

	<p><b>CHC33015 – Certificate III in Individual Support (Disability)</b></p> <p><b>Brochure and Pre-Enrolment Information Pack</b></p> <p>Shell House Level 9, 170 North Terrace Adelaide SA 5000</p> <p><b>Office hours:</b> Monday to Friday 9am – 4pm (Closed public holidays)</p> <p>Phone (08) 8410 7020 fax: (08) 8212 3911</p> <p><b>Email:</b> <a href="mailto:admin@smpttraining.com.au">admin@smpttraining.com.au</a>    <b>Website:</b> <a href="http://www.smp.edu.au">www.smp.edu.au</a></p> <p><b>RTO Code 40193</b></p>
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Welcome to SMP aged care training; we hope this information pack will provide you with the information you need to make the decision to study with us. If you need further information please do not hesitate to contact our office.

Ph Enquires – 8410 7020 or email [admin@smpttraining.com.au](mailto:admin@smpttraining.com.au) with your query.

### Introduction

The disability 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 Disability care to assist with the need of providing care to the growing number of people with a disability. The CHC33015 - Certificate III in Individual Support (Disability) is a Nationally Recognised Qualification that provides the knowledge and skills required by the industry to provide quality care to people with a disability. The Government is also committed to keeping 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 nights in a full time, part time or casual capacity.

### Course Information

The course is part internal (face to face) and part external (Self-paced study). The internal part runs for 14 weeks (Total of 70 hours face to face - 5 hours per day once a week). Also part of the internal structure of the course is the field placement which is 160 hours (4 weeks) and it comprises of 120 hours in aged care and 40 hours in disability sector.

If you are unable to complete your studies in this timeframe due to unforeseen circumstances, you need to apply in writing, stating reasons for an extension of your training, to the trainer. You will be notified in writing if your application is successful and a new training plan will be developed.

The trainer will explain the field experience to you after completion of your holistic assessment. A program will be given to you at enrolment time outlining the units to be covered in the course and when you need to attend classes.

The external part of the course is a self-paced program which has been developed to allow students to gain the knowledge required to successfully qualify. This includes an array of learning objectives, activities, case studies, scenarios and final assessments which have to be completed for successful completion of the qualification. This has been calculated as approximately 33 hours per month as self-paced study for up to 1 year (12 months).

The course duration is 1 year from the enrolment date and to successfully complete the course students need to commit to a minimum of 1200 hours study comprising of both internal and external components as mentioned above.

All training offered by SMP aged care training supports the principles of adult learning. As an adult you have a range of life and work experiences and your training will build on this knowledge to make learning meaningful. We will offer support with your studies but encourage independent learning. The certificate needs to be completed within 6 months from enrolment.

### **Course Outcomes**

This qualification has a holistic approach – Foundation skills are embedded and the course is practically orientated to give students the knowledge and skills needed to provide basic holistic care – that is spiritual, emotional, physical care to people with a disability. Successful participants can gain employment in high care and low care facilities; home based care and organisations providing support to people with a disability. This course provides a study pathway to other community services qualifications, Diploma of Nursing and university. Students who are actively seeking employment on successful completion of the course may gain employment in the industry.

### **Training Program**

SMP offers face to face mode of delivery only which comprise of both theory and practical classes. This is comprised as 2 days per week (Mon & Thur or Frid & Sat) 5 hours per day 0930AM to 230PM for 24 weeks.

These days and times may change, you will be given the correct times and days at enrolment.

The Field Placement requires shift work i.e.; 0700-1500 or 1500-2200 which is comprised of 160 hours of non-paid work.

Provide First Aid and Manual Handling are included in the course. This is a practically orientated course and students have a simulated environment to practice new skills before going on field placement and to be work experience ready. A Training program Schema will be issued to all students on enrolment outlining the course progress and assessment requirements.

All trainers delivering the course have extensive experience in the Disability support sector plus relevant qualifications in the health care sector and a Certificate IV in Training and Assessment.

SMP aged care training 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.

