


CHC30213 – Certificate III in Education Support Workplace Based Delivery

Course Outline

<p>Accreditation</p>	<p>TRY Learning is a Registered Training Organization (RTO Number 21053) under the Australian Skills Quality Authority.</p> <p>This training program is nationally accredited and recognized at Certificate III standard (level 3) under the Australian Qualification Framework.</p>	 <p>NATIONALLY RECOGNISED TRAINING</p>
<p>Delivery Mode</p>	<p>Training will be delivered face to face at the workplace. Trainer/Assessor will visit the student's workplace and delivers the training.</p>	
<p>Course Duration</p>	<p>Course duration varies depending upon the needs, previous qualifications, knowledge & skills of each student.</p> <p>The training program will usually be delivered in 13 months. Individual training plans will be discussed with the students to ensure that training and assessment arrangements are suitable for the student needs and capabilities</p> <p>A minimum of 100 hours in an education service must be recorded in Student's Logbook.</p> <p>Based on previous qualification evidence provided clients may be entitle to Credit Transfer which will shorten the length of their training accordingly.</p>	
<p>Course Structure</p>	<p>Students are required to complete 12 core and 5 elective units as listed on the next page.</p>	
<p>Pre-requisites</p>	<p>There are no formal entry requirements for enrolment into this course; however, students are required to meet following conditions under this training program, before being accepted for admission into this course.</p> <ul style="list-style-type: none"> - Students must be employed in a regulated service - Students must hold a current working with children check - Students must be able to provide evidence that they have children of varying age under their care (Eg. Letter from employer, position description) - Students must be Australian Citizen/permanent residents. - Students must be able to speak, read and write English. This will be assessed through a LLN assessment. Assessors will make a judgement based on the Australian Core Skills Framework to assess if a student can be accepted for enrolment and if any support strategies are to be adopted. The following levels of LLN are required at Certificate III level : Learning – level 3; Reading – level 3; Writing – level 3; Oral communication – level 4; Numeracy – level 3. - https://vetnet.education.gov.au/Pages/download.aspx?url=https://vetnet.education.gov.au/Public%20Documents/HLT_and_CHC_Foundation_Skills_Guide_R2.pdf - A Pre Training Interview/Review will also be conducted to ensure that the course is suited to their ambitions, career objectives and aspirations and that workplace training delivery is suitable to student's abilities. <p>Applicants will be required to provide evidence of employment and of the age group of children they are working with (Eg. Resume, Letter from employer).</p> <p>Applicants must be 16 years old or over.</p>	

Career Outcomes	Graduates of this course can work in school age education settings assisting teachers in implementing individual support strategies.		
Education Pathways	Graduates may wish to continue their education into Certificate IV In Education Support.		
Units in this training program			
Code	Title	Core/ Elective	Nominal Hours
HLTAID004	Provide an emergency first aid response in an education and care setting	Elective	20
CHCEDS007	Work effectively with students and colleagues	Core	40
CHCEDS004	Contribute to organisation and management of classroom or centre	Core	30
CHCEDS002	Assist implementation of planned educational programs	Core	40
CHCEDS003	Contribute to student education in all developmental domains	Core	50
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	Core	35
CHCEDS017	Contribute to the health and safety of students	Core	30
HLTWHS001	Participate in workplace health and safety	Elective	20
CHCEDS005	Support the development of literacy and oral language skills	Core	55
CHCEDS006	Support the development of numeracy skills	Core	50
CHCEDS018	Support students with additional needs in the class environment	Core	30
CHCECE001	Develop cultural competence	Elective	70
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core	25
CHCDIV001	Work with Diverse People	Core	40
CHCPRT001	Identify and respond to children and young people at risk	Elective	40
CHCECE003	Provide care for children	Elective	70
CHCECE006	Support behavior of children and young people	Core	30
		Total Hours	675

