

## Certificate IV in Aged Care CHC40108

Thank you for your interest in the Certificate IV in Aged Care. This course is for those who are already employed in the Aged Care Industry and have their Certificate III in Aged Care. The course will teach you how to work more effectively in teams, supervise others and build on your leadership and nursing skills. You will learn how to responsibly assist with and give medications to elderly people, how to provide wound care and coordinate and supervise teams.

On successful completion of the course you will be able to assist with the development and planning of care for residents and may be allowed to assist with the daily running of hostels for the elderly.

The course has been designed to maximise student learning and involves interactive classroom training, assessment and learning activities in your place of work and some assignments. One of our assessors will contact your place of work and come and visit you. You are required to participate in some workplace projects and interact with residents and document your activities. We aim to create a friendly, fun and exciting learning environment for you to complete your qualification and take a leap forward for your nursing career. You can use this qualification to further your nursing career and apply for Enrolled Nursing.

**Correspondence:** students may undertake this course by distance education if they choose, however medication units must be attended face-to-face. When you enrol you will be given email access to a facilitator, you can also contact your facilitator via phone and you are welcome to attend the classroom at any time if you choose. You must complete each assessment unit and return to Adept Training before another will be issued to you.

Our flexible timetable allows you to gain your qualification in 6 months. When you successfully complete the course you will be awarded Certificate IV in Aged Care. This is a Nationally Recognised qualification and you can use this to gain employment anywhere in Australia, in aged care facilities, public and private hospitals, working with agencies or use it towards a university application for further nursing studies.

### Prerequisites:

To gain entry into CHC40108 Certificate IV in Aged Care a candidate must be recognised as competent, through a recognised training program or recognition process, against the following compulsory units from CHC30208 Certificate III in Aged Care (or equivalent):

- CHCAC318A Work effectively with older people
- CHCAC319A Provide support to people living with dementia
- CHCCS411A Work effectively in the community sector
- CHCICS303A Support individual health and emotional well being
- CHCPA301B deliver care services using a palliative approach
- HLTAP301A Recognise healthy body systems in a health care context
- CHCCS305A Assist clients with medication

Additional pre-requisites include:

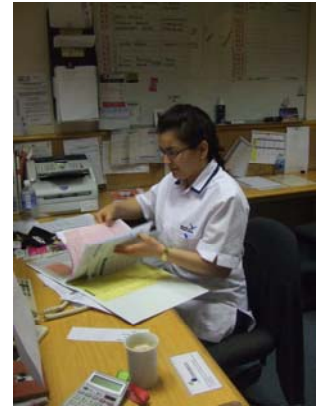
- Currently employed in the Aged Care sector and working a minimum of 20 hours per week
- English literacy & numeracy skills equivalent to Cert III in English
- Basic computer skills as some tasks require access to sites for information and further research
- All candidates will be required to complete an enrolment assessment prior to being enrolled into this course. This consists of short answer and maths questions.

Please bring in original or certified copies of your CHC30208 Aged Care certification when you enrol as this evidence needs to be retained on file.

**Recognition:** If you do not have the above pre-requisites units, but work as an aged care nurse, you may be eligible for Recognition – please ask for more information. *The above pre-requisite units are included with a separate workbook, except for unit “CHCCS305A Assist clients with medication”, which is delivered face-to-face.*

**Fees:** the cost of the course is **\$3300** (includes RPL for above-mentioned prerequisite units). You must pay half your fees on enrolling (\$1650) and the other half on or **before** week 9 of your course. A 10% discount is available to all students who pay their fees one week or more before course commences (save \$330).

**Payment plans are available** outlining payment dates. There is **NO** concession on this course.



The program is made up of 11 core units and 4 elective units as listed below

**Core units:**

**CHCCS400A – Work within a relevant legal and ethical framework**

This unit describes the knowledge and skills required to work within a legal and ethical framework that supports duty of care requirements

**CHCAC412A – Provide services to older people with complex needs**

This unit describes the knowledge and skills required by workers to provide services to the older person with complex or special care needs under supervision of a relevant professional

**CHCAC416A – Facilitate support responsive to the specific nature of dementia**

This unit describes the knowledge and skills required by the worker to develop and implement support plans for clients with dementia in a variety of settings including family homes, community day settings and residential care

**CHCAC417A – Implement interventions with older people at risk of falls**

This unit describes the knowledge and skills required by the worker to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce the risk of falls

**CHCAD401D – Advocate for clients**

This unit describes the knowledge and skills required by the worker to support clients to voice their opinions or needs and to ensure their rights are upheld

**CHCICS401A – Facilitate support for personal care needs**

This unit describes the knowledge and skills required by workers to develop, implement and monitor support of client personal care-needs through the framework of a personal care support plan

**CHCICS402A – Facilitate individualised plans**

This unit describes the knowledge and skills required to develop, implement and monitor support requirements for people to sustain quality of life according to individualised plans

**CHCINF403C – Coordinate information systems**

This unit describes the knowledge and skills required to coordinate all aspects of information management including collection, collation, storage and preparation of information in different formats depending on client needs

**CHCNET404A – Facilitate links with other services**

This unit describes the knowledge and skills required to liaise and facilitate linkages between all community services including specialist and generalist services in the community to ensure support of people in need

**HLTOHS300A – Contribute to OHS processes**

This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others

**CHCORG406A – Supervise work**

This unit describes the skills and knowledge required of a worker with responsibility for supervising the work of workers who are part of a team/workgroup or working alone. It includes induction of new staff, planning work, monitoring performance and supporting workers to manage their workload.

