



## COURSE OUTLINE – CHC30102 CERTIFICATE III IN AGED CARE WORK

CHC30102 Certificate III in Aged Care Work has been developed to cater to individuals wishing to enter into aged care, community care and respite services for the aged. The occupations group work primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and services.

Clients undertaking this course will carry out activities related to the maintenance of an individual's personal care and/or day-to-day activities. These workers report directly to a supervisor and are not responsible for other workers. With the Certificate III in Aged Care Work you will be on your way to developing the skills and knowledge to interact and care for the physical, emotional and psychological needs for the aged, have a firm understanding of the legal and ethical considerations of aged care services and responding to situations in aged, residential and community health environments.

Occupational names may include:

- Assistant in Nursing
- Support Workers
- Carer
- Personal Carer
- Home Care Assistant
- Nursing Assistant



### Learning Outcomes

Upon successful completion of this course, you will:

- Be able to provide support to an older person through the provision of personal care
- Be able to support the older person to meet their emotional and psychosocial needs
- Have an understanding of dementia and the responsive support in the provision of personal care.
- Have an understanding of the aged and community care sector and the services provided by residential and community care facilities/services.
- Be able to comply with organisational and aged care standards for the aged and community care sector
- Be able to participate in the work environment and undertake in a safe and healthy work environment using effectively communication practices



### Qualification rules

To achieve the Certificate III in Aged Care Work, 13 units must be completed:

- all Nine (9) core units
- Four (4) elective units

QUALIFICATION STRUCTURE	
<b>CORE UNITS</b>	<p>CHCAC3C Orientation to aged care work</p> <p>CHCCOM2B Communicate appropriately with clients and colleagues</p> <p>CHCINF8B Comply with information requirements of the aged care and community care sectors</p> <p>CHCOHS302A Participate in safety procedures for direct care work</p> <p>CHCORG3B Participate in the work environment</p> <p>CHCAC15A Provide care support which is responsive to the specific nature of dementia</p> <p>CHCAC1C Provide support to an older person</p> <p>CHCAC2C Provide personal care</p> <p>CHCAC6C Support the older person to meet their emotional and psychological needs</p>
<b>ELECTIVE UNITS</b>	<p>CHCCS405A Work effectively with culturally diverse clients and co-workers</p> <p>HLTFA301B Apply first aid</p> <p>CHCCS304A Assist with self medication</p> <p>CHCPA01A Deliver care services using a palliative approach</p>
<b>WORK PLACEMENT</b>	<p>Work placement Module – required hours equals <b>200 hours</b> in the workplace. You must ensure that you are able to dedicate a minimum of three working days per week whilst undertaking work placement.</p> <p>Students wishing to work in this aged care and community care sector must complete a criminal records check. College Australia will assist each participant in the completion of Australian Federal Police Check paperwork and submission. A clear AFP check must be completed before the commencement of work placement.</p> <p>More information on the requirements before, during and after work placement is contained in the section <b>Work Placement Requirements</b> of this course outline.</p>
<b>PRE-REQUISITE REQUIREMENTS</b>	<p>This course requires no previous knowledge or experience of the aged care and community care sector. Students will need to complete a Language, Literacy and Numeracy Assessment to ensure competency to undertake the Certificate III in Aged Care Work. If participant/s do not pass the Language, Literacy and Numeracy Assessments, our Student Liaison Officer will discuss alternative training pathways and support before enrolment into the qualification is allowed.</p>
<b>MINIMUM DURATION</b>	<p>To ensure that you complete your qualification and obtain the required skills, knowledge and employability skills, the duration for this qualification is as follows:</p> <ul style="list-style-type: none"> <li>• Classroom based delivery – 9 months or 30 weeks (3 days per week, 9am-4.30pm), self-paced work, assessment in the workplace and 200 hours of vocational placement</li> <li>• Indirect support - self-paced work, phone, email, teleconference, assessment in the workplace, trainers available at training campus, access to computer lab and 200 hours of vocational placement.</li> </ul>



## WHAT DOES COLLEGE AUSTRALIA DO FOR YOU?

College Australia provides you with all the tools to get you trained and into your target industry as soon as possible. Our courses include:

- All text books and assessment paperwork
- Senior First Aid certificate
- Australian Federal Police check (required before commencement of work placement)
- Small class sizes up to 15 students
- Trainers on site to assist distance students
- Distance Students – required to attend four on-site workshops during the course.
- Additional support – indirect support via phone, email and self-paced work

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning also referred to as RPL, can promote accelerated training by recognising existing skills through a fast-tracked assessment process. RPL suits people who have:

- Work skills and knowledge
- Paid or unpaid work experience
- Life experience

Credit transfer is where you are given credit for modules or units of competency you have successfully completed at College Australia or another training organisation. Please ask College Australia staff for further information about RPL and Credit Transfer.

