



Community College Northern Inland Inc.

RTO: 90027



CHC33015 Certificate III in Individual Support

Disability Specialisation

Information Pack





History of Community College-Northern Inland Inc.

Community College Northern Inland Inc., started out as Barraba Community Learning Association Inc., which was formed in 1981 after a public meeting in Barraba. People recognised that Adult and Community Education could fill an educational void in rural communities for adults. Since 1981 the College has grown with branches in Narrabri (1994) and Inverell (1996) and Warialda (2003) and Moree and Gunnedah (2007) and Bingara (2011). We now enrol over 2,500 students each year in a variety of programs, that include; both in vocational qualifications and leisure and hobby courses.

The college structure is as follows:

Head Office is located in Barraba

Each campus has a coordinator that will be happy to answer any of your questions relating to this qualification.

Training campuses are located in the following locations:

Barraba Campus at 92 Queen St Barraba NSW 2347

Phone: 02 67821 662 Email: barraba@communitycollegeni.nsw.edu.au

Bingara Campus at 6 Riddell St Bingara NSW 2404

Phone: 026724 1965 Email: bingara@communitycollegeni.nsw.edu.au

Gunnedah Campus at 39 Chandos St Gunnedah NSW 2380

Phone: 026742 5630 Email: gunnedah@communitycollegeni.nsw.edu.au

Inverell Campus at 42-44 Campbell St Inverell NSW 2360

Phone: 026721 3656 Email: inverell@communitycollegeni.nsw.edu.au

Moree Campus at 47 Frome St Moree NSW 2400

Phone: 026751 1430 Email: moree@communitycollegeni.nsw.edu.au

Narrabri Campus at Shop 3 100 Maitland St Narrabri NSW 2390

Phone: 026792 6196 Email: narrabri@communitycollegeni.nsw.edu.au

Warialda Campus at CTC Centre Hope St Warialda NSW 2402

Mobile: 0429 934 346 Email: warialda@communitycollegeni.nsw.edu.au



Community College-Northern Inland Inc. Trainer requirements:

Community College-Northern Inland Inc., ensure all of our trainers and assessor's hold as a minimum:

- TAE40110 Certificate IV in Training and Assessment
- Hold the CHC33015 Certificate III in Individual Support or its equivalent and/or higher qualifications
- Have worked as a Trainer/Assessor professional within the last 2 years
- Have ongoing work within the Disability Sector with a minimum of 3 years' experience
- Have ongoing professional development within the Disability Sector over the last 12 months
- Have undertaken professional development within the vocational education and training sector within the last 12 months

Overview CHC33015 Certificate III in Individual Support

The CHC33015 Certificate III in Individual Support is a national recognised qualification which is the entry level to provide support to clients.

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.

Successful completion of this qualification will allow you to apply for positions as:

- Personal care assistant
- Aged Care worker
- Residential care worker
- Accommodation support worker
- Assistant in Nursing
- In-home respite worker
- Care worker
- Community support worker



This qualification is recognised across all of Australia and designed to prepare potential workers with the employment skills required to support clients, in residential care or in their own homes.

Some of the tasks that are performed within a support work roles may include:

- Personal care support which includes:
 - Showering
 - Dressing-grooming
 - Toileting
 - Continence care
- Assist with nutrition and hydration this includes:
 - Providing/supporting with drinks
 - Assist with eating, breakfast, lunch and evening meals etc
- Taking vital signs or observations which can include:
 - Blood pressures
 - Pulses
 - Temperatures
 - Blood glucose levels
- Bed making
 - Occupied
 - Unoccupied
 - Partial linen change
- Manual handling which will include using:
 - Sling lifters
 - Stand up lifter
 - Slide sheet
 - Walk belt
- Working under the relevant legislations that include:
 - Disability ACT 1992
 - Disability Standards
 - Work health and safety Act 2011
 - Anti-discrimination Act 1977
 - Privacy and personal information Act 1998
- Domestic support
 - House work
 - Laundry duties
 - Meal preparation
- Garden Maintenance
 - Lawn mowing
 - Minor house repairs
 - Changing light bulbs



Course Outline:

CHC33015 Certificate III in Individual Support- Disability Specialisation consists of:

Total number of units = 13

- 7 core units
- 6 elective units, consisting of:
 - at least 4 units from the electives listed below, at least 2 units must be from those units listed under Groups A, B or C
 - up to 2 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

Core Units:

CHCCCS015 Provide individualised support

CHCCCS023 Support independence and well being

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

CHCLEG001 Work legally and ethically

HLTAAP001 Recognise healthy body systems

HLTWHS002 Follow safe work practices for direct client care

Elective Units- Disability Specialisation:

CHCDIS001 Contribute to ongoing skills development using a strengths-based approach

CHCDIS002 Follow established person-centred behaviour supports

CHCDIS003 Support community participation and social inclusion

CHCDIS007 Facilitate the empowerment of people with disability

Additional Elective Units:

CHCCCS011 Meet personal support needs

HLTAID003 Provide first aid



Course Delivery:

This qualification will include:

- face to face training sessions
- on-line activities
- directed self-paced learning activities
- written knowledge assessments
- research projects

This qualification can be delivered via:

- 1 day per week during school terms, or
- 2 days per week
- And/or a combination of all of the above.

Time Frame:

This qualification can be completed within 1 yr., but has a recommended completion within the 1 yr. timeframe and may be extended to 2 years maximum.

