Course Outline
CHC33021 Certificate III in Individual Support (Ageing and Disability)

CRICOS Course Code: 116087B

Qualification Code and Title	CHC33021 Certificate III in Individual Support (Ageing and Disability)
Training Product Status	V1.0 Current as of 23rd November 2022
Purpose	This course provides students with foundational skills and knowledge to work in the aged and disability care industry. Students will learn to work with individuals to support their independence and wellbeing, in their homes or in community settings.
Delivery Method	Classroom based with work placement
Location	G08 & G09, 22 St Kilda Rd, ST KILDA VIC 3182
Course Duration	32 scheduled tuition weeks, 4 weeks of work placement and up to 10 weeks of holidays (46 weeks total)
Career Outcomes	Once you have successfully completed the CHC33021 Certificate III in Individual Support (Ageing and Disability) you can apply for jobs within the community services sector which may include: • Support Worker • Aged Carer • Disability Carer
Education Pathways	The further study pathways available to students who undertake this qualification include: • CHC43121 - Certificate IV in Disability Support • CHC43015 - Certificate IV in Ageing Support • CHC52021 - Diploma of Community Services
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it.

Entry Requirements	This course is available to students who are able to provide evidence that they:
	• are able to source a provider and complete a minimum of 128 hours of work placement at an appropriate aging or disability support provider. If needed, students can contact student support for assistance in finding a placement provider.
	• are over the age of 18
	• meet ONE of the following academic requirements:
	   – have completed year 12 or equivalent, or
	   – have completed a Certificate III or higher AQF Qualification or equivalent
	• meet ONE the following English proficiency requirements of this course:
	   o evidence of holding any of the following English language test scores within the last 3 years

Test Type	Score or level
International English Language Testing System	5.5
TOEFL internet-based test	46
Cambridge English: Advanced (Certificate in Advanced	162

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	English)	
	Pearson Test of English Academic (PTE Academic)	42
	Occupational English Test	B for each test component

    OR

- o be able to provide any of the following evidence of English Language competence
    - that they were educated for 5 years in an English-speaking country.
    - that they have successfully completed their Year 12 or equivalent in English Language.
    - that they have undertaken tertiary studies (i.e. VET or Higher Education) of at least one year duration in English

- have the required level of Language, Learning and Numeracy skills required by the course by
    - o completing a Language, Literacy and Numeracy (LLN) assessment conducted by a Kingsway College Trainer/Assessor which includes a written test and interview to complete the verbal component of the test. For international students applying from their home country this will be completed during a skype interview. For all students applying within Australia the test will be completed during an interview at the RTO.
    - o The LLN test also assists Kingsway College to assess whether or not students' LLN skills are at a level suited to the course requirements. It also assists our trainers to prepare individual learning plans for each successful applicant where skill weaknesses are identified.

Technology Requirements

Students are required to have access to a computer with internet access. Students are required to have basic computer skills such as email management and electronic documentation management. It is necessary that students are able to work with electronic media.

Condition of Entry:

- For international students: it is a condition of entry that upon acceptance, students provide evidence of having an Australian Student Visa (subclass 500). Students are advised to refer to the following government website for information about applying: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500

Units of Competency

CHC33021 Certificate III in Individual Support (Ageing and Disability) requires the completion of the following 15 (including 9 core and 6 electives).

Code	Unit title	Type
CHCCCS031	Provide individualised support	Core
CHCCCS038	Facilitate the empowerment of people receiving support	Core
CHCCCS040	Support independence and wellbeing	Core
CHCCCS041	Recognise healthy body systems	Core
CHCCOM005	Communicate and work in health or community services	Core

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CHCDIV001	Work with diverse people	Core
CHCLEG001	Work legally and ethically	Core
HLTINF006	Apply basic principles and practices of infection prevention and control	Core
HLTWHS002	Follow safe work practices for direct client care	Core
CHCAGE011	Provide support to people living with dementia	Elective
CHCAGE013	Work effectively in aged care	Elective
CHCPAL003	Deliver care services using a palliative approach	Elective
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach	Elective
CHCDIS012	Support community participation and social inclusion	Elective
CHCDIS020	Work effectively in disability support	Elective

Intakes and Timetable	Commencement	Completion	Weekly class times
	16/09/2024	3/08/2025	Monday-Thursday 8am - 1pm

Holiday Periods	There is no training and assessment scheduled during the following holiday periods: • 11/11/2024 – 08/12/2024 • 23/12/2024 – 05/01/2025 • 17/02/2025 – 16/03/2025 • 12/05/2025 – 08/06/2025
Training Arrangements	The course includes a classroom component, off-campus study components and work placement. **Orientation** The first week will include an orientation session that will cover the following: • Details about living in Australia such as transport, city orientation and currency, working and legal • How to access support services provided by us • External support services available such as legal, emergency, health and wellbeing • Nearby amenities to assist with learning such as libraries • Student Code of Conduct • Complaints and Appeals policy and procedure • Critical Incident policy and procedure • Privacy • Introduction to course requirements • Course progress and attendance requirements and impact on VISA requirements **Classroom training**

