certification requirements apply to this qualification at the time of publication.*

## Pre requisite requirements

No pre-requisite requirement as per the training package.

## Who is this course for?

This course is designed to cater for students who:

- wish to work in direct client care and support,
- are already working or
- who have work experience

Contact us at [coolkriv10@gmail.com](mailto:coolkriv10@gmail.com) to find out more and to apply to enrol.

## What qualification you will receive?

After the successful completion of this course, you will be entitled to a CHC33021 Certificate III in Individual Support (Ageing & Disability). Completion of the course also serves as a valuable bridge to further study into higher level qualifications like Certificate IV in Ageing or Certificate IV in Disability or Diploma level qualifications through other providers.

## Where Can The Certificate III In Individual Support (Ageing & disability) Take Your Career?

This course will prepare you for a rewarding career in the aged, community, or residential care sector. After completing the course, you can pursue many roles in aged care facility including:

- Accommodation support worker
- Assistant in nursing
- Care assistant
- Care service employees
- Care worker
- Community care worker
- Community house worker
- Community support worker
- Disability service officer (in some jurisdictions)
- Field officer
- Home care assistant
- In-home respite worker
- Nursing assistant
- Personal care giver/worker
- Residential care worker
- Support worker

## Duration

The CHC33021 course runs all throughout the year. Students can enrol and start the course straight away or on a preferred commencement date.

Students will have up to 12 months starting from commencement date to complete the course. Students can enrol anytime in the year under this delivery method.

## Delivery Mode

The course will be delivered in blended mode of online and simulated training. In addition, there is a compulsory work placement of 120 hours for this course. Students will have access to eLearning system and all resources will be provided online. When students have completed the theoretical component, they will be invited to undertake the intensive simulated workplace training and assessment component of the course.

Once students have demonstrated their skills in the simulated workplace training space, they can commence their work placement. Trainer/assessors will visit students during each work placement block to discuss any placement issues, address questions, and conduct observations for assessment purposes. Once students have completed their work placement hours they will have time to finalize their assessments and submit to the trainer/assessor.

## Course Outline & Structure

The Certificate III in Individual Support (Ageing & Disability) is made up of 15 total units. This covers 9 core units and 6 elective units, including the required electives.

All Group A and all Group B electives must be selected for award of the *Certificate III in Individual Support (Ageing and Disability)*.

### UNITS OF COMPETENCY-

#### Core Units- 9

CHCCCS031	Provide individualised support
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and wellbeing
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

#### Ageing Specialisation - Electives

CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach

## Disability Specialisation - Electives

CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support

## Entry Requirements

Although there are no pre-requisites for this qualification, learners at ASPIRE COMMUNITY COLLEGE must meet the following entry requirements to obtain admission in this training product:

- Are 18 years or older
- Have sound language and literacy skills (at least Year 10 English, or equivalent)
- Have basic computer skills

Students are required to –

- Obtain a Unique Student Identifier (USI)
- Provide a valid ID with his/her picture and signature
- Undertake a LLND test; and
- Undertake a Personal Learning Plan Evaluation before accessing the course materials and commencing studies
- Obtain a positive National Criminal History check
- Meet any immunization requirements for their work placement

## Resources

To support you in your online individual support course, ASPIRE COMMUNITY COLLEGE will provide:

- Access to a student account in the Learning Management System (LMS) for submission
- Learning Materials and Assessment Workbooks
- Simulations, where applicable
- Templates for completing Project Documents

To complete the course, you will need to have access to:

- Where possible, access to a workplace where you can complete your assessments under a supervisor
- Computer with:
- Internet access through Google Chrome
- MS Word, MS PowerPoint, or equivalent applications
- Adobe Acrobat Reader

- At least three (3) volunteers for role-play tasks
- Photo, audio, and video recording equipment (e.g. phone, camera, etc.)

## Vocational Placement

All students are required to complete Vocational Placement as part of this course to help you develop your skills and knowledge.

To gain your qualification, you will need to initiate contact with a registered and approved aged care facility and disability service provider to undertake a minimum of 120 hours work placement. This allows you to gain practical industry and workplace experience where you will be taught how to apply the lessons you learned during your training. Students will undertake both training and assessment during the work placement.