**Electives:**

**CHCADMIN403C – Undertake administrative work**

This unit describes the knowledge and skills required by workers to undertake a range of administrative functions in the workplace

**CHCAC410A – Collect technical data to support client health care plan**

This unit of competency describes the skills and knowledge required to collect information to support a clients health care plan using basic technical skills under delegation and supervision of a health professional.

**CHCICS403A – Conduct individual assessment**

This unit describes the knowledge and skills required by the worker to conduct an appropriate service specific individual assessment as a basis for providing support within the context of aged care, home and community care or disability services work

**CHCCS424A – Administer and monitor medication**

This unit describes the knowledge and skills required to responsibly administer and monitor prescribed medications to a person with stable health conditions in a range of settings under delegation from a health professional in accordance with legislation and the organisation's medication and delegation policies and practice.



This unit is available *only* as part of a qualification at Certificate IV level and above or as part of the *High support and complex care skill set* which is available to those holding a Certificate IV qualification

## Certificate IV in Aged Care Dates 2010

Please note that you can commence studies in this course at any time. This course is designed so that students may enrol throughout the year and attend the next module. Just select the next available module date when enrolling.

An assessor will arrange to visit you at your place of work throughout the course and some workplace assessments and projects will need to be completed.

There are 15 units of competency delivered over 14 modules. Students MUST complete all the face to face modules in order to be deemed competent and undertake their work experience. If you miss a module you can make it up at the next scheduled class.

### (Block 1 Timetable)

Module	Date	Time	Unit of competency
One	13 <sup>th</sup> February	9am – 5pm	CHCCS400A - Work within a relevant legal and ethical framework
Two	13 <sup>th</sup> March	9am – 5pm	CHCINF403C - Co-ordinate information systems
Three	27 <sup>th</sup> March	9am – 5pm	CHCNET404A - Facilitate links with other services
Four	10 <sup>th</sup> April	9am – 5pm	CHCORG406A - Supervise work
Five	17 <sup>th</sup> April	9am – 5pm	HLTOHS300A - Contribute to OHS processes
Six	1 <sup>st</sup> May	9am – 5pm	CHCAD401D - Advocate for clients
Seven	15 <sup>th</sup> May	9am – 5pm	CHCICS401A - Facilitate support for personal care needs CHCICS402A - Facilitate individualised plans CHCICS403A - Conduct individual assessment
Eight	29 <sup>th</sup> May	9am – 5pm	CHCAC412A - Provide services to an older person with complex needs CHCAC416A - Facilitate support responsive to the specific nature of dementia
Nine	19 <sup>th</sup> June	9am – 3pm	CHCAC417A - Implement interventions with older people at risk of falls
Ten	26 <sup>th</sup> June	9am – 5pm	CHCADMIN403C - Undertake administrative work CCHAC410A - Collect technical data to support client health care plan
Eleven	3 <sup>rd</sup> July	9am – 5pm	CHCADMIN403C - Undertake administrative work CHCAC410A - Collect technical data to support client health care plan
Twelve	17 <sup>th</sup> July	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medications
Thirteen	31 <sup>st</sup> July	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medications
Fourteen	14 <sup>th</sup> Aug	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medication

(Block 2 Timetable)

Module	Date	Time	Unit of competency
One	21 Aug	9am – 5pm	CHCCS400A - Work within a relevant legal and ethical framework
Two	28 Aug	9am – 5pm	CHCINF403C - Co-ordinate information systems
Three	4 Sep	9am – 5pm	CHCNET404A - Facilitate links with other services
Four	11 Sep	9am – 5pm	CHCORG406A - Supervise work
Five	18 Sep	9am – 5pm	HLTOHS300A - Contribute to OHS processes
Six	25 Sep	9am – 5pm	CHCAD401D - Advocate for clients
Seven	16 Oct	9am – 5pm	CHCICS401A - Facilitate support for personal care needs CHCICS402A - Facilitate individualised plans CHCICS403A - Conduct individual assessment
Eight	23 Oct	9am – 5pm	CHCAC412A - Provide services to an older person with complex needs CHCAC416A - Facilitate support responsive to the specific nature of dementia
Nine	30 Oct	9am – 3pm	CHCAC417A - Implement interventions with older people at risk of falls
Ten	6 Nov	9am – 5pm	CHCADMIN403C - Undertake administrative work CCHAC410A - Collect technical data to support client health care plan
Eleven	13 Nov	9am – 5pm	CHCADMIN403C - Undertake administrative work CHCAC410A - Collect technical data to support client health care plan
Twelve	27 Nov	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medications
Thirteen	4 Dec	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medications
Fourteen	11 Dec	9am – 5pm	CHCCS305A - Assist clients with medication CHCCS424A - Administer and monitor medication

Certificate IV in Aged Care will be delivered one day a fortnight over 7 months at our training facility in Harris Park. A minimum of 20 hours employed work must be accomplished each week for you to successfully complete this course and receive your Certificate.