## ASSESSMENTS

You will be assessed in order to be deemed competent for each unit of competency. Assessments may include observations, giving presentations, completing workplace tasks and written work. You will be provided with assessment due dates on the assessment cover sheets. Generally speaking you will be advised of your assessed grade (competent or not yet competent) up to 14 working days after submitting your work. The work you submit is retained by College Australia for audit purposes. You are encouraged to always keep a copy of your submitted assessments.

## WORK PLACEMENT REQUIREMENTS

All students must have the following completed and returned to College Australia BEFORE any work experience arranged by College Australia:

- All students must complete compulsory elements of the course before commencement of work placement. Your assessor will advise when this occurs.
- Copy of Police clearance or Blue card on student file at College Australia
- Approval from College Australia that all relevant documents have been returned and approval given from
- First Aid Certificate completed and passed. If it has been completed at another facility a copy must be handed into the office.

Once you have been given approval to commence work experience:

- You will need to compile a list of five (5) facilities that you wish to complete your placement with
- Phone contact is to be made (we'll help you with suggestions with what to say!) with the facility asking them if they accept work experience students



- Provide the contact details to College Australia, and we will contact the facility to ensure they understand the training situation and provide the best possible guidance. At this time we will also secure a start date and time for an interview.
- We will then send the supervisor all the necessary documents that are required during your placement.
- Once we have received confirmation from the employer, we will go through what you need to know including the date and what you will need to record. We will be in contact with both you and your supervisor to ensure everything is running smoothly.

If you can't find a placement after contacting five facilities, please let us know!

We will organise an appointment time with our Student Liaison Officer to discuss some options. You will need to bring details of who you have contacted (phone only) and where you are able to travel to so we can help find an appropriate facility

### **WORKPLACE ASSESSMENT**

As a qualification is more than theory, workplace training and assessment develops the practical applications of the qualification; interaction within a professional environment, communication and the roles and responsibilities for your chosen career path. College Australia students have stated this enhances their overall appreciation and comprehension of their qualification.

Students undertaking this qualification are required to undertake work placement. **College Australia will arrange** and confirm your work placement through our Student Liaison Office, to arrange a suitable aged care workplace and ensures the completion of the practical elements of this qualification. Workplace training and assessment is the collection of information, tasks and evaluation of career duties to ensure the required elements of competency are being achieved.

Workplace assessment will include a combination of recognition, observation, oral questioning, discussions and third party validation.

Completion of the Workplace Assessment Kit is to be **undertaken after the workplace training has been finalised**. A qualified manager or supervisor who observed your workplace training will sign the assessment validation form in the kit provided.

### **POST QUALIFICATION SUPPORT**

In accordance with Australian Qualification Training Framework (AQTF) requirements, College Australia will issue your Certificate and/or Statement of Attainment within 21 days of completed and sign-off by the assessor and RTO Operations Manager. Your Certificate and/or Statement of Attainment will be forwarded via Registered Post, so please ensure that you provide us with your current mailing address. If you move after the commencement of your course, please advise our friendly staff who will be happy to update your details on our Records Management system.

College Australia's supporting your career doesn't stop once you have completed your qualification through our comprehensive partnership network College Australia can connect you with employers and employment agencies in your area to assist you in finding the career option you're looking for.

### **CONTACT DETAILS**

For more information please contact College Australia- Student Liaison Officer:

**58 Hope Street, South Brisbane QLD 4101**

**T & F: 07 3123 1330**

**E: [swo@collegeaustralia.edu.au](mailto:swo@collegeaustralia.edu.au)**

**W: [www.collegeaustralia.edu.au](http://www.collegeaustralia.edu.au)**