



CERTIFICATE IV IN Disability Work CHC40308

COURSE OUTLINE



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1. What is Certificate IV in Disability Work CHC40308?

This course is ideally for those people who work in residential group homes, training resource centres, day respite centres and open employment services. These workers apply knowledge & skills gained through qualifications and/or previous work experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. These workers report to service managers and may liaise with health professionals and other service agencies. Workers in this group may work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.

The course includes the following Units of Competency;

15 Units

CHCCS400A	Work within a relevant legal & ethical framework
CHCCS411A	Work effectively in the Community Sector
CHCDIS301A	Work effectively with People with a Disability
CHCDIS302A	Maintain an environment to empower people with Disabilities
CHCDIS405A	Facilitate Skill Development & Maintenance
CHCDIS410A	Facilitate Community Participation & Inclusion
CHCICS402A	Facilitate Individual Plans
CHCDIS411A	Communicate using augmentative & alternative communication strategies
CHCICS305A	Provide behavior support in the context of individualized plans
CHCOHS312A	Follow safety procedures for direct care work
CHCAD401D	Advocate for clients
HLTHIR403B	Work effectively with culturally diverse clients & co-workers
HLTHIR404B	Work effectively with aboriginal & /or Torres Strait Islander people
CHCNET404A	Facilitate links with other services
CHCDIS509D	Maximise participation in work by people with disabilities
CHCORG405C	Maintain an effective work environment

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 some readings which are available on a loan basis. All the other readings are located in the following texts which you are required to purchase;

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, 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 Guide 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 are your strengths, 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 to the workplace tasks/activities as it provides the foundation for the practical application of the skills and knowledge included.
- 3. Face to Face Instruction / Telephone Conferencing**
There is face to face instruction included with a number of the Units of Competency to provide you with a range of learning formats. If you are studying by distance education a regular prearranged telephone conference to discuss the issues raised in the traditional face to face sessions will be conducted.
- 4. Workplace Tasks/Activities**
The Workplace Tasks /Activities directly relate to the Supported Reading Material for the topic area. Some supported reading material may relate to more than one Workplace Task/Activity.
- 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?

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.

You may contact us on;

Phone: 4229 2666

Fax: 4226 4929

Email: training@greenac.com.au

Web: <http://www.greenac.com.au/training>

