

ASPIRE TO SUCCEED



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CHC43015

Certificate IV in Ageing Support

QLD Funded – Higher Skills Program



QLD Funded Training

<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

What is the Higher Level Skills Program?

The Higher Level Skills program provides a government subsidy to support eligible individuals to access subsidised training in selected certificate IV or above qualifications, and priority skill sets.

The aim is to assist individuals to gain the higher-level skills required to secure employment or career advancement in priority industries or to transition to university to continue their studies. Employers may also be able to access training to address workforce development needs.

Are you eligible to participate?

This program is open to:

- Any Queensland resident aged 15 years or over
- No longer at school
- An Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
- Hold Certificate III in Aged Care / Certificate III in Individual Support and be working in the Aged Care Industry

Prospective students **must not**:

- Have or be enrolled in a certificate IV or higher-level qualification (not including qualifications completed at school and foundations skills training)

What training is available?

High-priority qualifications are those qualifications which develop the skills most needed by the economy. They are determined based on information about skill shortages, advice from industry, and the importance of the qualification in gaining an employment outcome.

Aspire to Succeed is a preferred supplier under the program for this qualification:

- CHC43015 – Certificate IV in Ageing Support

How can you participate?

It is important that you take the time to carefully consider your training options and compare different providers and their fees before committing to a course of study.

The Queensland Skills Gateway displays the courses available under the Higher-Level Skills program and provides information about what they cover, the careers they can lead to and the training providers approved to deliver them.

For some subsidised courses under the program, the industry and training package requires you to be an existing worker in the industry to be eligible to Enrol.

Access to the Program

As you can only access the Higher Skills subsidy once, it is important you choose the right course for you to take full advantage of this opportunity.

The Queensland Skills Gateway displays the courses available under the Higher Skills program and also provides information about what they cover, the careers they can lead to, and the training providers approved to deliver them.

Learner Surveys

Within 3 months of completion or withdrawal from the course it is a requirement for each learner to complete and submit a 'Training and Employment Survey'.

The results of these surveys are provided to the QLD Training Department on a quarterly basis. You will be provided with the form either face to face or through the post, dependent on the circumstance at the time.

Fees and Charges (QLD Higher Skills)

Do you contribute to training costs?

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a co-contribution fee, payable to the training provider.

The fee amount varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider or any organisation related to the training provider.

What is the Cost?

Aspire to Succeed charges the following fees for this course:

- ✓ Full Fee - \$200
- ✓ Concession Fee - \$100

When do the fees have to be paid?

The fees for this course are payable upon enrolment. You will be issued with an invoice for payment once your enrolment has been processed.

Not eligible?

Refer to the Course Outline for Full Fee-Paying Students.

Financial Assistance

Aspire to Succeed understands that paying for course fees can be difficult for learners, especially for people on low incomes.

For interested learners who face financial barriers, payment instalments can be made assisting you to afford the course fees.

Pay by Instalments

All learners have the opportunity to pay the course fees off over the duration of the course. At no time do we wish to disadvantage a learner from completing their studies and therefore, payment plans are available.

A fee will be required to be paid upon enrolment. This is refundable should you not commence the course.

What if I don't finish (refund Policy)

The full refund policy is outlined in the Learner Handbook.

Refunds are payable on a per unit basis.

- ✓ If you have commenced the unit/s, attended training and been provided the learning and assessment materials – no refund will be provided for those units.
- ✓ If you have paid for the course in full, but not commenced units – you will be entitled to a refund for any units not commenced.

The enrolment fee is refundable if no training is commenced.

Qualification Summary

Ageing Support

Aged care is one of Australia's fastest growing industries and offers exciting career opportunities. Aged care workers care for elderly people, often with very complex care needs

You will need to provide friendly, compassionate support to the elderly by helping with daily living, personal care and hygiene. Typical duties can include showering, dressing and eating. You may also arrange and supervise activities designed to enhance physical, social and emotional wellbeing.

Our course is designed to provide learners with a range knowledge and skills application, ensuring you are ready and able to complete the tasks at the required level in the workplace.

Who should Enrol?

This course is suitable for those interested or already working in a role within the aged care industry. This course is ideal for anyone who does not yet have a formal tertiary qualification or someone who holds a Certificate III within the Community Services Industry.

Although this is a mainstream course designed for aged care workers, others are very welcome to apply.

Career Opportunities

This course will equip you for roles such as:

- ✓ Community Program Coordinator
- ✓ Residential Care Worker
- ✓ Support Worker (Community Services)
- ✓ Care supervisor
- ✓ Accommodation Support Worker
- ✓ Personal care worker
- ✓ Personal care giver
- ✓ Assistant Hostel Supervisor
- ✓ Personal care assistant
- ✓ Residential care officer
- ✓ Day Activity Worker
- ✓ Care Team Leader

Qualification

This course is a Nationally Recognised Qualification.

AQF Level

This is an AQF Level 4 course. AQF Criteria for this course is below.

Summary - Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.