## **The course consists of 7 core and 10 elective units**

### **Core Units:**

#### **CHCCCS015 Provide individualised support**

This unit describes the skills and knowledge required to organise, provide and monitor support services within the limits established by an individualised plan.

#### **CHCCCS023 Support independence and wellbeing**

This unit describes the knowledge and skills required to provide individualised services in ways that support independence, as well as, physical and emotional wellbeing

#### **CHCCOM005 Communicate and work in health or community services**

This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers.

#### **CHCDIV001 Work with diverse people**

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people. This unit applies to all workers.

#### **CHCLEG001 Work legally and ethically**

This unit describes the knowledge and skills required to identify and work within the legal and ethical framework that applies to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

#### **HLTAAP001 Recognise healthy body systems**

This unit of competency describes the basic knowledge required to work with basic information about the body and recognise and promote ways to maintain healthy functioning of the body.

#### **HLTWHS002 Follow safe work practices for direct client care**

This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus of maintaining safety of the worker, the people being supported and other community members.

### **Elective Units – Disability Specific (Mandatory):**

#### **CHCDIS001 Contribute to ongoing skills development using a strength-based approach**

This unit describes the skills and knowledge required to assist with supporting the ongoing skill development of a person with disability. It involves following and contributing to an established individual plan and using a positive, strengths-based approach.

**CHCDIS002 Follow established person-centred behaviour supports**

This unit describes the skills and knowledge required to implement behaviour support strategies outlined in an individualised behaviour support plan for a person with disability

**CHCDIS003 Support community participation and social inclusion**

This unit describes the skills and knowledge required to assist with supporting people with disability in community participation and social inclusion using a person-centred approach. This involves enabling people to make choices to maximise their participation in various community settings, functions and activities to enhance psychosocial well-being and lifestyle in accordance with the person's needs and preferences.

**CHCDIS007 Facilitate the empowerment of people with disability**

This unit describes the skills and knowledge required to facilitate the empowerment of people with disability to deliver rights based services using a person-centred approach. It should be carried out in conjunction with individualised plans.

**HLTINF001 Comply with infection prevention and control policies and procedures**

This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks. This unit applies to individuals working in health and direct client care contexts.

**HLTAID011 Provide first aid**

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

**Elective Units – (Aged care units – Mandatory):****CHCCCS011 Meet personal support needs**

This unit describes the skills and knowledge required to determine and respond to an individual's physical personal support needs and to support activities of daily living.

**CHCAGE001 Facilitate the empowerment of older people**

This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach.

**CHCAGE005 Provide support to people living with dementia**

This unit describes the skills and knowledge required to provide person-centred care and support to people living with dementia. It involves following and contributing to an established individual plan.

**CHCCCS025 Support relationships with carers and families**

This unit describes the skills and knowledge required to work positively with carers and families of people using the services based on an understanding of their support needs.

## **Disability 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 aged care training 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.

## **Foundation Skills**

All job tasks, and all units of competency include foundations skills – almost everything we do at work has something to do with learning, reading, writing, oral communication and numeracy. It might be having a conversation with a client or colleague, completing an observation record, working to a schedule, reading workplace documents. Almost everything is underpinned by foundation skills.

## **Assessments**

All units will be assessed holistically with application to the workplace. You will be contacted via text or email when an assignment has been marked. If further work is required you will be given this information and a timeframe to complete will be provided. 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.

- It is your responsibility to successfully complete all assessments as outlined in your Resource/Assessment Book and Placement Booklet
- It is your responsibility to ensure all assessments are handed to the appropriate person – Administration or your trainer or email to administration
- It is your responsibility to keep a copy of all assessments submitted so you have a record if your original is missing

## **Attendance**

- It is your responsibility to attend classes on time – note door will be locked if you are late for your classes. Note also if you leave a class early you will be given a fail unless prior discussed with your trainer.
- If you miss a class it is your responsibility to discuss with the trainer what you missed and how to catch up.