The Vocational Placement Provider must provide access to the following:

- Induction, including fire evacuation drill, use of a fire extinguisher, emergency procedures, manual handling, infection control, and the organisation's policies and procedures
- Equipment and resources normally used in the workplace including patient hoists, standing lifter, wheelchair, slide sheets, and other client assistive devices and mobility aids, and PPE
- Job descriptions and care plans
- WHS industry guides and other relevant organisation policy, protocols, and procedures
- Information about accreditation standards
- Access to health management plans, personal healthcare checklists, and personal healthcare diaries
- Access to documents specific to the work context, such as:
  - Instructions for the use of equipment
  - Specific instructions for staff
  - Emergency response procedures
  - Fire safety policies and procedures
  - Security procedures
  - Relevant accreditation standards
  - Waste management policies and procedures
- Access to the following people:
  - One (1) colleague
  - Three (3) older persons in the workplace with individualised care plans

- One (1) older person in a simulated environment
- Two (2) different people living with dementia
- One (1) person with disability
- Two (2) people from diverse social and cultural backgrounds
- Two (2) people in palliative care

Note: Students are required to complete a Police Check and additional manual handling training prior to commencing their vocational placement at their chosen facility. Any costs will be shouldered by the student. For students planning to do their vocational placement, the National Health and Medical Research Council (NHMRC) recommends immunisation for hepatitis A, hepatitis B, and influenza. Evidence of current Influenza Vaccination as of the 1st May 2020 onwards is required.

Support for vocational placement – Aspire Community College will help student in finding the workplace if student needs. For this student need to email staff for help – [coolkriv10@gmail.com](mailto:coolkriv10@gmail.com) .

## Study Hours

The expected amount of training comprises of:

- 600 hours of online training, self-paced
- 150 hours of simulated workplace training and assessment
- 150 hours of online assessments, self-paced; and
- 120 hours of work placement

A detailed breakdown and schedule will be provided to you after you enrol.

## Recognition of Prior Learning (RPL) and credit transfer

The RPL pathway is available to any learner who can provide evidence of competency for the units offered within the qualification. Students may also apply to Aspire Community College for a credit transfer.



## How will I be assessed?

During the course you will be given clear and specific instructions on what you must learn, how you'll be assessed and what you must do to show you are "competent". To earn your qualification, you must be assessed as competent in all the nationally accredited units required by your qualification. You may be assessed on theory and practical components of your course. Assessment may also take place during your work placement.

Evidence to establish your competence is produced by you throughout each subject as instructed through learner management system. You'll receive oral and written feedback on your competency evidence at, or shortly following, the assessment submission. Your evidence will be assessed based on the rules of evidence; whether it is sufficient, valid, current and authentic enough to establish competency.

## Support and progression

### *Course progress*

Valid reasons to have the assessment moved to another time must be arranged with your assessor at least seven days in advance (7). Invalid or unexplained absences from the assessment submission dates may constitute a failure to actively present evidence of competency and can result in a grade of "**not yet competent**" at that time. You will be required to submit an extension request to your trainer. Trainer can grant extension for one week only. For further extension you have to speak to the CEO or your trainer.

### *Reassessment or additional support*

The student will be given two additional attempts of submission. Further opportunity for submission can be purchased as additional support package. This package includes up to 2 additional submissions, an additional 30 days extension to the enrolment period and a tailored tutorial (optional) with a trainer. The tailored tutorial (optional) would allow up to 2 online sessions of 15 - 30 minutes each with a trainer to work through key concepts to ensure that the student will be supported in developing the knowledge to assist in completing the unit. This will be online contact with trainer. Please note that trainers will not provide answers to assessment questions at any point to students but will provide guidance and support along the pathway to success.

### *Reasonable Adjustments*

We recognise the need to make reasonable adjustments within our assessment and learning environments to meet your individual needs. If you need to speak confidentially to someone about your individual needs, please contact your trainer or the CEO in writing via email to [coolkriv10@gmail.com](mailto:coolkriv10@gmail.com)

### ***Plagiarism***

Students have a responsibility to complete all assessment tasks honestly, without any form of cheating, plagiarism or violation of copyright. Failure to uphold this responsibility can lead to suspension or expulsion depending on the severity of the offence. For more information regarding what constitutes as “copyright”, please consult your trainer and assessor.

### ***Student appeals and grievances***

The Student Handbook contains all information about appeals and grievances. Students are required to read and understand these policies. The Handbook can be found on the website. Grievances and appeals may be directed to your Trainer who will contact the appropriate person to assist.

### ***Special requirements***

If you have any special requirements (such as medical requirements) that are important for your study, be sure to inform your Trainer so we might provide the best learning experience we can.

### ***First Aid***

Aspire Community College has certified first aid officers on each campus at any time. Any situations that require first aid must be reported immediately to the CEO and one of our first aid officers will attend to it.

## **Improvements from student and industry feedback**

It is important to us that we deliver the highest quality courses in the best manner we can. To help us do this we seek comment and feedback from our students. We also seek feedback and advice from industry professionals. Your trainer will request feedback through the completion of surveys as well as informal discussions from you during the course. Student Services will also conduct at the end of each term, a student satisfaction survey.

*Aspire Community College wish you a happy learning!*