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	The course will be delivered in the classroom using PowerPoints and Session Plans. Classroom training provides students with the opportunity to share ideas, discuss and explore unit concepts, ask questions, and consolidate their learning from self-study during class times.
	Class sessions are planned to ensure students participate in individual and group learning and cater for a wide variety of learning styles.
	There are 20 hours of scheduled classes each week for 32 weeks.
	Self-study
	Students will be required to complete approximately 14 hours of self-study per week which will include reading, consolidating their knowledge and working on assessment tasks.
	Students will be provided with homework tasks for each unit of competency with recommended readings and links to additional information to further develop their understanding of course content.
	Students will be required to discuss their homework findings with their trainer/assessor and/or other students in class where trainers/assessors can monitor the self-study students are completing outside of class hours.
Placement Arrangements	Work placement is a mandatory requirement for CHC33021 Certificate III in Individual Support *(Ageing and Disability)*, work placement is valuable for students and helps ensure they are ready to enter the workforce.
	All students are required to complete tasks in a practical work environment in order to be deemed competent in various units from the qualification.
	Students will be required to complete 128 hours of work placement. Work placement will be completed in one 4 week block at the end of the course, this allows students to be fully prepared with the knowledge and skills required to work with real people.
	Trainers will visit student in the workplace 3 - 4 times throughout the work placement period to undertake all required workplace observation assessments. Note – three visits of 1-2 hours each are scheduled, and a fourth visit will only be required where the student requires reassessment.
	Prior to undertaking work placement Kingsway College will ensure there is a completed and suitable CHC33021 Work Placement Agreement Form for each student detailing how the supervision, resources and equipment requirements will be met by the arrangement.
	Requirements:
	• Students are to complete 128 hours of work placement at least one aged care and/or disability support provider.
	• Students must source their own work placement. If needed, students can contact student support for assistance in finding a placement provider.
	• While completing work placement, students must log their hours in the work placement logbook provided. Hours completed will be monitored by their trainer.
Additional Support	All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include:
	• Mentoring from trainers
	• Additional classes, tutorials and workshops
	• Online support and exercises for some courses
	• Computer and technology support
	• Referral to external support services
	• Reasonable adjustment to assessments

	Kingsway College will provide additional support for any students experiencing: • Disability and access issues; • Language barriers; • Language, literacy and numeracy issues; • Employment issues; and/or • Any other issues that may affect their ability to achieve their training goals. Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.
Course Progress Requirements	Satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. Students are also required to maintain satisfactory attendance to meet their visa requirements.
Assessment Arrangements	Assessment will be conducted individually and in groups. You will be provided with a Student Assessment Booklet for each unit of competency/cluster which includes: • A full description of all assessment tasks for the unit of competency • Assessment instructions for each unit of competency • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission There are a variety of assessment methods used for this qualification including: • Direct observation • Written questions • Projects • Case studies • Role Plays • Research • Reports • Journal/portfolio • Third party evidence You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit.
Course Credit	Kingsway College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. *Please refer to your Student Handbook for more information on Course Credit.

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Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. Kingsway College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. During the entry process and interview stage Kingsway College will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.
Costs	**Total Course Fees** $9500 Students can choose to pay the total course fees upfront (100%) or via the following payment plan. **Payment Plan** • Non-refundable enrolment deposit (prior to commencement) - $200 • Materials fee: $600 • There will be 9 instalments, with the initial installment of $1500 and 8 installments of $1000 **RPL Costs**: • Application Fee - $250 • Charge per unit of competency - $250 Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted. Nationally Recognised Training does not incur GST. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. *Please refer to your Student Handbook for our Fees and Refunds Policy.

Inclusions	Unless otherwise specified, course fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.
	Additional charges apply if students require:
	• Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of $50 per document plus the cost of postage if required
	• Additional copies of text books or any other learning and assessment. A fee of $100 per text book or $20 per printed document applies if required.
	• Printing costs as may be required to complete assessments or homework activities, or if students require a copy of any records that Kingsway College holds about them. Kingsway College provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.
	• Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question and will be charged a pro-rata course fee based on the number of units required to be undertaken. For this course the fee is $500 per unit of competency.
	Other costs (not included) to be aware of:
	• Please refer to the student handbook for guidance in relation to budgeting and planning:
	    o Accommodation
	    o Cost of living

	○ Transport, airport transfers and flights ○ Travel insurance ○ Overseas Student Heath Cover - A personal laptop is recommended for use in class and for homework activities. - Stationery including paper and pens - USB or other portable storage device (recommended for saving files) - Internet access required to complete homework activities
Selection Process	You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Kingsway College is able to meet your individual needs. The assessment includes a written test an interview to complete the verbal component of the test. If you do not achieve the required level in your LLN assessment Kingsway College will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.
Education Agents	Kingsway College has written agreements to work with Education Agents which agree to act ethically, honestly and in the best interest of overseas students and uphold the reputation of Australia's international education sector. Kingsway College publishes a list of its approved Education Agents to its website: https://www.kingswaycollege.vic.edu.au/index.php/agents/
How to apply	If you would like to enroll into the CHC33021 Certificate III in Individual Support (Ageing and Disability) please contact our office to obtain an Enrolment Form. If you are transferring from another provider, please ensure you have a letter of release so that Kingsway College can issue you with a new Confirmation of Enrolment (COE) letter. **Phone:** (03) 9240 5072 **Email:** info@kingswaycollege.vic.edu.au Please fill out all sections in the Student Enrolment Form and return to: **Post:** G08 & G09, 22 St Kilda Rd, ST KILDA VIC 3182 Once we receive your completed forms we will contact you to arrange an entry interview.

If you would like to discuss this course in more detail, please call us for a confidential discussion on (03) 9240 5072.

This course outline should be read in conjunction with Kingsway College's Student Handbook.