Work placement:

This qualification contains a mandatory 120 hrs of work placement that will be scheduled into the finalised timetable. The specific aims of work placement are to:

- Apply knowledge and skills learned during your studies
- Become familiar with employers' expectation
- Increase your reemployment options and employability skills
- Broaden your understanding of the industry

Work placement will be discussed and arranged by the Campus coordinator and VET Manager. This process will require you to complete a work placement agreement with your host employer and will contain the rostered hours you will be undertaking. All students will receive a reflection journal to record their personal feelings and achievements during their placement.

The Community College-Northern Inland Inc. will engage either your class trainer or another college assessor to undertake your work placement assessments and observations.

Please note with the elective unit CHCCS011 Meet personal support needs included in this qualification you are required to undertake 40hours of your work placement within an aged care facility. This is to allow our assessor to observe you performing and undertaking all aspects of personal support for clients.



Fitness:

Work in the industry can be physically demanding therefore students need to be reasonably physically fit as the role involves providing direct personal care, including showering, toileting and manual handling of both children and aged adults. Bending, reaching, stretching and kneeling are common movements required by aged care workers. These actions are repeated constantly throughout your rostered shift.

Course Resources:

All Community College-Northern Inland Inc. students will be provided with the following as part of the course fee:

- Learner guides relating to the qualification
- Access to college computers (these must be booked through the campus coordinator)
- Additional handouts relating to the current unit (these can include power point etc)

Future Study Pathways:

On successful completion of CHC33015 Certificate III in Individual Support can lead to completing:

CHC42015 Certificate IV in Community Services

CHC43015 Certificate IV in Ageing Support

CHC43115 Certificate IV in Disabilities

Course Fees:

The fee for this course is regulated by the State Government and each student's fee is calculated on their personal circumstances.

Smart and Skilled Eligibility:

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four (4) questions, then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider.

Your eligibility for a government-subsidised Smart and Skilled course no longer depends on your previous qualifications:



From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to a Certificate III level. This means that even if you have a higher level qualification you may still be eligible to re-train to enter (or re-enter) the workforce.

You can also enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

Previous qualifications do not affect eligibility, but may affect the student fee.

Other eligibility conditions:

Your eligibility is not affected if you have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

There are also some exceptions to the eligibility conditions described above, such as for Aboriginal people who live in specific, defined areas outside the NSW border.

Student Support Services:

Students can access a range of supports at Community College Northern Inland Inc to assist with personal and study related issues including counselling, study skills and careers advice. Students may be required to provide suitable evidence of the nature and extent of their disability so that the appropriate support provisions may be negotiated.

Payment Of Course Fees:

Course fees are due prior to course commencement. For courses costing more than \$1500, a deposit to the maximum of \$1500 only will be accepted, once the course has started then the remaining course fee will be invoiced or can be paid.

CCNI acknowledges some course fees are significant and a payment plan can be set up or other arrangement can be made, with a \$500 deposit upfront to confirm/secure a place in the course and to ensure no student is disadvantaged or discriminated against. The payment plan can be flexible to fit in with when you are paid – weekly, fortnightly or monthly via Ezidebit or invoice/direct deposit. If there are any issues during the repayment period contact staff at your campus immediately.

If fees are to be paid by an employer/agency, a purchase order number, business name, address and email is required at the time of enrolment of the student for invoicing to be completed and sent for payment prior to the course.

If the student has outstanding payments at the completion of the course, they will not be entitled to enrol in another course and the Certificate or Statement of Attainment will be held by CCNI until the debt is paid in full.



Course Refund Policy:

If CCNI cancels a course for any reason, full course fee will be refunded via the Student Refund/Withdrawal Form.

A \$50 administration fee will be incurred if a student cancels their enrolment 5 business days prior to the course running.

If there is unique or extenuating circumstances which prevent attendance, the case will be assessed on an individual basis with approval from the Executive Officer.

When a course has been paid for by an employee/job agency, the refund will be returned or a credit note can be issued depending on the business requirements.

If a student withdraws from a Certificate course, a student refund/withdrawal form must be completed. Partial refund may occur depending on the length of the course, number of subjects completed, resources used and the fees received. The final decision will be made in consultation with the Executive Officer.

What you need to do next:

Once you have decided if this qualification is for you; the following steps are required:

- Attend the college campus of your choice and complete the enrolment form
- Attend an information session

You will need the following prior to course commencement:

- Obtain a Police clearance check (cost is approximately \$55)
- Obtain a working with children check
- Purchase your work placement polo shirt
- Resource folder and plastic sleeves
- A4 booklet for class notes, pens etc.
- Work placement polo shirt (the coordinator will provide these details)



Frequently asked Questions:

What do course fees cover?

Course fees cover tuition, materials (learning guides and handouts) use of amenities, work placement assessment.

Do I have to pay my course fee at once?

No, you can pay a deposit and then regular payments through the college direct debit process. The campus coordinator will provide you with the Ezi-debit agreement.

Do I need to attend all scheduled classes?

It is recommended that you attend all face to face sessions, and/or programed workshops to ensure you are receiving opportunities to gain interaction with fellow students. These sessions may include guest speakers from your relevant industry.

Why is self-directed learning included in the course?

Self-directed learning is included to allow you to develop additional learning strategies; this may include internet research, projects and time management skills. These skills form part of the employability skills required for your industry.