

## COURSE OUTLINE: CHC30213 Certificate III in Education Support

Welcome to Adapt Education (RTO# 32452)! Thank you for considering us in the very important task of gaining a nationally recognised qualification. Please read this course outline and the student handbook prior to enrolling, these documents contain information crucial for successful study in this course.

### ABOUT CERTIFICATE III IN EDUCATION SUPPORT

This course is suitable if you are currently working as or seeking to work as a teacher aide in a primary, secondary or special needs school or community education setting. This Nationally Recognised course consists of 17 units:

- CHCECE006 Support behaviour of children and young people
- CHCEDS001 Comply with legislative, policy and industrial requirements in the education environment
- CHCEDS007 Work effectively with students and colleagues
- CHCEDS016 Support learning for students with disabilities in a classroom environment
- CHCEDS018 Support students with additional needs in the classroom environment
- CHCEDS002 Assist implementation of planned educational programs
- CHCEDS003 Contribute to student education in all developmental domains
- CHCDIV001 Work with diverse people
- CHCEDS008 Comply with school administrative requirements
- CHCEDS004 Contribute to organisation and management of classroom or centre
- CHCEDS005 Support the development of literacy and oral language skills
- CHCEDS006 Support the development of numeracy skills
- CHCEDS017 Contribute to the health and safety of students
- HLTWHS001 Participate in work health and safety
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

### Elective Units (Choose 2 from the following)

- CHCEDS024 Use educational strategies to support Aboriginal and/or Torres Strait Islander education
  - CHCEDS032 Support learning and implementation of responsible behaviour
  - CHCEDS012 Set up and sustain individual and small group learning areas
  - CHCEDS011 Search and assess online information
  - CHCDIS004 Communicate using augmentative and alternative communication strategies
  - HLTAID003 Provide first aid\*
- \* Please read the first aid section in this document for further details on fees and conditions associated with selecting this unit as an elective.

### Entry Requirements

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer operating skills. A working with children check (also known as a blue card in Qld) must be obtained prior to conducting your vocational placement. Refer back to our website for links to each State or Territory agency responsible for administering working with children checks.

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Study Options

Correspondence

Online

Self Paced

Blended

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### Duration

You will have up to 2 years to complete but can progress at any pace. As a guide someone spending 8 hrs per week on assessment, could expect to complete the course in approximately 7 - 9 months. Please note that students receiving government funding/subsidies may be obligated to complete in a set time frame:

- Centrelink (education supplement): full time 40 weeks, part time 69 weeks

### STUDY MODE

Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

**Self-paced** study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. You can choose to study online using an interactive student portal or via correspondence with all materials posted out to you. Fast track your study or take your time – the choice is yours.

**Blended** study has all the perks of self-paced study with the addition of face-to-face sessions with your trainer. For some students face-to-face study increases their ability to grasp concepts and understand assessment requirements. You can book as many or as few face-to-face sessions as you like – the price in the table below is based on four face-to-face sessions.

### Online or Correspondence?

The course consists of two key components – Theory and Practical. For the theory component you may opt to receive course resources by correspondence or online.

- **Online:** benefit from an easy to navigate elearning course. The online course is interactive, meaning less readings and more visually engaging resources.
- **Correspondence:** receive course resources such as textbooks and assessments in a hardcopy format. Resources are presented in a student portfolio for easy management. Assessment is provided on a USB stick.

### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Adapt will offer RPL or CT to all students who possess previous experience, qualifications or current skills and knowledge. RPL and CT can be applied for at any time throughout a course but should ideally be arranged at enrolment.

### PRACTICAL

Students not currently working in the education support industry will be required to complete 100 hours practical placement as part of their study. You may choose to do your placement as a full time block or part time (e.g. 2 days per week). The placement can be completed at any stage during your course. Adapt Education can arrange your placement for you or you can arrange your own. Additional hours (up to 100hrs) of placement may be required for school based students, students on a traineeship, Early School leavers or those that have been assessed as having limited work/life experience. This will enable more time to develop skills in a work setting. In some instances the exact number of practical placement hours will need to be negotiated between the student, the trainer and the placement person.

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## GOVERNMENT FUNDING

This course is approved for funding through the following agencies/programs:

- Certificate 3 Guarantee (eligible QLD residents only)
- Commonwealth Traineeships (for new employees)
- Centrelink (Education Supplement)

Contact us or complete our eligibility checklist and we will let you know if you or your employer may attract funding.

