



CHC30208 – Certificate III in Aged Care

Brochure and Pre-Enrolment Information Pack

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Welcome to SMP Training Centre and we hope this information pack will provide you with the information you need to make a decision to study with us. If you need further information do not hesitate to contact our office ph (08) 8410 7020 or email admin@smptraining.com.au with your query.

Introduction

The aged care field is an exciting field to work in with no shortage of employment expected over the next 20 years. Each year the Government provides extra funding to aged care facilities and home care to assist with the need of providing care to the growing number of aged people. The Certificate III in Aged Care is a Nationally Recognised Qualification that provides the knowledge and skills required by the industry to provide quality care to vulnerable and frail aged people. The Government is also committed to keeping older people at home therefore there is a growing demand for workers within this field. The industry offers the opportunity to work daytime, afternoons / evenings or night time in a full time, part time or casual capacity.

Course Outcomes

The Aged Care Course has a holistic approach and is practically orientated to give students the knowledge and skills needed to provide basic holistic care to aged people. Successful participants can gain employment in high care and low care residential facilities; home based care and aged care organisations. This course provides a study pathway to other community services qualifications, Diploma of Nursing and university. All students who are actively seeking employment on successful completion of the course gain employment in the industry. Many students gain employment during their field placement.

The course consists of 10 core and 4 elective units.

Core Units

CHCAC317A Support older person to maintain their independence

This unit describes the knowledge and skills required by the worker to support the older person to maintain their independence with activities of living.

CHCICS301A Provide support to meet personal care needs

This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support or assist a client with their personal care needs within the framework of an individualised care support plan.

CHCAC318A Work effectively with older people

This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.

CHCAC319A Provide support to people living with dementia

This unit describes the knowledge and skills required to provide support to clients with dementia in a variety of settings including family homes, community day settings and residential care.

CHCICS303A Support individual health and well being

This unit describes the knowledge and skills required by the worker to support a client's health and emotional well being.

CHCICS302A Participate in the implementation of individualised plans

This unit describes the knowledge and skills required to provide support for people to sustain quality of life according to individualised plans.

CHCOHS312A Follow safety procedures for direct care

This unit is specifically designed to cater for safety aspects of work involving delivery of services in aged care, home and community care and disability services.

The unit focuses on maintaining safety of the worker, the people being supported and other community members.

CHCPA301B Deliver care services using a palliative approach

This unit describes the awareness, knowledge, skills and values required of a worker in contributing to the care of clients with life-limiting illness and/or normal ageing process within a palliative approach.

HLTAP301A Recognise healthy body systems in a health care context

This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work.

Elective Units*HLTHIR403B Work with culturally diverse clients and co-workers*

This unit deals with the cultural and linguistic awareness required for effective communication and cooperation with persons of diverse cultures and linguistic needs. This unit will be contextualised to reflect the requirements of the aged care industry.

HLTFA301B Apply basic First Aid

This unit of competency deals with the provision of essential First Aid in recognising and responding to an emergency using basic life support measures. The unit assumes the worker is working under supervision and/or according to established workplace First Aid procedures and policies.

CHCCHC311A Work effectively in home and community care

This unit of competency describes the skills and knowledge required to work effectively in a community work or service delivery setting with communities, clients, carers, staff, visitors, suppliers and others to meet established work requirements.

CHCICS304A Work effectively with carers

This unit of competency describes the skills and knowledge required work effectively with other carers

Aged Care Competency Standards

This is a nationally recognised course covering the industry competencies required to perform tasks and duties to the standard of performance expected in the workplace. The workplace requires workers to apply relevant skills, knowledge and attitudes consistently overtime and within a variety of workplace situations and environments. SMP is committed to providing a holistic quality training program based on best practice learning and assessment providing students with a broad range of experiences to give students the knowledge and skills required to work within a variety of workplaces.

Employability Skills

This course will give you a broad range of skills that will be transferable within any workplace. The following employability (generic) skills will be covered in a range of learning experiences:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning
- Technology

Training Program

SMP offers full-time classroom training over 8 consecutive weeks, Monday to Thursday, 9.30am – 2.30pm or Evening class Wednesday to Thursday 5pm – 7pm, maximum 160 hours work experience organised by SMP in an aged care facility. The Field Placement requires shift work ie; 0700-1500 or 1500-2200. Each unit is offered separately allowing the student to track their progress. Senior First Aid and Manual Handling are included in the course. This is a practically orientated course and students will have ample time to practice new skills before going on field placement.

A Training program Schema will be issued to all students on enrolment outlining the course progress and assessment requirements.

External Studies over 6 months maximum period

Parts of the course are offered as external studies but the practical aspect of the course must be completed in the classroom. Students studying externally will be offered support via email, telephone or one on one session with a trainer. You can discuss training options at enrolment.

A part-time external program is offered where students have 6 months to complete the theoretical and practical training and assessments. The units that can be done externally are

CHCPA301B *Deliver care services using a palliative approach*

CHCAC317A *Support an older person to maintain their independence*

CHCCS411A *Work effectively in the community sector*

HLTAP301A *Recognise healthy body systems in a health care context*

CHCHC311A *Work effectively in Home and Community Care*

HLTHIR403B *Work effectively with culturally diverse clients and co-workers*

CHCAC318A *Work effectively with older people*

CHCICS303A *Support individual health and emotional well being*

CHCOHS312A *Follow safety procedures for direct care work*

CHCAC319A *Provide support for people living with dementia*

CHCICS304A *Work effectively with carers*

STUDENTS MUST ATTEND FOLLOWING UNITS: CLASSESS HELD

WEDNESDAY AND FRIDAY 5-7 PM FOR 8 WEEKS

CHCICS302A *Participate in the implementation of individualised plans*

CHCICS301A *Provide support to meet personal care needs*

HLTFA301B *Apply basic First Aid – TWO DAY THURSDAY AND FRIDAY 9.00-4.00PM*

All trainers delivering the course have extensive experience in the aged care industry, relevant qualifications and a Certificate IV in Training and Assessment which gives them the knowledge and skills required to deliver a comprehensive and industry focused course.

