



# **Certificate III in Disability CHC30408**

**Course Outline  
2015**

# Contents

---

What is Certificate III in Disability Work CHC30408? .....	3
Packaging Rules .....	4
Entry Requirements .....	5
What is involved / What do I have to do? .....	5
Recognition of Prior Learning .....	5
Previous Qualifications/Certificates.....	6
Support / Flexible Learning Arrangements.....	6
Assessing My Skill Level.....	7
Getting Started / Procedures .....	7
I Need Help.... Who Can I contact?.....	8

# What is Certificate III in Disability Work CHC30408?

This qualification addresses work in the community and/or residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans.

These workers:

- Carry out activities to maintain personal care and/or other activities of living for people with a disability
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers.

Occupational titles may include:

- Accommodation support worker
- Care assistant
- Client assistant
- Community access coordinator
- Community care worker
- Community house worker
- Community support worker
- Disability service officer
- Disability support officer
- Disability support worker
- Field officer
- In-home respite care worker
- Family support worker
- Personal care assistant
- Personal care giver/worker
- Support worker
- Residential aide
- Residential care officer
- Residential care support worker
- School support officer (working with children with disabilities)



# Packaging Rules

---

The Certificate III in Disability course is made up of 14 units. Other electives are available subject to identified workplace needs.

- **9 core units**

- **5 elective units**

## Core Units

- ❖ CHCCS411C Work effectively in the Community Sector
- ❖ CHCDIS301C Work effectively with People with a Disability
- ❖ CHCDIS302A Maintain an environment to empower people with Disabilities
- ❖ CHCDIS322A Support community participation & inclusion
- ❖ CHCDIS323A Contribute to skill development & maintenance
- ❖ CHCICS301B Provide support to meet personal care needs
- ❖ CHCICS302B Participate in the implementation of individualized plans
- ❖ CHCICS303A Support individual health & emotional well being
- ❖ CHCICS305B Provide behavior support in the context of Individualized plans

## Elective Units

- ❖ CHCWHS312A Follow WHS safety procedures for direct care work
- ❖ CHCCS400C Work within a Legal and Ethical Framework
- ❖ CHCDIS411A Communicate using augmentative and alternative Communication strategies
- ❖ CHCMH411A Work with people with mental health issues
- ❖ HLTHIR403C Work effectively with culturally diverse clients & co workers

## Entry Requirements

---

- There are no entry requirements for this qualification.

## What is involved / What do I have to do?

---

Each unit of competency has course materials included in a Learner Guide for easy and flexible access. This will include:

- a. Unit of Competency introduction information
- b. Supported reading material
- c. Face to face/mentor support sessions
- d. Work Tasks/Activities
- e. Assessment activities/exercises

Your Trainer will issue the Learner Guide and the readings which is yours to keep.

Face to face training sessions will be facilitated with small groups to complement the self-paced portions of the units. Alternatively, if you are undertaking the course via Distance Education you will be participating in phone/email support sessions with your trainer.

## Recognition of Prior Learning

---

To ensure that we are meeting your individual needs, you may apply for Recognition of Prior Learning for different unit of competency within the course.

RPL must be applied for prior to start of training.

Recognition of Prior Learning refers to experiences you may have had in your work experiences and/or other educational/training qualifications that you completed before you enrolled in this course. Please ask your trainer for the required documentation.

If you are successful, your prior learning will be recorded against your training performance and you will not be required to undertake the related learning activities within the course.

## **Previous Qualifications/Certificates**

---

If you have any previous qualifications or certificates that may help prove your competency, the original certificates need to be:

- Sighted and copies signed by your trainer; or
- Certified copies (sighted and signed by a JP).

## **Support / Flexible Learning Arrangements**

---

We will be providing support on a one-to-one basis to answer any questions and concerns you may have as well as provide you with timely feedback on your performance.

If there are any common elements across a number of participants that are presenting difficulties or concerns, we will convene a small group session to discuss the issue(s) and facilitate any face to face training activities required.

We will also be available by phone to answer any questions that need an immediate response in order for you to proceed through the various material and activities.

If you think you might need help with language, reading and writing or using numbers, then talk with your trainer who can help you work out what help you need and the best way to get it.

## **Assessing My Skill Level**

---

At the completion of each unit you will be required to submit an assessment. Each assessment should:

- Be your own work.
- Handed in on time.
- Have your name typed or written in the top right hand corner on **every page**.

## **Getting Started / Procedures**

---

Your Trainer will issue you with a Student Record Sheet for the Unit(s) of Competency you are undertaking. He/she will also supply the relevant reading material and a schedule for face to face training to be facilitated.

### **Supported Reading Material**

You need to read this information before attempting the workplace tasks/activities as it provides the foundation for the practical application of the skills and knowledge included.

### **Face to Face Instruction**

There is face to face instruction included with a number of the Units of Competency to provide you with a range of learning formats.

### **Assessment Information**

This section details the assessment items you need to undertake to meet the course requirements. Please read through this section thoroughly before you commence the coursework. You may also negotiate individual assessment items with your Trainer if you wish.

## **Where to go for help**

We have included the contact names and numbers of your trainers. At any time during the course please contact us if you need help or advice.

## **I Need Help.... Who Can I contact?**

---

As you work through the Units of Competency you are likely to need some assistance or support. Please do not hesitate to phone, email or fax us.

Please note: you should call or email to make an appointment with us for lengthy consultations.

Your trainer will be Lisa Hocking.

Contact details:

**Phone:** (02) 422 92666

**Fax:** (02) 4226 4929

**Email:** [lisah@greenacres.net.au](mailto:lisah@greenacres.net.au)