### Certificate 3 Guarantee

The Certificate 3 Guarantee aims to assist people gain their first post school Certificate III qualification regardless of their current employment status. To be eligible for this program you must:

- Be aged 15 years or above and no longer be at school
- Permanently reside in Queensland
- Be an Australian citizen or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
- Not hold (or be currently enrolled in) a post school Certificate III or higher level qualification.

Students approved for the Certificate 3 Guarantee program will pay a student contribution fee. Concession card holders, Aboriginal or Torres Strait Islander people and students who have graduated year 12 within the last 12 months will receive a concession rate.

## PAYMENT

Note: fees quoted below are inclusive of all mandatory course resources. Additional fees apply if you choose the unit *HLTAID003 Apply first aid* as an elective unit. Please read the first aid section in this document for further details.

<b>CHC30213 Certificate III in Education Support</b>	<b>Self-Paced</b>
Standard course fee including those receiving the Education Supplement (through Centrelink), OR;	\$1,980
For students who qualify for the Certificate 3 Guarantee:	
Standard Student contribution fee	\$500
Student contribution fee - concessional students	\$400
Student contribution fee - Yr 12 fee free students	\$0

**Note:** Add \$800 to above prices if you would like the blended mode of training (includes 4 onsite sessions and is only available to those in SE QLD region).

**Payment plans** are offered at no additional cost! All Fees quoted above can be incorporated into a payment plan. You nominate the payment periods (i.e. weekly, fortnightly or monthly). You nominate the instalment amount you are comfortable paying each period (i.e. \$50, \$100, \$200, etc.).

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## STUDENT SUPPORT

Regardless of the study mode you select, every student studying with Adapt has unlimited access to their trainer through phone, email, instant messaging and Skype contact. You may send your trainer drafts for feedback and comments. Each trainer has significant industry experience and will prove to be a valuable support network for you throughout the course.

## HOW TO ENROL

Below is a step-by-step guide on how to enrol in CHC30213 Certificate III in Education support. If you would like to discuss your enrolment with an adapt education staff member please call 1300 380 335 or email: [info@adapteducation.com.au](mailto:info@adapteducation.com.au)

### Before Enrolling

Read the Student Handbook and this Course Outline

### Enrolling

You have 3 different ways to enrol:

1. Go to [adapteducation.com.au/enrol-now](http://adapteducation.com.au/enrol-now) to complete your enrolment online OR
2. Download an Enrolment Form from our website and return by email or post OR
3. Call us on 1300 380 335 to enrol over the phone

## COURSE COMMENCEMENT

Upon receipt of your enrolment form an Adapt Education staff member will contact you to discuss: your elective units of study, your practical placement preferences, and a suitable course commencement and induction date.

On receipt of your upfront payment and signed course documentation:

- RPL students will receive a kit for the selected course units
- Online students will be emailed with instructions, login details and password
- Correspondence students will receive a course portfolio

### Course Induction

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Skype, or over the phone. During your induction, your trainer will: take time to explain how to navigate your course resources and assessments; and provide you with some guidance on the depth and content expected in some of the different assessments.

### Completing your Assessment

Your assessment consists of two key areas:

Theory assessment that may include: text activities, written questions, case studies, projects, evidence portfolios. Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

Practical assessment that includes demonstration of your skills in the workplace. Recorded as observations by your supervisor, practical placement person or trainer.

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## FIRST AID

Apart from being a crucial life skill, having up-to-date First Aid certification can improve your employability. You have the option of selecting HLTAID003 Provide first aid as an elective unit within this course. Note: selecting this unit is not mandatory. Adapt Education delivers this unit at select venues around Brisbane. Please contact us to find out upcoming course dates and venues. Alternatively, you are able to complete the first aid course with any provider in Australia. Simply present your certificate to us on completion and we will credit the unit towards your Education Support course.

Some important points to consider if selecting HLTAID003 Provide first aid as an elective:

- The cost of the first aid unit is not included in Adapt Education's course fee. You will need to pay the listed course fee to your selected first aid provider.
- Ensure that you are booking into a first aid course that includes the nationally recognised unit HLTAID003 Provide First Aid.
- Upon receipt of your certificate, please forward a copy to Adapt for our records.
- If you have previously completed HLTAID003 within the last 3 years you may present your certificate to Adapt for a Credit Transfer.

### Recommended recertification period

Once you have achieved your first aid competency, refresher training in CPR should be undertaken annually, and all other first aid qualifications should be renewed every three years.

## COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate III in Education Support. All students completing or discontinuing their studies will be required to complete a student survey.

### **ADAPT EDUCATION RTO # 32452**

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

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