



**Careers  
Australia**

**Our Experience - Your Education**

**CHC30208 Certificate III in Aged Care**

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Domestic Student Handbook

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## 1. Entry Requirements

Applicants must meet the following minimum entry requirements:

### Age requirements

The age requirement for entry into Careers Australia is open. The organisation requires students under 18 years to have guardianship with a suitable person.

### Language requirements

English is the language of instruction at Careers Australia and proficiency in speaking, listening to, reading and writing English is essential.

### Student interview

The interviews assess the level of pre-existing knowledge and key competencies which includes:

- collecting, analysing and organising information
- communicating ideas and information
- planning and organising activities
- working with others and in teams
- problem solving

### Academic

Careers Australia considers applications on individual merits. Students with other qualifications should send details for assessment. For students applying during their final year of secondary school, please attach previous year's academic transcript and predicted results for your final year. Careers Australia can offer enrolment conditional upon the successful completion of your final year.

## 2. Course information

Workers in this occupational group work primarily in residential facilities or in the community under direct or regular supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living. These workers report directly to a supervisor and are not responsible for other workers.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Unit of Competency Code	Unit of Competency Name	Core/ Elective	Cost per unit	RPL Cost Per Unit
CHCAC317A	Support older people to maintain their independence	C	\$142.86	\$71.43
CHCAC318A	Work effectively with older people	C	\$142.86	\$71.43
CHCAC319A	Provide support to people living with dementia	C	\$142.86	\$71.43
CHCCS411A	Work effectively in the community sector	C	\$142.86	\$71.43
CHCICS301A	Provide support to meet personal care needs	C	\$142.86	\$71.43
CHCICS302A	Participate in the implementation of individualised plans	C	\$142.86	\$71.43
CHCICS303A	Support individual health and emotional well being	C	\$142.86	\$71.43
CHCOHS312A	Follow safety procedures for direct care work	C	\$142.86	\$71.43
CHCPA301B	Deliver care services using a palliative approach	C	\$142.86	\$71.43
HLTAP301A	Recognise healthy body systems in health care context	C	\$142.86	\$71.43
	<b>Select four Elective units from the list below</b>			
	Elective cost for each unit	X 4	\$142.86	\$71.43
CHCCOM302C	Communicate appropriately with clients and colleagues	E		
HLTHIR403B	Work effectively with culturally diverse clients and co-workers (SA ONLY)	E		
CHCMH301A	Work effectively in mental health	E		
HLTFA301B	Apply First Aid	E		
CHCCS305A	Assist clients with medication (QLD ONLY)	E		

CHC30208 Certificate III in Aged Care involves the student encompassing:

- the application of knowledge with depth in some areas and a broad range of skills
- a range of tasks and roles in a variety of contexts, with some complexity in the extent and choice of actions required
- competencies that are normally used within routines, methods and procedures where some discretion and judgement is required in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
- competencies likely to be applied under limited guidance with checking related to overall progress, but may take the form of broad guidance and autonomy if working in teams
- responsibility for the work of others and/or team coordination may be involved

**Please Note:**

Students are also required to complete a 120 hour field placement in an Aged Care setting throughout their course duration. This is organised by the Clinical Placement Co-ordinator of Careers Australia. Students cannot organise their own placements for insurance reasons.

### Program duration and timetable

The program is conducted over a ten week period and students are required to attend the following days\*.

**Week 1-7** Monday to Friday - 9.30am to 4.30pm – Careers Australia

**Week 8-10** Monday to Friday - Clinical Placement (fulltime shift work)

\* Please note that in lieu of Public Holidays scheduled days will change. You will be informed of this at the commencement of your program.

\*\* This timetable is subject to change according to the number of students in class. There may be times when a mixture of self paced and face to face units are offered. If this applies you will be informed at orientation.

Orientation is conducted during the first week of the course.

Students are expected to attend each scheduled session. Students are also expected to arrive at the designated starting time and remain until the session concludes. All class times are between 9.30am – 4.30pm.