Knowledge - Graduates at this level will have broad factual, technical and some theoretical knowledge of a specific area or a broad field of work and learning.

Skills - Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply a range of methods, tools, materials and information to:

- ✓ complete routine and non-routine activities
- ✓ provide and transmit solutions to a variety of predictable and sometimes unpredictable problems

Application of knowledge and skills - Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and limited responsibility in known or changing contexts and within established parameters.

Course Overview

Course Outline

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments.

Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Course Outline

To obtain a successful completion a total of **18 units** need to be completed.

- ✓ Fifteen (15) core units and three (3) elective units.

In addition to the completion of the units a minimum of 120 hours vocational placement is required to be completed within the workplace. If you are already employed and working in the role, evidence of employment along with a supervisor sign off will support the assessment process.

The average completion for this qualification is 12 - 18 months.

Are there any entry requirements?

There are no formal entry requirements applicable to this qualification.

Due to the level of this course, Aspire to Succeed recommends learners hold Certificate III in Aged Care/Disability or Certificate III in Individual Support or have the required industry experience in the sector prior to enrolling into the course.

Employment status does not matter, nor is there a minimum education requirement, but students must meet the standard entry requirements for their chosen qualification. It is preferred that a learner enrolling into a Certificate IV level have experience within the sector

Units

The following units are delivered for this course.

Core Units

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and well being
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

Electives

CHCAGE002	Implement falls prevention strategies
CHCCOM002	Work Use communication to build relationships
CHCMHS001	Work with people with mental health issues

Enrolment

What about existing skills?

All learners are provided with an RPL (Recognised Prior Learning) opportunity upon commencement. We will work with you to determine if there are current skills that you can use for RPL (Recognised Prior Learning).

If you have completed training previously, this may be able to be used to credit towards some of your units. We will help you with this.

When can you Enrol?

Aspire to Succeed accept on-going enrolments into this course.

Classes held in Caboolture have a maximum of 12 participants.

Our Trainers

Our trainers are qualified educators who draw on years of experience in the community industry and have up to date knowledge of Current industry practice.

Passionate about the industry, our engaging and approachable trainers have backgrounds relevant to the qualification and are still actively working within the Industry to ensure they maintain their skills and knowledge.

Is there access to the Trainers?

All Learners have access to their trainer via email and mobile phone for ease of contact outside of scheduled classroom training. You will receive your trainer details via mail after you have enrolled.

Resources each learner receives

All learners are provided with the resources to complete their course. The resources you that will be provided are listed below:

- ✓ Learner Resources – You receive these in hard copy – they are yours to keep.
- ✓ Visuals – You are provided to access all visual materials relevant to your course via weblinks.
- ✓ Handouts – Any additional handouts are provided as required to support your training.
- ✓ Assessment – All assessment materials are provided to you.

There are no additional fees for the resources.

Assessment

Each unit includes a competency-based assessment – both knowledge and application. Assessment work will be required to be completed in class, in your own time, and as part of your work placement.

Assessments may include:

- ✓ Written assessments – questions, assignments, projects or reports
- ✓ Class activities - discussions and group work
- ✓ Verbal presentations
- ✓ Practical activities and problem solving
- ✓ Workplace activities as part of your placement

There are no exams, and you will receive individual feedback and comments on your work.

Individual assistance is available to students having difficulty with an assessment and resubmission opportunities may be negotiated if an initial submission is not marked as competent.

Course Delivery

Length of the course

Your enrolment is for a 12-month period. Additional time is to be discussed with your trainer / director.

This course is full-time, and includes:

- ✓ 138 classroom hours (23 days)
- ✓ Minimum 120 workplace / vocational placement hours

Venue

Set training schedules are run from our Caboolture office. Face to Face classes are run as per the schedule, with attendance recommended.

Caboolture

135 King Street CABOOLTURE QLD 4510

- ✓ Free tea, coffee and water
- ✓ Bring your own lunch, or visit local shops nearby
- ✓ Ten minutes' walk from Caboolture Station
- ✓ Free parking on-site

This course is also offered in a self-directed model for learners already working in the Community Services Industry.

Attendance

Due to the intensive nature of this course, attendance at all sessions is recommended. Every class day will include delivery of the unit, classroom discussions and activities, some assessment.

If a class is missed, students will be responsible for arranging to cover what was missed in their own time.

Work Placements

Placements can be completed at a wide range of community services organisations to suit your career interests.

You will be required to work a minimum of 120 vocational placement hours which is approximately 15 x eight hour shifts or the equivalent. Vocational placement is unpaid.

If you are already working in the sector, you can choose to complete your placement at your existing workplace.

If not, or if you would prefer to broaden your experience, we can assist you to select and secure an appropriate placement.

We have regular providers that we work with for learner's placement. Should you not be able to attend one of those sites, we will request your assistance to locate placement that suits your individual needs.

When on placement you will be required to **start from 6-6.30am in the morning** – this is the same time as all other workers. If you are not able to commence at this time, you will not be able to meet the requirements of this course.

