



**Dual Qualification**  
**CHC43115 Certificate IV in Disability**  
**CHC43415 Certificate IV in Leisure and Health**  
**(DUAL QUALIFICATION OR SINGLE OPTION)**



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!

### Qualification overview

This dual qualification reflects the roles of workers in a range of community settings and client's homes who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team. Workers may be in residential facilities and/or in community agencies and day centres, completing specialised tasks and functions in relation to leisure and health.

These qualifications are current as published on [www.training.vic.gov.au](http://www.training.vic.gov.au)

### NIET Course flexibility

NIET offers the CHC43115 Certificate IV in Disability OR CHC43415 Certificate IV in Leisure and Health as a single course option. This course outline provides information for either a dual or single qualification option.

### Career Pathway

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

#### Dual qualification:

- Activities Officer
- Behavioural Support Officer
- Disability Officer – Day Support
- Care Supervisor
- Lifestyle and Leisure Coordinator
- Project Officer
- Community Leisure Officer
- Employment Coordinator (Disability)
- Social Trainer
- Day Activity Worker
- Leisure Officer
- Development Officer



## **Single Qualifications:**

### **CHC43115 Certificate IV in Disability**

- Behavioural Support Officer
- Marketing Coordinator
- Development Officer
- Project Officer (life enhancement team)
- Disability Officer – Day Support
- Disability Support officer/worker
- Senior Personal Care Assistant
- Employment Coordinator (Disability)
- Social Educator
- Job Coordinator
- Social Trainer Lifestyle Support Officer
- Residential Supervisor
- Local Area Coordinator

### **CHC43415 Certificate IV in Leisure and Health**

- Activities Officer
- Lifestyle and Leisure Coordinator
- Recreation Activities Officer
- Community Leisure Officer
- Diversional Therapy Assistance
- Day Activity Worker
- Leisure Officer

## **Qualification Pathways**

The further study pathways available to students:

### **Dual qualification or Single Qualifications**

- CHC43415 Diploma of Leisure and Health
- CHC62015 Advanced Diploma of Community Sector Management

## **Course Information**

### **Course Duration**

The following information is face to face delivery times and students have practical placement continuing after classes cease with continuing support from their Trainer until course completion.

### **Dual qualification**

Week day classes held 1 day per week over 36 weeks

9:00am to 4:00pm 6.5 hour day

First Aid and CPR is from 8:15am to 5:30pm.

### **CHC43115 Certificate IV in Disability**

Will need to attend 29 sessions over the 36 weeks 9.00am-4.00pm , 6.5 hours per day

### **CHC43415 Certificate IV in Leisure and Health**

Will need to attend 32 sessions over the 36 weeks, 9.00am-4.00pm , 6.5 hours per day

First Aid is from 8:30am to 5:30pm

*Course schedules can be obtained from Administration for current timetables*

## **Practical Placement**

To achieve this qualification, candidates must complete the required practical placement to demonstrated required performance skills in a service as detailed in the Assessment requirements for both training packages.

- 200 hours dual qualification
- 150 hours if undertaking a single qualification

Students are to wear a NIET polo shirt and name tag, supplied by NIET to be identified as NIET students on placement, unless already working in the industry. For students who are currently working in the industry, working hours for practical placement may be used but they must obtain permission from their employer. Students are provided with an additional 8 weeks after the last classroom based session if electing to complete in a block, or require additional time to finalise hours, projects and assessments.

### **Self directed learning**

Students should be prepared to allocate time outside of the classroom to undertake reading, research, completing assessments and any general study. This can vary between 7-10 hours per week over the duration of classes and placement time. Our trainer will support students throughout the course and after classes via email, phone or skype. Students are welcome to use the computer lab located at NIET's office.

### **Locations**

405 Ground Floor Nepean Highway  
Frankston  
Victoria 3199

### **Mode of Delivery**

This course is delivered through a blended delivery method with classroom based delivery (teacher directed learning), skills development in the workplace during practical placement and student directed learning (mentioned above). You will be provided with a text book and an assessment for each unit of competency. In addition you will be required to work independently out of class time and have access to a computer and internet.

