

Certificate III in Aged Care (AIN) CHC30208

Thank you for your interest in the Certificate III in Aged Care. This course will qualify you to work in aged care, residential facilities, nursing homes and deliver home and community care. This qualification is a pre – requisite to Certificate IV Aged Care which can assist entry to Enrolled Nursing. There are many exciting job opportunities available for qualified aged care workers.

This course has been designed to allow for students to book into the course at any time through a 'rolling enrolment'. There is no start date, simply enrol and pay your fees and you will receive your orientation pack and you are ready to start your course! We offer students the flexibility to undertake learning at their own pace with face-to-face, mixed theory and practical clinical classes conducted once a week.

Once you have successfully completed all 14 modules you will then be able to commence your 3 weeks of work experience; Monday – Friday x 3 weeks (no weekend w/exp) and is compulsory for you to achieve your qualification



We **strongly** recommend that all students are immunized for Hepatitis A and B before they enroll into the course. Students must have a clear Criminal Record Check in order to be accepted for work experience and to work in aged care as a nurse. We also recommend that students have a current Apply First Aid Statement of Attainment or equivalent, this is not included in course fees (further fees apply).

While Adept Training does not guarantee placements for students we do have great employment opportunities for our students; and students are regularly offered employment through their work placement experience.

Prerequisites: You must have English literacy and numeracy skills equivalent to Cert III in English, IELTS 5.0 or undertake Adept English Assessment. If you are unsure of whether you are eligible, please contact our office and we can arrange for an interview.

When you successfully complete the course you will be awarded Certificate III 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 or working with agencies. We also deliver the Certificate IV in Aged Care once students have achieved their Cert III.

The cost of the course is **\$1800 – 10% discount when fees are paid in full!**

You will be provided with a text book to complement your learning and to retain as a reference source, course notes and all equipment.

The benefits of doing your Cert III with Adept Training;

- fast track your qualification
- flexible rolling enrolment allows you to enrol at any time!
- study at your own pace
- all work experience is arranged for you by us
- qualified assessors with industry experience and up to date knowledge
- clinical “hands on” practice in the community and aged care facilities
- your nationally recognised qualification allows you to work anywhere in Australia
- RPL is available to all participants for this course (see information on back page)



The program is made up of 10 core units and 4 elective units as listed below

Core units:

CHCAC317A – Support older people to maintain their independence

This unit describes the knowledge and skills required by the worker to support the older person to maintain their independence with activities of living

CHCAC318B – Work effectively with older people

This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community

CHCAC319A – Provide support to people living with dementia

This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.

CHCCS411B – Work effectively in the community sector

This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements

CHCICS301A – Provide support to meet personal care needs

This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan

CHCICS302A – Participate in the implementation of individualised plans

This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans

CHCICS303A – Support individual health and emotional well being

This unit describes the knowledge and skills required by the worker to support a client's health and emotional well being.

CHCOHS312B – Follow safety procedures for direct care work

This unit is specifically designed to cater for safety aspects of work involving, delivery of services in aged care, home and community care and disability services. The unit focuses on safety of the worker, the people being supported and other community members.

CHCPA301B – Deliver care services using a palliative approach

This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach

HLTAP301B – Recognise healthy body systems in a health care context

This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work

Electives:

HLTIN301C – Comply with infection control policies and procedures

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation.

CHCINF303B – Contribute to information requirements in the community sector

The unit addresses the knowledge and skills required by the worker to undertake administrative duties, including providing client information and completing other information requirements across a range of community sectors.

HLTHIR403C – Work effectively with culturally diverse clients and co-workers

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures

CHCCS426A – Provide support and care relating to grief and loss

This unit describes the knowledge and skills required to provide support for individuals who are experiencing loss, grief and bereavement.



Course program 2012

Please note that you can commence studies in this course at any time.

This course works on a rolling enrolment system. Please select the next available module date when enrolling.