Your placement must be completed within six months of the conclusion of your classes.

Caboolture 2020 Training Schedule

Although we have all Set start dates – we do take ongoing enrolments into this course. Classes are held on a Thursday, every fortnight.

- Group 1 – Commence 13th February
- Group 2 – Commence 30 July

You will commence your training at the next scheduled training date and will continue into the new year for units missed. You may elect to do any previous delivered units via distance if preferred.

Units covered in Certificate III in Individual Support

HLTWHS002	Follow safety procedures for direct care work
HLTAAP001	Recognise healthy body systems
CHCCC015	Provide individualised support
CHCDIV001	Work with diverse people
CHCAGE001	Facilitate the empowerment of older people
CHCAGE002	Implement falls prevention strategies
CHCAGE005	Provide support to people living with dementia
CHCPAL001	Deliver care services using a palliative approach
CHCCCS023	Support Independence and wellbeing

Group 1 Dates

Date	Time	Unit Code	Unit Title
13 February	9am-3pm	CHCADV001	Facilitate the interests and rights of clients
27 February	9am-3pm	CHCCCS025	Support relationships with carers and families
12 March	9am-3pm	CHCCCS006	Facilitate individual service planning and delivery
26 March	9am-3pm	CHCPRP001	Develop and maintain networks and collaborative partnerships
09 April	9am-3pm	CHCMHS001	Work with people with mental health issues
23 April	9am-3pm	CHCLEG003	Manage legal and ethical compliance
07 May	9am-3pm	CHCCOM002	Use communication to build relationships
21 May	9am-3pm	CHCCOM002	Presentations
04 June	9am-3pm	CHCAGE003	Coordinate services for older people
18 June	9am-3pm	CHCAGE004	Implement interventions with older people at risk

Group 2 Dates

Date	Time	Unit Code	Unit Title
30 July	9am-3pm	CHCADV001	Facilitate the interests and rights of clients
13 August	9am-3pm	CHCCCS025	Support relationships with carers and families
27 August	9am-3pm	CHCCCS006	Facilitate individual service planning and delivery
10 September	9am-3pm	CHCPRP001	Develop and maintain networks and collaborative partnerships
24 September	9am-3pm	CHCMHS001	Work with people with mental health issues
08 October	9am-3pm	CHCLEG003	Manage legal and ethical compliance
22 October	9am-3pm	CHCCOM002	Use communication to build relationships
05 November	9am-3pm	CHCCOM002	Presentations
19 November	9am-3pm	CHCAGE003	Coordinate services for older people
03 December	9am-3pm	CHCAGE004	Implement interventions with older people at risk

Aspire to Succeed – RTO 32555

About Us

Aspire to Succeed is a Private RTO, based in Caboolture QLD. We have been registered and delivering quality based courses in QLD and WA since 2012.

Our focus and commitment are to ensure all learners have a positive training experience, while enjoying the training experience. We ensure learners are 'Industry Ready', providing a mix of knowledge and application of skills assessments throughout the duration of the courses.

Our Guarantee

Aspire to Succeed is dedicated and passionate in all areas of its operations. We are committed to making a difference to the learner's life, both works related and professionally through quality and inspirational training methods.

We are committed to improving your workplace skills, assisting you to be able to perform your role and future roles to a high level of competence.

We will endeavour to work with all learners to achieve the end results and ensure a positive and motivational learning experience. No one will be disadvantaged and all learners will be supported unconditionally throughout.

Benefits

When considering where to study, consider these benefits of Aspire to Succeeds course:

- ✓ Community speciality
- ✓ Specialist focus, equipping you for best practice contemporary
- ✓ Engaging trainers with strong and current industry experience
- ✓ Free work placement support and career advice
- ✓ Up to date, industry relevant resources
- ✓ Personalised assessment feedback with extra help and re-assessments as needed
- ✓ Aspire to Succeed has been found compliant at all Audits undertaken – both State and National levels

Lost certificates or Statements of Attainment

Should you misplace your certificate or statement of attainment at any time, we can reissue you with a new copy. There is no fee to re-issue a Certificate or Statement of Attainment. A written request will be required to re-issue the Certificate or Statement of Attainment.

Code of Practice

In general, Training Providers provide a value-for-money range of quality training products and services to their clients.

However, in a business environment which is ever increasingly competitive, it is important for training providers to align to best-practice and be able to demonstrate that they provide the client with top quality and cost-effective training products and services.

At Aspire to Succeed we pride ourselves in offering a quality service, at a competitive price. Should you not be happy or satisfied with the service provided, we would like your feedback through our feedback forms, complaints or appeals process. This is outlined in greater detail in your student handbook.

Contact Us

For further information or an enrolment pack, you can contact us through any of the following methods:

- ✓ admin@aspiretosucceed.com.au
- ✓ www.aspiretosucceed.com.au
- ✓ 07 5497 4009
- ✓ 135 King Street Caboolture QLD 4510