Students are reminded that failure to attend complete sessions is subject to the following:

**Any student consistently leaving class early may be subject to disciplinary proceedings. It is the student's responsibility to organise work and personal schedules to allow attendance at class for the full session.**

If students are unable to attend a session, administration must be notified at least 48 hours prior (emergencies excepted). If a student is absent for two or more consecutive sessions a medical certificate is required (applicable to Government contract students only.)

The **grading system** of the Certificate III program is either Competent (C) or Not Yet Competent (NYC).

To receive the Certificate III in Aged Care, the student must satisfy the competency requirements for all 14 units of competency.

Students with genuine domestic/personal/work related interferences are able to defer after discussing this with the Program Manager and attending to program deferral requirements.

### Make-up classes

If a student misses a class, that session must be attended at a later stage. Students are advised that some classes are pre-requisites for others. If a student misses a pre-requisite class this may prevent the student from attending some further classes until that pre-requisite is completed. In this case, the student may be delayed in completing their program. Make up classes are to be booked **NO LATER** than **fourteen (14) working days prior** to the class requested. Should any of the classes be full after the cut off date, the student will be unable to attend that scheduled session.

### Time commitments

It is expected that for every hour of class contact time you will need to complete self study time as outlined in your training plan. (Approx. 10 - 15 hours per week)

### Employment outcomes

Assistant in Nursing

Carer

Home Care Assistant

Care Assistant

Community Support Worker

In Home Respite Worker

Community Care Worker

Community House Worker

Support Worker

Personal Care Assistant

Field Officer

Care Service Employee

Accommodation Support Worker

Personal Care Giver/Worker

Disability Service Officer (in some jurisdictions)

## 3. Assessment, Grading and Re-Assessment

Program assessment has components focused on the written word. Study guides are supplied by Careers Australia. Study guides indicate where either word processor/typed or handwritten format is required. Assessments are completed in separate assessment books where either hand written or typed work can be completed.

Carers' written and signed notations regarding their clients are maintained in individual medical records kept by health providers/aged care facilities and the like. These are classified as legal documents and as such are kept for seven years after client care ceases.

In the event of legal/health professional scenarios, these records will be very much scrutinised, hence the critical need for ensuring individual students produce written work that is legible, and reflects basic understanding of grammar, punctuation and correct spelling.

### How written assessments are processed

- the student will submit their written assessment via the Drop Box (situated at reception)
- the Drop Box will be cleared at daily 5pm
- each subject class roll is checked and each student's name is stamped with the date their written assessment is received
- all written assessments are grouped and delivered to the educator for marking
- marked written assessments are returned to Student Services
- Student Services records the written assessment grades
- marked assessments are returned to students in class

**NOTE:** penalties apply for written assessments submitted with incomplete cover sheets. All assessments must be stapled together, including the cover sheet.

### Important information for the student

- assessments received after the Drop Box is cleared at 5pm daily and will be stamped as received on the **NEXT WORKING DAY**
- assessments are to be handed up in **CLEAR PLASTIC SLEEVES ONLY**

- print on one side of paper ONLY
- assessments handed up early will be held in Student Services until the due date
- the cover sheet must be CORRECT AND COMPLETE before it will be date stamped as received:

### **Standards of submitted work for assessment**

On completion of the Certificate III in Aged Care, marked work needs to be collected from Student Services. Work will not be kept one month after completion and will be appropriately discarded.

It is the policy of Careers Australia that students are NOT to present their work copied from other students' assessments or text books (unless appropriate academic reference has been made). Students are advised that they should not let their colleagues have access to their written work as their work may be copied by someone else. If such practice is identified, students will be required to attend counselling with their Program Coordinator.

### **Resubmission**

Any re-assessment is conducted as soon as practicable after you have been informed of the requirement to be re-assessed. It is at the trainers/assessors discretion to re-assess the entire assessment should it be demonstrated an overall understanding has not been achieved.

