



**Careers
Australia**

Our Experience - Your Education

**International Student
Course Handbook
CHC30208 Certificate III in Aged Care**

**Careers Australia College of Healthcare Pty Ltd
ABN 18 007 963 340 RTO 2310 CRICOS Provider 03031B (QLD), 02463G (SA)**

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1 Entry requirements

Age requirements

The age requirement for entry into Careers Australia International Courses is 18 years and over.

Language requirements

English is the language of instruction at Careers Australia (“the Institute”) and proficiency in speaking, listening to, reading and writing in English is essential. The International English Language Testing System (IELTS) is the preferred English language proficiency qualification but the Institute may accept other evidence of proficiency in English in individual cases.

The Institute requires all students whose first language is not English to provide formal evidence of their English competency with an IELTS test or equivalent. This test must be current within the last two years. Where evidence of a suitable test result can not be provided, the Institute reserves the right to deny the application until the language requirement can be met by the applicant.

The minimum level of a student’s English language is a score of IELTS 6.0 (Academic), ISLPR or relevant assessment.

Further information may be accessed from the Australian Department of Immigration and Citizenship www.immi.gov.au or the Australian Government Department of Foreign Affairs and Trade www.dfat.gov.au/missions

Academic requirements

The academic requirement for entry into Careers Australia International Programs is the completion of secondary schooling (preferably with studies in science).

Academic recognition

Students with other qualifications should apply for pre visa course credit recognition assessment. Your qualification details can be forwarded to the Institute for assessment.

Students should consider the extra expenses and difficulties associated with bringing their families with them to Australia. Dependents of international students attending government primary and secondary schools in Australia are required to pay tuition fees. For more information about school aged dependants, including school fees that may be incurred See: www.immi.gov.au

2 Course information

The Institute may alter its course design and structure within the rules of the qualification and endeavours to engage students in such changes as much as practicable.

Any transition from one curriculum to another will be facilitated to minimise disruption to students. Changes to course requirements may require changes to course fees, and students will be responsible to meet any fee increases associated with such changes as and when they fall due.

Course structure

This course is designed to give the student key skills including senior first aid, manual handling and personal care needs and includes unpaid practical experience (work placement).

Work placements are included in this program and are a requirement for successful completion. Careers Australia has placement agreements in place with a variety of healthcare facilities in a wide range of locations. Further information is provided during the course prior to undertaking the clinical placement and at orientation.

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	\$130	\$65
CHCAC318A	Work effectively with older people	C	\$130	\$65
CHCAC319A	Provide support to people living with dementia	C	\$130	\$65
CHCCS411A	Work effectively in the community sector	C	\$130	\$65
CHCICS301A	Provide support to meet personal care needs	C	\$130	\$65
CHCICS302A	Participate in the implementation of individualised plans	C	\$130	\$65
CHCICS303A	Support individual health and emotional well being	C	\$130	\$65
CHCOHS312A	Follow safety procedures for direct care work	C	\$130	\$65
CHCPA301B	Deliver care services using a palliative approach	C	\$130	\$65
HLTAP301A	Recognise healthy body systems in health care context	C	\$130	\$65
Select four Elective units from the list below				
CHCCOM302C	Communicate appropriately with clients and colleagues	E	\$130	\$65
HLTHIR403B	Work effectively with culturally diverse clients and co-workers (SA ONLY)	E	\$130	\$65
CHCMH301A	Work effectively in mental health	E	\$130	\$65
HLTFA301B	Apply First Aid	E	\$130	\$65
CHCDIS301A	Work effectively with people with a disability	E	\$130	\$65
CHCCS305A	Assist clients with medication (QLD ONLY)	E	\$130	\$65

Certificate III 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 the Institute. Students cannot organise their own placements for insurance reasons.

Course Classification

ASCO code(s):	6313-17
National Course Code:	CHC30208
Teaching area:	0905 Human Welfare Studies and Services
Course Area:	Residential Support Services
Qualification level:	Certificate III
Course code:	CHC30208

Course duration

The Course 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 College of Healthcare
Week 8-10	Monday to Friday - Clinical Placement (fulltime shift work)

Students should also allow an average of 10 hours per week for homework.

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

** 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 1st 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 8:00am – 5:00pm.

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.

Course timetable

It is expected that for every hour of class contact time, you will need to complete a minimum of one (1) hour self study time in order to meet the course requirements. Taught on a full time basis the minimum class contact hours are 20 hours per week. If a student is absent from two or more consecutive sessions, a medical certificate is required and a counseling session is available.

Teaching methodology

This course is based on the practical application of skills and knowledge and uses effective training methodology in cases of individual or small group settings. Whichever delivery mode is used, the emphasis is on practical based applications. With the support of learning materials, the course is delivered through a range of modes, including:

- Face to face facilitation
- Independent learning
- Group based workshops and discussions
- Workplace training

Completion within the expected duration of study

Under standard 9 of the National Code 2007, the student is allowed to study up to 25 percent of their total course through online or distance learning. Distance learning is study which the teacher and overseas student are separated in time or space throughout the duration of the unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials.