## **Fees, Charges and Refunds**

Total fees \$1850.00

A deposit of \$500.00 must be paid prior to commencement, then 3 instalments as outlined in the enrolment form

Fees include – Provide First Aid Certificate, Manual Handling Certificate, all learning resources and badge for placement.

Note: a once-off \$30 charge will incur for a polo shirt for your field placement.

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

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Field Placement **will not** be organised until all fees are paid

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

### **Refunds**

- If SMP Training Centre cancels/terminates a course, a full refund is given.
- Refund will be given if students have overpaid the administration charge
- If student withdraws from course, the \$500 deposit is not refunded.
- If student withdraws after attending the course commencement date a refund will be given for the remainder of the course that student did not attend
- Refund will be given if students advise SMP Network Pty Ltd prior to the course commencement date that they are withdrawing from the course
- If the student withdraws from the course prior to commencement due to illness or hardship as determined by SMP Network Pty Ltd
- Intention to withdraw from the course must be submitted in writing to the CEO as soon as practical
- No refunds are given if placement is cancelled due to student misbehaviour and course cancelled.

**A student cannot transfer fees from one student to another if a student decides to withdraw.**

### **Additional Fees & Charges**

- If a student withdraws from the course and then reapplies after 12 months, a fee of \$150 per unit will apply. If a student needs to re-do a unit there will be an additional cost of \$150 per unit. If a student needs a replacement Certificate or Statement of Attainment, it will incur a \$30 cost.
- If a student fails 2 attempts at a field placement a fee of \$165 will apply and student will re-do practical, theory and assessment relating to the holistic assessment. When successful a new placement will be organised.
- \$30 polo-shirt additional charge (Field placement uniform) will apply prior to field placement commencement

### **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.

The enrolling officer will discuss Recognition of Prior Learning with you and provide the RPL information package if you wish to apply for RPL for any of the units. RPL fees - \$150 per unit applied for. This is non refundable if unsuccessful.

### **Credit Transfer**

Credit Transfer is the formal recognition of equivalent studies from other Registered Training Organisations e.g. Provide First Aid. There is no cost associated with credit transfer but you must submit your original certificate. SMP will check your certificate with the training provider.

### **Failed units of competency.**

If you are found not yet competent NYC another assessment must be submitted, if after second attempt you are NYC you will have to pay \$150.00 and redo the unit.

If you have not reached competency in your field placement after your second attempt you will need to pay \$165 for a third placement to be organised.

### **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 skills to adapt your approach to clients to promote access and provide equity to all.

### **Student Support Services**

All learning material and activities have been developed to cater for the language and literacy levels of students. Trainer support is provided to assist students with their studies. A student counsellor service is available to assist with individual personal needs – information can be obtained from the trainer or from administration. Learning support and counselling is offered to cater for the needs of students with language, literacy and study needs. Please see your trainer for assistance. Students who require further support in language, literacy and numeracy will need to contact TAFE English Language Services at 120 Currie Street Adelaide SA - Ph: 82078805 – this cost is the responsibility of the student. The Internal / External Student Support Policy and Procedure aims to ensure all students are supported and study needs met during their course of study. This includes meeting needs relating to barriers to learning, preparation and submission of assignments, study skills support on a 1-1 basis from the trainer. The placement facilitator will visit you at least once during your placement to support you during the field placement / work experience. Trainers are available for extra support as needed via email which is provided during class, plus 2 extra weeks (2 days per week – 5hrs per day) have been implemented into the course for extra student support such as missed classes, catch-up activities and support for assessments.

### **Selection Criteria**

This course requires a literacy and language level. Applicants must provide the evidence of one of the following – ISLPR score, IELTS score, Certificate III in English Proficiency (10855NAT), School Certificate, Higher studies. If the applicant cannot provide any of the above evidence they will be asked to complete an entry assessment to allow SMP to assess the Language, Literacy and Numeracy (LLN) level of the applicant. The results will provide SMP with information to then determine the level of support the applicant will require to achieve their success. Applicants who demonstrate a LLN level deemed too low to meet the work and study requirements of the course will be offered counselling to assist them achieve their goal.