You will be provided with a comprehensive text book, course resources, handouts, equipment and morning tea. You will need to bring a folder for your course notes and writing materials.

You will be asked to complete some workplace exercises, document your experiences and research and compile information. An assessor will visit you while you are undertaking your course and you will also need some assistance from supervisors or senior staff for completion of some modules.

**Payment:**

You can pay by cheque, money order, credit card, EFTPOS, or cash at the office. You cannot pay the trainer at the course. To be eligible for the concession fees; you must provide a full pensioner concession card. This must be sighted at the time of booking, or normal fees will apply. Once we have received a completed registration form and full payment, we will send you a confirmation letter.

**Terms Conditions and Cancellation Policy – Language, Literacy & Numeracy Requirements:**

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

**Terms, conditions & cancellation policy:**

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on our website: [www.adepttraining.com.au](http://www.adepttraining.com.au)

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances. A full refund will be given if cancelled 2 weeks or more before course, a 50% refund will be given if cancelled 1 week or more before course. No refund will be given if cancelled within 7 days of course commencing or if you fail to attend or complete the course. In these circumstances a place will be arranged in an appropriate future course, within 12 months. If you are unable to attend the course you have registered for you may send someone in your place. For all cancellations \$95 (inc. GST) administration fee will be charged, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us. All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement. Please ensure that you have the required level of English literacy & comprehension to attend one of our courses & meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.



## Certificate IV in Aged Care CHC40108

Pre-Assessment Form – please fill this form if you are enrolling in the Cert IV course and send back to **Adept Training 69 Harris St Harris Park NSW 2150.**

### Current Employment

Name	
Current employer	
Address	
Contact number	
DON or manager name	
How long have you worked here	
Position held	
Hours worked (approx each week)	

### Previous Employment

Employer name	
Address	
How long did you work here	
Position held	

### Education

School education (school certificate or HSC)	
Any other qualifications	

I give Adept Training authority to contact my current employer when necessary to discuss my progress in the Certificate IV course and to arrange a suitable time for workplace assessment.

Name: \_\_\_\_\_ Sig: \_\_\_\_\_ Date: \_\_\_\_\_



## Certificate IV in Aged Care Payment Plan

The cost of the course is **\$3300.00**

You must pay half your fees on enrolling (\$1650) and the other by the end your course as noted in the table below. A 10% discount is available to all students who pay their fees one week or more before course commences (save \$330). There is NO concession on this course.

Course commencement date	Fees	Amount owing
Full payment 7 days prior to commencement	\$2970	Nil
On enrolment you must have paid \$1650	\$1650	\$1650
Week 3 of your course	\$550	\$1100
Week 6 of your course	\$550	\$550
Week 9 of your course	\$550	Nil

When you enter into this payment plan with Adept Training Pty Ltd you will be asked to sign a guarantee of your intention to pay your fees within the time frame outlined. This is a legally binding agreement and you should read the terms & conditions very carefully before you make this choice. Students who pay their fees IN FULL 7 days or more prior to the course commencing will receive 10% discount on their fees.

Students who wish to pay in instalments MUST read, sign and abide by the 'payment plan' terms and conditions as set out below.

### Terms & conditions

Failure to pay your set fees by the designated time as set out in your 'payment plan' will automatically increase the balance by 10%. Should a student fail to pay their instalment fees or any other owing fees they will be suspended from the course, assessments will not be marked and Certificates will not be issued until fees have been paid.

Overdue fees are calculated weekly. Should you fail to pay your due instalment by the date you will be automatically charged 'overdue fee' of 10% on the balance of your course fees.

Eg: you have paid \$1650 on enrolment. You have \$1650 owing, and have failed to pay your fees on week 3 of your course. Your balance is now \$1815.00. Should you fail to pay your fees due on the next instalment, you will be charged another 'overdue fee' (10% of your total owing) and your fees will now be \$1996.50 etc. You may postpone or defer your course for 12 months. Outstanding fees must be paid to re-enrol in the course and no refund will be given if a student withdraws or fails to complete the course for any reason.

By signing below you accept the terms and conditions as set out for the course and by Adept Training. You guarantee to honour the payment plan and are liable for all 'overdue fees' as set out in this agreement. You have had the payment plan fully explained to you and are aware of your obligations to enter into this agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