Online learning is study in which the teacher and overseas student communicate mainly through electronic technologies for the unit.

Online and distance learning do not apply where the student:

- Does not hold a student visa
- Is resident in a country other than Australia; and
- Is undertaking a unit of study with a registered provider in Australia

Course progress

Students must achieve Competency in every assessment task. In addition, all requirements (such as course fees and placement criteria) must be satisfied.

The following describes how Not Yet Competent results are treated and their impact on course progress:

- This result given when the student has clearly not met the minimum requirements and is unlikely to meet those requirements without significant or substantial additional effort or evidence
- Also given where the student has demonstrated dangerous practice or breaches mandatory standards in their attempt(s)
- Is "overwritten" when the student achieves a Competency result on a second or third attempt (during their 1st or 2nd repeat)
- Previous Not Yet Competent results do not appear on the final transcript: only the final and most recent results appear
- Automatically prevents the student from undertaking ANY placement(s) until Competent result is achieved
- Students may repeat any unit up to 2 times. A 3rd Not Yet Competent one unit will almost certainly result in cancellation of enrolment.

Employment Outcomes

Assistant in Nursing	Support Worker
Carer	Personal Care Assistant
Home Care Assistant	Field Officer
Care Assistant	Care Service Employee
Community Support Worker	Accommodation Support Worker
In Home Respite Worker	Personal Care Giver/Worker
Community Care or House Worker	Disability Service Officer (in some jurisdictions)

Assessment and grading

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.

Assessment of this course of study is based on competency based principles.

Competency achieved	C
Not Yet Competent	NYC

Students who fail to perform satisfactorily for the assessment in the prescribed time may be assessed as "Not Yet Competent"

Students who do not achieve competency in the first instance are required to sit a supplementary exam.

How written assessments are processed

- the student will submit their written assessment via the Drop Box (situated at Student Services)
- the Drop Box will be cleared daily (4pm in Brisbane and Melbourne and 5pm in Adelaide)
- 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 has been cleared (4pm in Brisbane and Melbourne and 5pm in Adelaide) 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

An assessment can be submitted three (3) times only. If after the third submission the work is still not competent, the student will be advised to attend the unit again. Normal unit fees will apply.

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 Coordinator, 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

Attendance

All international students must maintain course attendance in a full time registered course for the scheduled duration of 20 hours per week.

Monitoring Progress

Careers Australia systematically monitors student's course progress. Careers Australia is proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements.

Requirements to achieve a qualification

To receive a qualification, the student must meet the pre-requisites and undertake and successfully complete all units of competency in the course and placement. At the successful completion of this course, students will be issued a CHC30208 Certificate III in Aged Care.

3 Course fees and other financial issues

The total cost of the course is AUD\$1,800.00 (subject to annual change) + OSHC costs (approximately AUD\$655.50 for 24 months **single health cover**).

The total cost amount covers both the theoretical and practical sections.

Tuition fees include:

- Institute and course orientations
- Certificate III in Aged Care (subject to terms and conditions)
- Tuition, Tutorials, Lectures, and Australian Culture, Language and Communication course
- Study guides
- Authorised supported learning materials
- Senior 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
- Support in finding accommodation if required
- Employment support

Additional costs not included:

- Overseas Student Health Cover (12 months single cover policy)
- Australian Department of Immigration and Citizenship visa application and associated test costs
- Additional visa applications (work permit etc)
- Police Clearance check (required prior to placement – approx. \$45)
- Textbook Deposit (\$70 – refunded when textbooks are returned in tact upon completion of qualification)
- Transport to Australia
- Travel to and from campus
- Travel to and from placement facilities
- Daily living expenses
- Off-campus excursions
- Stationery - books, pens, photocopying (10¢ per copy)
- Work uniforms (slacks, shoes, shirts etc – approx. \$200)
- CPR & Manual Handling updates (if applicable at time of placements)
- Supplementary Assessments (if applicable, conditions apply)
- Re-attendance of classes (if Fail)
- Recognition of Prior Learning application - refer to the Cost per unit table
- Replacement study guides or course learning materials
- IELTS test for Registration with Licensing Body if required
- Vaccinations (cost depends on vaccinations required)
- Vaccinations Status Report (costs vary)

Students are advised to keep their receipts regarding education expenses for taxation purposes. The AUD\$1800.00 payment is required from all students.

Students who are experiencing unusual/unexpected financial difficulties should speak directly to the Finance Office.

The Institute reserves the right to defer a student's progress in the course when fees remain unpaid and to follow legal processes for monies outstanding. A student's enrolment with the Institute may also be terminated if they default on payment. Please remember that during placements, as supernumerary (unpaid) students, **NO income** will be generated, therefore, careful budgeting will be required. Students are responsible for planning financially for this period.