

## Student Information

Detailed student information is available in our Student Handbook.

## Assessment

All assessments will be based on the principles of competency-based training and assessment. In general, a holistic approach will be taken to assessment, using one or two integrated tasks which cover the unit requirements. Appropriate tasks may include role plays, compilation of a personal portfolio or research and preparation of an application. Students who do not attend class may not be assessed.

## Recognition of Prior Learning

Applicants can apply for relevant work experience and prior informal learning obtained through training and education, to be assessed by an RPL process. Students should notify of their intention to apply for RPL. A fee will apply.

## Certificate

Upon satisfactory completion of course qualification requirements, students will be issued a Certificate or Statement of Attainment for units successfully completed. For further information refer to your Student Handbook.

This course can lead into further study and or employment opportunities in the Community services Field.

## Mission Statement

Living and Learning Incorporated is committed to providing learning opportunities in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.

### Fees and Charges Guidelines

ACFE funded courses incur a minimum charge of \$55. The maximum any student can pay in course fees for ACFE funded courses in one year is \$877. Concession card holders are required to only pay the \$55 minimum course fee once during a calendar year and are entitled to unlimited ACFE funded courses. Student registration, amenities and materials fee and text book fees will still apply to some courses.

### Productivity Places Program

The Productivity Places Program provides FREE training in skills areas that employers want. Living Learning Pakenham is offering FREE training in the this qualification.

To be eligible you need to be looking for work, an Australian Citizen or Permanent Resident and be over the age of 15. Full time students and people who are self employed are not eligible.

For more information visit  
[www.productivityplaces.deewr.gov.au](http://www.productivityplaces.deewr.gov.au)



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Adult Education  
in the Community

# Certificate III in Disability Work CHC30302

Nationally Recognised Training



Living  
learning  
Pakenham

## **CERTIFICATE III Disability Work CHC30302**

This course teaches the skills and knowledge required for workers to carry out activities related to the maintenance of an individual's personal care/and or other activities of living.

Certificate III in Disability Work has a considerable homework load. Please note that computers are accessible to students by appointment.

Successful completion requires a minimum of 8 compulsory units and 6 elective units.

**Students can complete dual Certificates Certificate III in Home & Community Care and Certificate III in Aged Care**

### **Enrolment Information**

#### **Flexible Entry to Certificate**

Students are able to commence this course at the beginning of any unit. Please see timetable for unit dates and times. Course duration is then 12 months from the date commencement

#### **Where and When?**

Classes take place at Living Learning Pakenham 6B Henry St Pakenham on Thursdays 9.30am-3.00pm and some Fridays 9.00am—1.00pm. For exact course dates please refer to the course timetable. Students are required to do practical placement and site visits.

#### **Course Costs**

Registration:	\$10.00
Course Cost:	\$877.00
Concession cost:	\$55.00
Student Resources 14 units @ \$25.00 per unit	

Payment Plans are available. A Minimum deposit of \$115.00 must be paid on enrolment

**CHCAC15A - Provide care support which is responsive to the specific nature of dementia.** Provision of support to clients with dementia in a variety of settings including family houses, community day settings and residential care.

**CHCADMIN5C - Work within the protocols of the organisation.** Skills and knowledge required by staff who work both in community and government settings.

**CHCCOM2B - Communicate appropriately with clients and colleagues.** Using effective communication in the workplace.

**CHCCS304A - Assist with self medication.** Learn the skills and knowledge required to assist to self-medicate in a home or community a setting.

**CHCCS405A - Work effectively with culturally diverse clients and co-workers.** Cultural awareness required for effective communication and cooperation with persons of diverse cultures.

**CHCDIS10B - Provide care and support.** Providing support and assistance to maintain quality care for people with disabilities.

**CHCDIS1C - Orientation to Disability Work.** Provides an introduction to working with people with a disability.

**CHCDIS2C - Maintain an environment designed to empower people with disabilities.** Provides the skills required by the worker to facilitate the empowerment of people with a disability.

**CHCDIS3C - Provide services to people with a disability.** Skills required by the worker to support and assist the person with a disability with their personal care needs.

**CHCDIS5C - Contribute to positive learning** Support a person with a disability to develop new skills to maximise independence.

**CHCINF8B - Comply with information requirements of the aged care and community sectors.**

Skills required by worker to undertake administrative duties, documenting client records and contributing to the development and monitoring of service delivery plans.

**CHCOHS302A - Participate in safety procedures for direct care work.** Designed to cater for workers who deliver aged care or disabilities services.

**CHCORG3B - Participate in the work environment.** Working effectively as an individual and in work groups to contribute to the achievement of organizational objectives.

**HLTFA2A - Apply Advanced First Aid.** Advanced First Aid response, life support, management of causality, the incident and other First Aiders, until the arrival of other assistance.

Telephone 5941 2389 or drop into 6B Henry Street Pakenham