Course Outline
Certificate III in Aged Care – CHC30212

NIET is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

How can training benefit you?
- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

Pathways:
After completing Certificate III in Aged Care students may wish to continue training in this industry by undertaking training in CHC40112 - Certificate IV in Aged Care.

What content is covered in the training?
Certificate III in Aged Care is suited for students who have the desire to work in the Aged Care sector.

This qualification addresses work primarily in residential aged care facilities under direct or regular supervision within clearly defined organization guidelines and service plans. These workers:

- Carry out activities to maintain personal care and/or other activities of living for people in an aged care facility
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers

Successful completion may assist students to gain employment in the following job roles:

<table>
<thead>
<tr>
<th>Accommodation support worker</th>
<th>Community care worker</th>
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</thead>
<tbody>
<tr>
<td>Assistant in Nursing</td>
<td>Community house worker</td>
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<tr>
<td>Care Assistant</td>
<td>Community support worker</td>
</tr>
<tr>
<td>Care service employees</td>
<td>Disability service officer (in some jurisdictions)</td>
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<tr>
<td>Care worker</td>
<td>Personal care giver</td>
</tr>
<tr>
<td>Field Officer</td>
<td>Personal care worker</td>
</tr>
<tr>
<td>Home care assistant</td>
<td>Support worker</td>
</tr>
<tr>
<td>In home respite worker</td>
<td>Personal care assistant</td>
</tr>
</tbody>
</table>

Units
Students need to complete 14 units of competency, consisting of:
- 10 Core units
- 4 Elective units
Core units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAC317A</td>
<td>Support older people to maintain their independence</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional well being</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow WHS safety procedures for direct care work</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using a palliative approach</td>
</tr>
<tr>
<td>HLTPA301B</td>
<td>Recognise healthy body systems in a health care context</td>
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</table>

Elective units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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</thead>
<tbody>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
<tr>
<td>CHCLD315A</td>
<td>Recognise stages of lifespan development</td>
</tr>
<tr>
<td>CHCCS305C</td>
<td>Assist clients with medication</td>
</tr>
<tr>
<td>CHCAC417A</td>
<td>Implement interventions with older people at risk of falls</td>
</tr>
<tr>
<td>*HLTFA311A</td>
<td>Apply first aid</td>
</tr>
</tbody>
</table>

*Due to industry demand, First aid is included in the course, free of charge. These units do not need to be completed to receive your Certificate III in Aged Care, however they are highly recommended.

Who can undertake the training?

Course entry requirements

There are no specific entry requirements for this qualification. People with disabilities are encouraged to apply.

RTO Admission requirements

NIET has the following admission requirements to suit the delivery and assessment mode offered:

- Students are required to be competent in written and spoken English and will undertake a Language, Literacy, and Numeracy test prior to commencing the training.
- This program has been designed to be delivered through classroom based delivery and students must have the ability to attend the scheduled sessions as per the timetable. Students are to be informed of the timetable on enrolment and must maintain the required student contact hours.
- This program also requires students to undertake a 'Practical Placement' to ensure all aspects of assessment can be undertaken. Students must have the ability to undertake 120 hours of 'practical placement' in an appropriate workplace. The suitability of the workplace where the 'practical placement' is to be undertaken must be confirmed as suitable by the RTO.
- Students must complete a Victorian Police Check. A clear Police Check is required to be able to complete the practical placement hours.
- Students have 3 months from the last class to complete 120 hours of practical placement.

What is the course duration?

This course will be delivered over 15 consecutive weeks for the day class. Classes are held 1 day per week, (6 hours per day, 9:00am to 3:00pm). Night classes are delivered over 20 consecutive weeks. Classes are held 1 night per week (3 hours, 6:00pm to 9:00pm).
120 hours of Practical Placement can be commenced by the student after week 5 of the course. This ensures you are prepared for placement. Students are to wear a NIET polo shirt and name tag, supplied by NIET to be identified as NIET students on placement.

Students will be required to allocate some study time each week to undertake some reading, assessment tasks and general study time. Students should be able to allocate approximately 5 hours per week outside of allocated class time.

**Dates**
Please see Course Schedule (available from the office) to receive current dates.

**How is the course trained and assessed?**
This course is offered as a full time course comprising of face to face class time; workplace practical; research and homework conducted both in class and outside of class times. All theory will be delivered face-to-face by an appropriately qualified trainer/assessor. Units are delivered in a standalone format each week.

Work placement of 120 hours will give candidates the opportunity to practice new skills and knowledge in a supportive environment. Work based assessments will be carried out by a qualified trainer and supporting evidence provided through third party reports by supervisors on site.

Practical placement Assessment will occur during a site visit that will be scheduled at mutually convenient times to observe the student perform a number of tasks as per the practical placement booklet (PPB). A supervisor/manager is also required to observe the student and complete the practical placement book.

The assessment process will include the gathering of evidence to demonstrate the student’s competence. Students will be advised of the assessment requirements at the beginning of each unit through documented assessment tasks that will clearly outline all required tasks that must be completed to achieve competence within the specified unit.

**What are the fees?**
This training is delivered with Victorian and Commonwealth funding. Contact our friendly staff on 9770 1633 to find out if you’re eligible.

**2014 Fee’s (subject to change)**
$1650.00 – Fee for service
$400.00 – Funded (no concession)
$240.00 – Funded (with concession)

Fee’s include your tuition fee, all resources and administration fee. Resources include current edition of “The Australian Carer” (Helen Croft, Pearson).

For re-issuance of Certificates and Statements of Attainments the student will be charged $30.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO.

The Refund Policy and Procedure can be gained from the RTO directly.

**What is the enrolment process?**
It is easy! Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.
If a student decides to enrol in the course they must:

1. Read and understand the information contained in the Student Information Handbook
2. Complete and sign an Enrolment Form to declare that you understand all of the information provided
3. Provide appropriate identification
4. Undertake a Language, Literacy and Numeracy test
5. Return the Enrolment Form to NIET
6. Make a deposit before the course commences

RPL/CT
You may wish to apply for Recognition of prior learning (RPL) or Credit Transfer (CT). Refer to our enrolment form or student handbook for an explanation or more information.

Australian Qualifications Framework - Certificate III Qualification

Purpose:
The Certificate III qualifies individuals who apply a broad range of knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning.

Knowledge:
Graduates of a Certificate III will have factual, technical, procedural and theoretical knowledge in an area of work and learning.

Skills:
Graduates of a Certificate III will have:
- Cognitive, technical and communication skills to interpret and act on available information
- Cognitive and communication skills to apply and communicate known solutions to a variety of predictable problems and to deal with unforeseen contingencies using known solutions
- Technical and communication skills to provide technical information to a variety of specialist and non-specialist audiences
- Technical skills to undertake routine and some non-routine tasks in a range of skilled operations

Application of knowledge and skills:
Graduates of a Certificate III will demonstrate the application of knowledge and skills:
- With discretion and judgement in the selection of equipment, services or contingency measures
- To adapt and transfer skills and knowledge within known routines, methods, procedures and time constraints
- In contexts that include taking responsibility for own outputs in work and learning including participation in teams and taking limited responsibility for the output of others within established parameters

Would you like more information?

Contact our friendly team at NIET on:
Telephone: 03 9770 1633
Fax: 03 9783 1001
Email: info@niet.com.au
RTO Registration Number: 22214