### **Assessment Methods**

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods may include the following:

- Written assessment
- Projects
- Case studies
- Scenarios, group discussions
- Oral Questions
- Work placement logbook
- Research reports
- Presentations
- Work placement observations by a Supervisor and NIET workplace Assessor

### **Education and Support Services**

You will be provided with a range of support services depending on your individual needs. You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

NIET provides additional support and practical placement support with our Student Support Coordinator. Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

## **Student Handbook**

NIET provides further detailed information for learner's rights in the handbook, available in hard copy at reception or located on our website [www.niet.com.au](http://www.niet.com.au)

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour
- RPL and Credit Transfer
- Funding opportunities and Student USI

## **What to bring?**

- Notepaper and pens
- iPad or Laptop (optional) Computer lab is available
- Folder to store hand outs and hard copy assignments
- Lunch – it is recommended that you bring lunch as there will be a short lunch break and tea breaks. Kitchen facilities are available. Alternatively, a number of food outlets are within walking distance. Morning and afternoon tea will be provided.
- Police Check (within 3 months of issue if you currently have one – if applicable)

## **Industry Requirements**

**A current Police Check is Mandatory in this field of employment.** You are required to apply for a current police check within the first 3 weeks of training at the latest.

Most employers will ask for a valid police check between 1-3 months when commencing placement.

## **RTO Entry Requirements**

### **Pre-Training Review**

Prospective students are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all students are assessed as a suitable candidate to the qualification they have chosen. Students are assessed and pre-approved for a course enrolment. If a candidate is not suitable at this point, NIET can direct the student to obtain sufficient support for the level qualification they are seeking. E.g.: a recommendation to Foundation Skills course to enable them to achieve their chosen pathway such as Certificate III or a Diploma level. We also discuss:

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- Course suitability
- Ensure Student is well informed of course they are applying for; assessment requirements; assessment conditions
- Existing educational attainment, capabilities, aspirations and interests
- Discuss likely outcomes and job opportunities
- Support for equity and the disadvantaged
- To assess the LLN level for qualification
- Identify any support required for the Student in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective students are suitable for their chosen course as defined against the Skills First Quality Charter.

You may access a copy of the Skills First Quality Charter on our website: <http://www.niet.com.au/fees-funding/>

### **Reasonable adjustments**

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods and or practical placement (if required) to cater for any special needs (without effecting the integrity of the outcome)

### **I.T Requirements**

To complete the course you will need access to a computer and the Internet. Please provide a current email address on the enrolment form in the relevant space provided. Your trainer and our administration team will be required to communicate with you via email.

In addition you will need to have a range of computer skills to conduct research on your current topics to complete some or all of your assessments. In particular, you will need skills in word processing.

### **Minimum Age Requirements**

The minimum age to apply for this course is 15 years old. If under the age of 18, a parent/guardian signature will be required upon enrolment and you may be required to present evidence of leaving secondary school. All individuals will undertake a Pre-Training Review to determine suitability.

## Literacy, Language, Numeracy (LLN) and Foundation Skills (ASCF) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test at the Pre-Training Review. For additional information and support contact the Reading Writing Hotline at [www.readingwritinghotline.edu.au](http://www.readingwritinghotline.edu.au)

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 4. The key features of the ACSF are:

### Five core skills

- Learning
- Reading
- Writing
- Oral communication
- Numeracy

## RTO completion Requirements

To complete this qualification you are required to attend all classes; complete all assessments books with a Satisfactory result; complete the required Practical placement hours (unless further hours are specified) and other assessment requirements on Practical Placement with a Satisfactory result. On the successful completion of these requirements you will be deemed Competent for each unit of competency and issued the Qualification.

## Qualification

It will depend on whether you are electing to complete a DUAL or single qualification on how many units of competency you will need to complete. We have provided a clear break down across all options for you below, and which units of competency you will need to complete.