There are 14 units of competency delivered over 12 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	Monday 30 Jan 2012	9am – 3pm	CHCCS411B – Work effectively in the community sector CHCAC318B – Work effectively with older people
Two	Monday 6 Feb 2012	9am – 3pm	CHCCS411B – Work effectively in the community sector CHCAC318B – Work effectively with older people
Three	Monday 13 Feb 2012	9am – 3pm	CHCOHS312B – Follow safety procedures for direct care work HLTIN301C – Comply with infection control policies and procedures
Four	Monday 20 Feb 2012	9am – 3pm	HLTAP301B – Recognise healthy body systems in a health care setting
Five	Monday 27 Feb 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health and emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
Six	Monday 5 Mar 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health & emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
Seven	Monday 12 Mar 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health & emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
Eight	Monday 19 Mar 2012	9am – 3pm	CHCAC319A – Provide support to people living with dementia
Nine	Monday 26 Mar 2012	9am – 3pm	CHCICS302A – Participate in the implementation of individualised plans
Ten	Monday 2 Apr 2012	9am – 3pm	CHCCS426A – Provide support and care relating to loss and grief HLTHIR403C – Work effectively with culturally diverse clients and co-workers
Easter Holiday Break			
Eleven	Monday 16 Apr 2012	9am – 3pm	CHCINF303B – Contribute to information requirements in the community sector
Twelve	Monday 23 Apr 2012	9am – 3pm	CHCINF303B – Contribute to information requirements in the community sector

Classes are held at our training facility in Kendall St Harris Park – easy access from both Parramatta and Harris Park Stations.



Block 2 Timetable

Module	Date	Time	Unit of competency
One	Monday 30 April 2012	9am – 3pm	CHCCS411B – Work effectively in the community sector CHCAC318B – Work effectively with older people
Two	Monday 7 May 2012	9am – 3pm	CHCCS411B – Work effectively in the community sector CHCAC318B – Work effectively with older people
Three	Monday 14 May 2012	9am – 3pm	CHCOHS312B – Follow safety procedures for direct care work HLTIN301C – Comply with infection control policies and procedures
Four	Monday 21 May 2012	9am – 3pm	HLTAP301B – Recognise healthy body systems in a health care setting
Five	Monday 28 May 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health and emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
Six	Monday 4 June 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health & emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
	11 June 2012	Break - Queens Birthday Public Holiday	
Seven	Monday 18 June 2012	9am – 3pm	CHCICS301A – Provide support to meet personal care needs CHCICS303A – Support individual health & emotional well being CHCAC317A – Support older people to maintain their independence CHCPA301B – Deliver care services using a palliative approach
Eight	Monday 25 June 2012	9am – 3pm	CHCAC319A – Provide support to people living with dementia
Nine	Monday 2 July 2012	9am – 3pm	CHCICS302A – Participate in the implementation of individualised plans
Ten	Monday 9 July 2012	9am – 3pm	CHCCS426A – Provide support and care relating to loss and grief HLTHIR403C – Work effectively with culturally diverse clients and co-workers
Eleven	Monday 16 July 2012	9am – 3pm	CHCINF303B – Contribute to information requirements in the community sector
Twelve	Monday 23 July 2012	9am – 3pm	CHCINF303B – Contribute to information requirements in the community sector

Classes are held at our training facility in Kendall St Harris Park – easy access from both Parramatta and Harris Park Stations.

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.

Recognition of Prior Learning (RPL)

In competency-based training, you are not expected to repeat training for competencies, which you already possess. In accordance with national VET policy, RPL will be available to you when you enroll in an Adept Training qualification. Procedures and fees are clearly explained in the Student Handbook. Please note that RPL will not be granted for partial units of competency. RPL will be granted only where sufficient evidence is provided of competence for an entire Unit of Competency. Should you wish to apply for RPL please complete our Application Form to arrange an RPL interview with us. (refer www.adepttraining.com.au or contact our office).

What are some of the statements that can determine eligibility for RPL?

- I have previous employment experience in this field
- I have aged care qualifications from a previous source
- I have participated in occupational health & safety systems in aged care or disability services

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

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.

Orientation:

Students must complete a registration form and pay their fees before course commences; once you have enrolled we recommend you attend an orientation session at our head office 69 Harris St Harris Park where we will give you your training manual and course worksheets. The training is conducted one day per week as per the training timetable and students are expected to attend all modules. We will arrange work experience for you once you have successfully completed all your modules. You must have a clear criminal record check before proceeding on work experience. You will also be given access to a trainer for any questions or queries you may have while doing your self paced learning at home. The face to face sessions are an integral part of the course where you can interact with the facilitator, other students and put your learning into practice. We have a range of equipment for you to use in our clinical setting that will help you develop your skills for working in an aged care facility.