SMP aged care training does not have CRICOS registration therefore any prospective applicant cannot be enrolled if they are on a student visa. If you are not a permanent resident or Australian citizen then you must bring your passport when enrolling.

SMP aged care training 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. The enrolment officer will ask to site the original for studies/courses completed and your Medicare card. If you are unsuccessful in meeting the criteria for the course you will be offered counselling to assist you in achieve your goal.

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

### **Field Placement - National Police Clearance**

All students must obtain a **National Police Clearance** prior to commencement of field experience. This clearance must be within the last 3 months or a new one is required. The cost of this is the responsibility of the student. ***Applications can be made at any police station and SMP aged care training can provide a form.*** The national police clearance demonstrates you are suitable to undertake placement with no convictions of abuse, theft or larceny to successfully complete the course. Placement with other convictions is at the discretion of the aged care facility to allow placement. If due to extenuating circumstances the student is unable to attend any of the days of placement they must notify the facility and SMP, the placement coordinator will assist the student to catch up on any missed days and assessment.

For disability you are also required to obtain a ‘working with children’ (WWCC) check and a NDIS worker check at your own cost. The link to apply for these checks is found here:  
<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

**All assignments MUST BE SUBMITTED BEFORE PLACEMENT CAN BE ORGANISED**

***If placement is cancelled due to student misconduct or illegal activity- for example forging signatures on placement booklet, re placement fees apply, and any further issues cannot complete the course and no refund applies.***

The placement facilitator will visit you within the third week of placement to support you during the field placement / work experience.

If you are found not yet competent (NYC) on the first placement counselling and another assessment will be offered and second placement organised. If you are found on the second attempt NYC you will have to pay \$165.00 and redo the field placement.

**Pregnancy** - Placements cannot be completed while pregnant, unless a doctor’s medical certificate is issued giving clearance to commence placement this must be presented to administration to be copied, and understand that placement is at student’s own risk. The facility supervisor has the right to refuse any student who is pregnant regardless of a medical certificate.

**Privacy and confidentiality**- SMP aged care training policies and procedures abide by the Australian Privacy Principles 2014 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. SMP aged care training's Privacy Policies and Procedures can be viewed on the website

[www.smptraining.com.au](http://www.smptraining.com.au)

**INFLUENZA VACCINE** - The flu vaccine is now a requirement for placement in and providing a certificate of your vaccination is mandatory.

**COVID VACCINATION:** The covid vaccine is now a requirement for placement in and providing a certificate of your vaccination is mandatory.

Vaccination can be done at pharmacies or GP clinics and prospective students may also use the availability checker below to find out their nearest vaccination centre.

**<https://covid-vaccine.healthdirect.gov.au/booking>**

## **Plagiarism**

SMP Training Centre will not condone cheating or plagiarism in any form by students of the RTO and will ensure that these standards are upheld. Trainers must be diligent in reducing potential opportunities for cheating and plagiarism to occur by adhering to our policy on Cheating and Plagiarism.

### Definition of cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets"; or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

### Definition of Plagiarism

Plagiarism is an act of fraud it involves stealing someone's work and lying about it.

All the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Changing words but copying the sentence structure of a source without giving credit

*All acts of plagiarism are considered serious and will result in disciplinary action being taken or instant dismissal from the course.*

## **Penalties**

If you are suspected of cheating, your Trainer/Assessor will investigate to establish evidence to support the suspicion.

If there is evidence to support the suspicion, your Trainer/Assessor will notify the RTO Manager and set out the concerns to you in writing, requesting a time to discuss the matter. You will have the opportunity to counter the allegations made against you.

Once you have provided your information, SMP Training Centre may come to one of two decisions:

It is a minor or unintentional offence and you will need to undergo an alternative form of assessment, such as a short oral assessment, which may involve talking about the work or questioning.

The penalty in this case is that you will receive the lowest level of competency or pass for all the learning outcomes being assessed.

It is a serious offence and you will fail the module. Repeated offences of cheating – minor or serious – will result in failure of the module plus a record on your student file, together with the reason.