CHC43115 Certificate IV in Disability

11 Core units

3 Elective units

CHC43415 Certificate IV in Leisure and Health

10 Core units

7 Elective units

Unit Code	Unit Title	CIV Disability	CIV Leisure and Health
CHCDIS007	Facilitate the empowerment of people with a disability	Core	Elective
CHCDIS005	Develop and provide person-centred service responses	Core	Elective
HLTWHS002	Follow safe work practices for direct client care	Core	Core
CHCDIV001	Work with diverse people	Core	Core
CHCCCS015	Provide Individualised Support	Core	Elective
HLTAID003	Provide First Aid	Elective	Elective
HLTAAP001	Recognise healthy body systems	Core	
CHCDIS008	Facilitate community participation and social inclusion	Core	Elective
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	Core	Elective
CHCDIS002	Follow established person-centred behaviour supports	Core	Elective
CHCLAH001	Work effectively in the leisure and health industries	Elective	Core
CHCDIS010	Provide person-centred services to people with disability with complex needs	Core	
CHCPRP003	Reflect on and improve own professional practice		Core
CHCLEG003	Manage legal and ethical compliance	Core	
HLTAAP002	Confirm physical health status		Core
CHCCOM002	Use communication to build relationships	Elective	Core
CHCLAH002	Contribute to leisure and health programming		Core
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs		Core
CHCLAH004	Participate in planning leisure and health programs for clients with complex needs		Core

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CHCLAH005	Lifespan and sociological aspects of Leisure and Health		Core
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Students will also complete additional supplementary sessions in empowerment, manual handling, falls prevention, infection control, cross cultural awareness, ageing in disability, person centre planning & behaviour support, establishing roles and boundaries, producing effective case/file notes, prevention of workplace bullying and harassment AND Privacy, Dignity and confidentiality.

**What are the fees?**

**DUAL QUALIFICATION**

\$3850.00	Fee for Service	Break down: \$3730.00 tuition fee; \$120.00 resource fee
\$450.00	Funded Fee	Breakdown: \$330.00 tuition fee; \$120.00 resource fee
\$65.00	Concession Rate	Breakdown: \$65.00 tuition fee; nil resource fee
\$ 15.00	For re- issuance of Certificates and Statements of Attainments	Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO
\$ 180.00	Lost Text books	
\$ 25.00	Additional NIET Polo Tops	

**SINGLE QUALIFICATION**

\$2495.00	Fee for Service	Break down: \$2425.00 tuition fee; \$70.00 resource fee
\$250.00	Funded Fee	Breakdown: \$180.00 tuition fee; \$70.00 resource fee
\$34.00	Concession Rate	Breakdown: \$34.00 tuition fee; nil resource fee
\$15.00	For re- issuance of Certificates and Statements of Attainments	Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO
\$ 90.00	Lost Text books	
\$ 25.00	Additional NIET Polo Tops	

**NIET implements a 3 day cooling off period for all payments. If within 3 days you have changed your mind, you will be eligible for a full refund. After this time, you may incur a fee for withdrawal.**

The Refund Policy and Procedure can be gained from the Student Handbook on our website [www.niet.com.au](http://www.niet.com.au)

**Funding**

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to access training subsidised through the Skills First Program. The student tuition fees as published are subject to change given individual circumstances at enrolment.



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The 2017 Standard VET Funding Contract Skills First Program. The objective of this funding is to access high quality courses and relevant to industry and employers:

- For eligible individuals to obtain the required skills to be job-ready
- To assist eligible individuals to undertake further study
- To promote / enable access to training for disadvantaged learners

For information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of services refer to the Student handbook.

### RPL and Credit Transfer

RPL and credit transfer are available to eligible participants. This is to be indicated on the enrolment application form and further discussed in your Pre-Training Review.

### 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.

Prior course enrolment NIET requires you to:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided (*At this stage this is an application only, pending approval after the Pre-Training Review, see below*)
3. Create a Unique Student ID number on <http://www.usi.gov.au/Pages/default.aspx#> (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Book a Pre-Training Review with NIET and bring with you:
  - The Enrolment Application
  - Photo ID
  - Medicare Care (Green)
  - Health Care Card (Concession entry if required)

*The above ID is required for VET funding requirements*
5. Undertake a Language, Literacy and Numeracy test at the Pre-Training Review
6. NIET Student Support Coordinator advises prospective students of the Pre-Training Review outcome and how to proceed with the enrolment process, which includes a deposit to secure your course selected.
7. Apply for a police check (within 3 months of issue if you currently have one- if applicable)

**Would you like more information?**

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

