



CERTIFICATE III In Disability Work CHC30408

COURSE OUTLINE



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1. What is Certificate III in Disability Work CHC30408?

This course is ideally for those people who work in the community and/or residential facilities under direct or regular supervision within clearly defined guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living.

The course includes the following Units of Competency;

CHCCS411A	Work effectively in the Community Sector
CHCDIS301A	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
CHCICS301A	Provide support to meet personal care needs
CHCICS302A	Participate in the implementation of individualized plans
CHCICS303A	Support individual health & emotional well being
CHCICS305A	Provide behavior support in the context of Individualized plans
CHCOHS312A	Follow safety procedures for direct care work
CHCORG303A	Participate effectively in the work environment
CHCRH402A	Undertake leisure & health programming
CHCADMIN305D	Work within the administrative protocols of the organisation
HLTHIR403B	Work effectively with culturally diverse clients & Co-workers

2. Entry Requirements

You will be required to;

- Access a disability service to undertake a range of work related activities
- Produce a range of written documents that replicate the workplace or are sourced from the workplace.
- Make verbal presentations and participate in role plays
- Critically analyse workplace policies, procedures, relevant legislation and case studies.

3. 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
- f. Feedback and evaluation exercises

Your Trainer will issue the Learner Guide which is yours to keep and the readings which are available on a loan basis.

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.

If you are undertaking the course via distance education you are required to purchase the following texts and undertake the readings as detailed in your individual Learner Guides for each Unit of Competency;

1. *Living, Striving, Achieving- an Australian Perspective on Disability, Richard Brown 2004.*
This may be purchased through www.lifeactivities.org.au

2. *Disability- a guide for health professionals, Annison.J, Jenkinson, J, sparrow W. and Bethune E, 1996.*
This may be purchased through
www.fpahealth.org.au/resources/healthrites/

A complete *Training and Assessment Strategy* for each of the units is included in the Learner Guides for an overall picture of what you will be doing to meet the performance criteria of each Unit of Competency.

4. 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.

Recognition of Prior Learning refers to experiences you may have had in your present or earlier work experiences and/or other educational/training qualifications that you completed *before* you enrolled in this course.

If you feel that you have already achieved some/all of the competency standards included in the unit of competency and would like to have these acknowledged, please see your Manager or a Greenacres Training Services Trainer for an application form.

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.

5. 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 someone who can help you work out what help you need and the best way to get it.

You could talk with:

- your mentor, supervisor or trainer
- a co-worker or friend
- a person at your local library, TAFE college or community centre.

The above people may also be helpful if you need help and support with special requirements because of limited mobility, hearing impairment or visual impairment.

6. Assessing My Skill Level

Training takes time and effort and it is important that you and your employer get 'real' value from it. One way to ensure this is to assess your level of skill development during the course. To meet the course requirements you must meet the performance criteria for each competency as detailed in Unit of Competency Introduction Information.

The feedback you will receive regarding your performance will help you determine what your strengths are and what areas you need to further develop.

We have also included a pre-unit skills assessment so you may determine your own skill gaps and areas that require support.

Each unit includes a variety of assessment activities such as;

1. Production of workplace items eg. individual plans, incident reports etc.
2. Question/Answer exercises.
3. Case Studies
4. Observation of workplace activities eg. implementing a training session

A summary of the different units in the qualification, the elements of each unit and how we may assess these is included in Appendix. 1. If you would like to negotiate different ways to assess your skills and knowledge you are welcome to discuss individual options with your Trainer. Please bear in mind that you should provide as many sources

of evidence as possible rather than rely on just one source.

Information regarding the assessment items and the level of competence to be achieved in each Unit of Competency you access is included on the appropriate Learner Guide. Please go through these in detail and make sure you understand them before you are assessed.

There is also a **workplace based assessment project** that meets seven of the Units of Competency included in the course. Please see your Trainer about this opportunity.

7. Getting Started/Procedures.

Your Trainer will issue you with a Learner Guide 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.

The Learner Guides include the following information:

- 1. Unit of Competency Introduction Information**
- 2. 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.
- 3. 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.
- 4. Workplace Tasks/Activities**
A considerable portion of the learning will take place in the workplace, either your own or through a placement arrangement.
- 5. 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.

6. 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.

9. I Need Help.....Who Can I Contact?

Your Trainer/s will be
You may contact us on:

Phone: (02) 422 92666
Fax: (02) 4226 4929
Email: training@greenac.com.au
Web: www.greenac.com.au