SMP is committed to respecting the rights of students and providing training within a hassle free and friendly environment. Trainers understand all students come from different backgrounds and have various life and work experiences and they encourage students to share and explore these further within the context of their study.

Assessments

All units will be assessed holistically with application to the workplace. You will be provided with comprehensive evidence throughout the course so you can track your progress. Support will be offered if you are having problems understanding or achieving competency for the unit. Examples of the types of assessment used within the course include practical demonstration, short answers, group work, projects or case studies.

Recognition of Prior Learning (RPL)

You may apply for RPL if you believe you have the knowledge and skills required for the unit. To apply for RPL you need to provide evidence that is authentic, valid, reliable, current and sufficient to demonstrate to the assessor you have the required competencies for the unit. This evidence can be formally assessed and recognised regardless of how, when or where it was achieved. You can discuss this option further with the enrolling officer and an information package will be given to you. You may then discuss it further with the lecturer.

Credit Transfer

Credit Transfer is the formal recognition of equivalent studies from other Registered Training Organisations e.g. Senior First Aid

Access and Equity

All trainers and assessors are aware of the access, equity and cultural diversity issues related to areas of work within the aged care industry and address these within the training. As part of the course you will be given the skill to adapt your approach to clients to promote access and provide equity to all.

Client Support Services

The following support is offered:

All learning material and activities have been developed to cater for the language and literacy levels of students.

A student counsellor is available to assist with individual needs.

Learning support is offered to students with language or literacy needs.

Trainer support and alternative assessments are available if needed.

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Computers with internet access are available.
Access to learning resources needed for the course.

Selection Criteria

To successfully gain placement in the course you will need to provide evidence of one of the following:

- Satisfactory completion of SACE Stage 1 or equivalent
- Certificate II or higher in vocational studies

Prospective students with English as a second language **must provide evidence** of one of the following:

- Minimum IELTS score of 5.5 or equivalent
- Minimum ISLPR score of 3
- Minimum Certificate III in English Proficiency

As this course requires a literacy and language level, applicants who cannot provide any of the above evidence will be asked to complete an entry assessment to allow SMP to assess the suitability of the applicant.

SMP abides by the Access and Equity Policy and selection will comply with the equal opportunity legislation.

Enrolment Process

Continuous enrolments are offered. You need to contact the office and complete the enrolment form. Prospective students who meet the entry requirements will be contacted by post outlining the enrolment details and starting dates. Unsuccessful applicants will be offered counselling to assist them achieve their goal.

Confirmation of your acceptance into the course will be on receipt of the deposit.

Police Check

All students must obtain a police clearance prior to commencement of field experience. The cost of this is the responsibility of the student. **Applications can be made online at www.sapolice.sa.gov.au**

Privacy and confidentiality

SMP abides by the Act pertaining to the collection and use of personal information. All information that is collected is securely stored. No information will be given to a third party.

Fees, Charges and Refunds

Total fees \$1850.00

A deposit of \$500.00 must be paid prior to commencement

Fees include – Senior First Aid Certificate, Manual handling Certificate, all learning resources, polo shirt and badge.

On enrolment a Fee Paying Schedule will be provided outlining when fee instalments are due.

Refunds

If SMP Network P/L cancels a course, a full refund will be given.

If the student decides not to do the course, the \$500.00 deposit will not be refunded.

After 2 weeks, the student is responsible for the total cost of the course, whether or not the student completes the course.

Complaints and Appeals student information

SMP Network Pty Ltd has a Complaints and appeals process aimed at resolving any issues in relation to any aspect of your training. If you feel you have been adversely affected by teaching methodologies, supervision, assessment results or comments, unfair treatment, any form of

harassment or victimisation or any other concerns you may lodge a complaint. If you are not satisfied with the process or outcome of your complaint you may lodge an appeal.

If making a complaint, follow the following steps:

1. Discuss your concerns informally with the lecturer or manager – if the matter cannot be resolved then move to step 2.
2. Lodge a formal complaint in writing using the *Complaints Reporting Form* to the Complaints Officer. Seal the envelope and mark the outside “Confidential”. If the matter is not resolved to your satisfaction move to step 3.

To take the complaint further contact The Training Advocate on 1800 006 488

All formal complaints will be recorded and kept confidential. The Complaints Officer will contact you to present your case. You have access to an independent arbiter if needed. The complaint will be handled within an appropriate timeframe and you will be notified, in writing of all outcomes. You have the right to appeal the outcome or contact the National Training Complaints Hotline.

Occupational health, safety and welfare

SMP is committed to providing training in a safe environment free from harassment, discrimination, and hazards or abusive with policies and procedures in place to prevent or manage any situation if it arises.

The following policies are implemented to provide a safe and hassle free environment:

Access and Equity Policy

Sexual Harassment Policy

Privacy Policy

Alcohol and other Drugs in the Workplace

Complaints and appeals

Occupational Health and Safety

Student Code of Conduct

Trainer Code of Conduct

SMP Network Pty Ltd

SMP will provide you with opportunities throughout your course to provide feedback on the quality of training we provide and welcome your responses. We are committed to continuous improvement of our services and training and your comments will assist with this.

SMP is a Registered Training Organisation (RTO) and meets the requirements of the Australian Quality Training Framework (AQTF) under the Training and Skills Development Act (2008). SMP is registered in South Australia and Victoria and comply with the National Conditions of Registration providing outcome focused courses that are flexible and provide quality training outcomes for students.

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