Students will be given two attempts a primary and supplementary assessment for each assessment task. On completion of a supplementary assessment, should the result of Not Yet Competent be recorded, it is at the Stage Educators' discretion to repeat the unit of competency at a cost to the student.

Failure to submit an assessment on time will be automatically deemed Not Yet Competent and will be marked as a supplementary assessment.

### **Time frames for written assessments**

Educators responsible for individual units will inform students of due dates for submission of work; usually one (1) week ahead. The maximum time a student can have beyond the due date is two (2) weeks.

Legitimate extension requests are exempt, eg domestic, sickness, holidays. Extensions must be requested 2 weeks prior to the due date. You must plan your time in advance.

Assessments that are granted extensions are awarded the same treatment as work submitted on or before the normal due date.

### **It cannot be emphasised strongly enough the need for students to keep up to date with week-to-week requirements of the program.**

If this is not observed your work will bank up and you will get behind. Work for written assessments are NOT to be handed in "en masse". Educators also have their schedules and commitments to other students to observe.

If you are finding the program is conflicting with your work and domestic responsibilities, PLEASE do not hesitate to speak with your Program Manager. There may be a simple solution when viewed from another perspective. Students who are not coping with the academic demands of the program will be counselled by their Program Co-ordinator, Program Manager, or a delegate.

### Learning resources

EBSCO host is an online library which gives you access to full text articles from thousands of academic journals. this library is divided into sections, or databases which contain titles relevant to specific areas of study.

You can access EDSCO host from the log in section of the Careers Australia website:

<http://www.careersaustralia.edu.au/login.html>

Or directly through EBSCO host:

<http://search.ebscohost.com/>

Furthermore for an annual fee of \$110 you can become a community borrower and have access to the library resources at UniSA. For more information please visit this website:

[www.library.unisa.edu.au](http://www.library.unisa.edu.au)

## 4. Qualification issues

Student records are a joint responsibility. Teaching and administrative staff keep records of attendance, assessment submission and competency achievement. Students are expected to maintain their own individual records of dates and subjects undertaken during the enrolment period. Students are also expected to maintain their own records of assessments both completed and submitted.

All written assessments must be submitted by the given due date.

At the completion of the training period students will be invited to attend a graduation ceremony. Those students who have achieved all competencies will be given a certificate and an academic statement. Students who have not achieved the total competencies required for a certificate will only receive a Statement of Attainment.

If a student requires an Academic Statement or Parchment prior to graduation this may be arranged. Please note that there is a minimum of 10 working days notice required to arrange early collection once written notice has been received and all assessments finalised.

## 5. Course fees and other financial issues

The total cost of the course is \$2000, Government funding may be applicable. Further information will be provided prior to enrolment, as an eligibility criteria for this funding applies. A deposit will be required prior to commencement this amount will vary dependant on your funding arrangements.

Tuition fees include:

- College and course orientations
- Certificate III in Aged Care (subject to terms and conditions)
- Tuition, Tutorials and Lectures
- Study guides
- Authorised supported learning materials
- First Aid and Manual Handling
- Placements, administration, insurance, facilitation
- Student counselling and support
- Student identification card
- Graduation ceremony
- Australian Goods and Services Tax (GST) where applicable to items listed above
- Employment support

**Additional costs** not included:

- Police Clearance check (required prior to placement – approx. \$32 - \$45)
- Textbook Deposit (\$50 – refunded when textbooks are returned in tact upon completion of qualification)
- Travel to and from campus
- Travel to and from placement facilities
- Stationery - books, pens, photocopying (10¢ per copy)
- Work uniforms (slacks, shoes, shirts etc – approx. \$200)
- Re-attendance of classes (if Fail)
- Recognition of Prior Learning application (refer to Unit Cost Table)
- Replacement study guides or course learning materials
- Vaccinations (cost depends on vaccinations required)
- Vaccinations Status Report (costs vary)

Students are advised to keep their receipts regarding education expenses for taxation purposes.