You will be advised of all penalties writing.

### **What if I do not agree with the decision?**

If you are accused of and penalised for cheating and believe that the accusation is unjust, you have the right to appeal

against the charge. This appeal must be lodged in writing with the educational manager of the program within one week of the penalty being imposed.

The appeal may be lodged against:

- the process
- the decision
- the penalty.

The appeal will be investigated and a decision will be advised to you within a week of your appeal.

If you are having difficulties with your studies, you are encouraged to seek help from your Trainer/Assessor.

### **Complaints and Appeals student information**

Students had a right to submit a complaint if they wish to express discontent against another person or a complaint against the RTOs process or system. In All complaints will be treated with respect and handled confidentially. This policy and procedure is relevant to all grievances arising in the following areas:

- a) Student wishes to raise a complaint against another student

- b) Student wishes to raise a complaint against the RTO
- c) Student wishes to raise a complaint about a Third Party
- d) RTO staff wishes to raise complaint about a Third Party
- e) Staff wishes to raise a complaint about another staff member or a student

SMP aged care training 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 trainer or CEO – 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.
3. To take the complaint further contact the National Training Complaints Hotline – ph 13 38 73.
4. To take the complaint further contact the Australian Skills Quality Authority:
  - a. <https://www.asqa.gov.au/about/complaints/complaints-about-training-providers>
  - b. Info line 1300 701 801
  - c. Email [complaintsteam@asqa.gov.au](mailto:complaintsteam@asqa.gov.au)
  - d. Complete the “Complaints about a training organisations operating under ASQA’s jurisdiction” form found at the above web site
5. If the RTO determines that the complaint process cannot be finalised within 60 calendar days the RTO manager will:
  - a. Confirm this in writing to the complainant, including reasons why more than 60 calendar days is required
  - b. Will regularly update the complainant or appellant on the progress of the matter

All formal complaints will be recorded and kept confidential. The Complaints Officer will contact you to present your case within 48 hours. 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.

In order for SMP aged care training to review and improve processes you can provide feedback on the process.

Any appeals in regards to marking of your assignments or appeals in regards to practical/theory assessments need to be made in writing to SMP [admin@smpttraining.com.au](mailto:admin@smpttraining.com.au). The CEO will review the case within 7 days. For re-marking of assignments another trainer will be asked to re-mark the assignments in question. For practical/theory assessments that student was deemed not yet competent a repeat session will be organised to achieve competency

## Work Health and Safety

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
- Work Health and Safety
- Student Code of Conduct
- Trainer Code of Conduct
- SMP Network Pty Ltd

SMP Networks Pty Ltd is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

SMP monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and

State rules and regulations of the NSW Work Health and Safety Act 2011.

If students have any concerns or notice a condition or practice that seems unsafe, it is important that it is brought to the attention of the RTO management this generally occurs through the Trainer / Assessor.

According to Division 2, Section 19 - Primary duty of care:

a) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- workers engaged, or caused to be engaged by the person, and
- workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

b) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

c) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety, and
- the provision and maintenance of safe plant and structures, and
- the provision and maintenance of safe systems of work, and
- the safe use, handling, and storage of plant, structures and substances, and
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities, and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking, and
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

According to Division 4 of the Act:

## 28 Duties of workers

While at work, a worker must:

- a) take reasonable care for his or her own health and safety, and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act, and

d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 29 Duties of other persons at the workplace

A person at a workplace (whether or not the person has another duty under this Part)

must:

- a) take reasonable care for his or her own health and safety, and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- c) comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

### **Course Location**

The course is offered at:

Cowandilla House

272-274 Sir Donald Bradman Drive,

Cowandilla SA 5033

**Please Note** – The practical aspect of the course is only offered at Cowandilla House

SMP aged care training 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 Vocational Quality Framework (VQF) under the Training and Skills Development Act (2008). SMP aged care training is registered in South Australia and comply with the National Conditions of Registration providing outcome focused courses that are flexible and provide quality training outcomes for students.