



CHC43015 Certificate IV in Ageing Support (Evening Program)



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 qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Individuals take responsibility for their own outputs within defined organisation guidelines and maintain quality service through the development, facilitation and review of individualised service planning and delivery. Work involves using discretion and judgement in relation to individual support. NIET have designed a model at Certificate IV level suitable for those looking to enter the sector for the first time.

This qualification is current as published on www.training.vic.gov.au

Career Pathway

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

- Accommodation Support Worker
- Assistant in Nursing
- In-Home Respite Worker
- Care Assistant
- Community Care Worker
- Personal Care Assistant
- Support Worker
- Personal Care Worker

Qualification Pathway

The further studies available to learners:

- HLT54115 Diploma of Nursing
- HLT51607 Diploma of Nursing (Enrolled/Division 2 Nursing)
- CHC62015 Advanced Diploma of Community Sector Management

Course Information

Course Duration

- Evening classes are held 2 evenings per week over 27 consecutive weeks (6pm to 9pm) + x1 Saturday class (9am to 4pm)
- HLTAID003 Provide first aid is from 8:30am to 5:30pm and will be held on another Saturday within the program (not included in above duration)
- Course schedules can be obtained from Administration for current timetable dates

Practical Placement

To achieve this qualification, candidates must complete at least 130 hours practical placement as detailed in the Assessment requirements. Learners are to wear a NIET polo shirt and name tag, supplied by NIET to be identified as NIET learners on placement. For learners who are currently working in the industry, working hours for practical placement may be used but they must obtain permission from their employer.

Placement may only commence from Week 10 onwards. Learners 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.

Learner directed studies

Learners 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 learners throughout the course and after classes via email, phone or skype. Learners are welcome to use the computer lab located at NIET's office.

Locations

405 Ground Floor, Nepean Highway
Frankston
Victoria

Mode of Delivery

This course is delivered through a blended delivery method with classroom based delivery (trainer directed learning), skills development in the workplace during practical placement and learner directed studies (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:

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- 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

- 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.

If electing to commence the program onsite with a local employer (E.g. Carrum Downs or Royal Freemason's) you will be required to have a police check ready to bring with you on day one. Most employers will ask for a valid police check between 1-3 months when commencing placement.

RTO Entry Requirements

Pre-Training Review

Prospective learners are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all learners are assessed as a suitable candidate to the qualification they have chosen. Learners are assessed and pre-approved for a course enrolment. If a candidate is not suitable at this point, NIET can direct the learner 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:

- Course suitability
- Ensure learner 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 learner in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective learners 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 learner may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual learner 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 learner 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

Learners 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. Learners are able to test their LLN skills by completing an appropriate level LLN test at the Pre-course Interview. For additional information and support contact the Reading Writing Hotline at 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 3-4. 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

Learners need to complete 18 units of competency, consisting of:

- 15 Core units
- 3 Elective units

Learners will also complete additional supplementary sessions in individual support, manual handling, communication, falls prevention, infection control, LGBTI, prevention of workplace bullying and harassment, dementia/palliative care, privacy/dignity & confidentiality, elder abuse, managing challenging behaviours, elder abuse and emotional support.

Core units

Unit Code	Unit Name
HLTWHS002	Follow safe work practices for direct client care
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCDIV001	Work with diverse people
HLTAAP001	Recognise healthy body systems
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCPAL001	Deliver care services using a palliative approach
CHCAGE004	Implement interventions with older people at risk
CHCCCS025	Support relationships with carers and families
CHCCCS006	Facilitate individual service planning and delivery
CHCAGE003	Coordinate services for older people
CHCLEG003	Manage legal and ethical compliance
CHCADV001	Facilitate the interests and rights of people
CHCPRP001	Develop and maintain networks and collaborative partnerships

Elective units

Unit Code	Unit Name
CHCLEG001	Work legally and ethically
HLTAID003	Provide first aid
CHCCOM002	Use communication to build relationships

What are the fees?

\$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.

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.

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.

If you decided to enrol in the course you must:

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

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6. NIET Student Support Coordinator advises prospective learners 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
Website: www.niet.com.au