Training Arrangements	A training plan will be prepared for every student with an approximate start and end date of unit/cluster delivery and an estimated assessment due date. Trainer will adopt consultative approach with the student and workplace supervisor in preparing the training plan. Workplace visits will be conducted in agreement with student and workplace supervisor as per student's training
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	<p>plan. Trainer/assessor will visit the student in their workplace once every month to deliver training a minimum 3 hours face-to-face session. In addition to face-to-face training sessions, workplace assessment (assessment of required skills) will be conducted during a separate 3 hours visit. The observations will be recorded on the observation checklists for the relevant cluster. The observation will also form the basis of discussion for the new topic/unit or cluster. Trainer will provide training support materials to the student i.e. unit learner guide, handouts, power point slides or any other fact sheets either hard or digital copy as per student's preference. Students will also have the opportunity to ask questions about the assessments, show portfolios and get guidance on any learning and assessment activities.</p> <p>Trainers/assessors will be required to obtain verification of the face-to-face workplace visits by acquiring the dated signatures of the workplace supervisor and trainees.</p> <p>Students will be required to undertake self-directed study (research, reading textbook) and completing assessments for approximately 8-12 hours per week and approximately 8-12 hours per week for Portfolio development.</p> <p>Students will be required to provide evidence of their employment, clearly stating their responsibilities/duties, the number of hours they directly work with children, the age and the number of children in their care (Eg. Position Description, Letter from Employer, CV).</p> <p>Students will be inducted about their rights and obligations during an induction session prior to the commencement of any formal training.</p>
<p>Additional Support</p>	<p>In accordance with the <i>Standards for RTOs 2015</i>, at a minimum, support should include:</p> <ul style="list-style-type: none"> - Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) learners would need to complete each course, and - Developing strategies to make support available where gaps are identified. <p>This may include, but not limited to providing:</p> <ul style="list-style-type: none"> - Language, Literacy & Numeracy (LLN) support - Assistive technology - Additional tutorials, and/or - Other mechanisms, such as assistance in using technology for research, reports, use of digital/electronic learning resources
<p>Assessment Arrangements</p>	<p>Assessment will be conducted by a qualified assessor who meets the requirements specified under the Standards for RTOs 2015. Assessment is structured throughout the course. Students will be provided with feedback where needed to improve their knowledge and skills. Assessments are conducted holistically, where similar units are clustered together. This approach provides an opportunity to the assessor to assess the students on different subjects/topics at the same time.</p> <p>A range of assessment methods are used to assess student's competency in the subjects:</p> <ul style="list-style-type: none"> - Written Questions - Case Studies - Scenarios - Research Reports - Portfolios - Trainer's Observation (Assessor and workplace supervisor) <p><u>Credit Transfer</u></p> <p>If students have previously completed relevant units from CHC30113 – Certificate III in Early Childhood Education and CHC50113 Care or Diploma of in Early Childhood Education and Care, they may be eligible for credit transfer for some units. Please provide us a copy of your previous qualification to determine if you are eligible for any credit.</p> <p><u>Recognition of Prior Learning (RPL)</u></p>

	<p>If you are working in the industry for over 5 years and you believe that you have skills and knowledge that you want to be assessed against the course, then you can apply for RPL and we will estimate your skills/knowledge to see if you can be granted any recognition for your experience. Please contact us to know the process involved.</p>
Placement Requirements	<p>Students must be supervised at all times by a qualified school teacher that will provide consistent mentoring and feedback on student's work performance. Workplace supervisors will be inducted about their responsibilities before student starts the course. A supervisor handbook will be provided as a guide for them. Supervisors will mainly be responsible for mentoring the student at the workplace, making sure that student receives the feedback on their activities and the log of structured learning withdrawal is up to date.</p> <p>Work placement visits will be arranged in agreement with student and workplace supervisor as per group Timetable provided to students and workplace supervisors at course commencement.</p>
How to enroll	<p>Please contact our office on 03 8545 9500 or training@try.org.au to undertake and eligibility assessment and for enrolment process or to ask any question/ further information.</p> <p>TRY Learning encourages individuals with disabilities and culturally diverse background to access Government subsidized training.</p>
Costs	<p>This training is not delivered with Victorian Government funding.</p> <p>You may want to undertake this training by paying full fee of \$3,870.</p> <p>There is a \$300 enrolment fee. 80% reduction applies to Concession Card holders. Please contact our office on 03 8545 9500 should you need further details.</p>
Contact Details	<p>TRY Learning Suite 3, Level 1, Building 2, 88 Ricketts Rd Mt Waverley VIC 3149</p> <p>Phone: 03 9545 9500</p> <p>Email: training@try.org.au</p> <p>Web: training.try.org.au</p>