

## 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.

**Correspondence:** This is a distance education course designed so students can commence studies at any time. This course works on a rolling enrolment system and will be delivered by blended learning - self paced delivery, face-to-face workshops and involves 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.

Students who undertake this course by distance education must attend the face-to-face learning sessions for the medication units. When you enrol you will be given email access to a facilitator and can also contact your facilitator via phone. You must complete each assessment unit and return to Adept Training before another will be issued to you.

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 units from CHC30208 Certificate III in Aged Care (or equivalent):

- CHCAC318B Work effectively with older people
- CHCAC319A Provide support to people living with dementia
- CHCCS411B Work effectively in the community sector
- CHCICS303A Support individual health and emotional well being
- CHCPA301B deliver care services using a palliative approach
- HLTAP301B Recognise healthy body systems in a health care context
- CHCCS305B Assist clients with medication

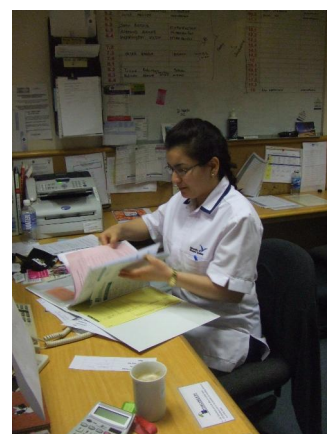
Additional pre-requisites include:

- 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 “CHCCS305B 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 **OR** if you **pay in full upfront** the course is **discounted to \$2200**.



The program is made up of 10 core units and 5 elective units as listed below

**Core units:**

**CHCCS400B – 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** (*pre-requisite CHCAC318B Work effectively with older people*). 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

**CHCINF403D – 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

**CHCORG406B – 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.

**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

**Electives:**

**HLTOHS300B – Contribute to OHS processes** (*Mandatory Elective*)

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

**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

**CHCADMIN403D – 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** (*pre-requisite HLTAP301B Recognise healthy body systems in a health care context*)

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

**CHCCS424A – Administer and monitor medication** (*pre-requisite HLTAP301B Recognise healthy body systems in a health care context and CHCCS305B Assist clients with 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



This is a distance education course designed so students can commence studies at any time. This course works on a rolling enrolment system and will be delivered by blended learning - self paced delivery, face-to-face workshops and involves assessment and learning activities in your place of work and some assignments.

You will be provided with a comprehensive text book, course resources, handouts and equipment. 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 Certificate 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: \_\_\_\_\_