

**RE: CHC30208 CERTIFICATE III IN AGED CARE**

Thank you for your interest in the above course.

Please find attached the information you requested to which I have attached an Enrolment Form.

The information provided includes details of the flexible nature of the training which will allow you to achieve the abovementioned Certificate III qualification.

I look forward to hearing from you.

Yours faithfully

**Jeanette Robinson**  
**Training Administrator**  
[reception@pursuitsgroup.com.au](mailto:reception@pursuitsgroup.com.au)

### COURSE OVERVIEW

This course has been designed to provide learners with the necessary knowledge, skills and abilities required for the provision of assistance to the ill, elderly or disabled. Training will cover topics such as health monitoring, personal care, environmental and social support services, information and advocacy services. This care can take place in a variety of settings, including hostels, group homes, residential settings or the community.

Workers in this occupational group work primarily in residential care facilities or the community setting under direct or regular supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of daily living. These workers report directly to a supervisor and are not responsible for other workers.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

### Occupational names may include:

- Assistant in Nursing
- Support Worker
- Carer
- Personal Care Assistant
- Home Care Assistant
- Nursing Assistant
- Field Officer
- Care Assistant
- Community Support Worker
- Accommodation Support Worker
- In Home Respite Worker
- Personal Care Giver
- Personal Care Worker
- Community Care Worker
- Care Service Employees
- Community House Worker

### Skills and knowledge

At the completion of training learners will demonstrate competency by the –

- application of effective, relevant communication and interpersonal skills
- appropriate use of personal authority and influence
- ability to analyse and assess a range of situations
- use of relevant literacy skills to meet reporting requirements
- demonstration of the legal and organisational requirements relating to duty of care, confidentiality and ethical practices and the use of principles and practices required for a client centered approach to care.

## THE QUALIFICATION

The Certificate III in Aged Care is made up of 14 units of competency as follows:

CHCAC318A <b>Compulsory</b>	Work effectively with older people
CHCAC319A <b>Compulsory</b>	Provide support to people living with dementia
CHCCS411A <b>Compulsory</b>	Work effectively in the community sector
CHCICS303A <b>Compulsory</b>	Support individual health and emotional well being
HLTAP301A <b>Compulsory</b>	Recognise healthy body systems in a health care context
CHCPA301B <b>Compulsory</b>	Deliver care services using a palliative approach
CHCOHS312SA <b>Compulsory</b>	Follow safety procedures for direct care work
CHCICS301A <b>Compulsory</b>	Provide support to meet personal care needs
CHCICS302A <b>Compulsory</b>	Participate in the implementation of individualised plans
CHCAC317A <b>Compulsory</b>	Support older people to maintain their independence
CHCAC410A <b>Elective</b>	Collecting technical data to support client health care plan
CHCADMIN302C <b>Elective</b>	Provide administrative support
HLTFA301B <b>Elective</b>	Apply first aid
HLTHIR403B <b>Elective</b>	Work effectively with culturally diverse clients and co-workers

## PRE REQUISITES

Reading and writing skills to at least Year 10 level.

A satisfactory<sup>1</sup> police clearance is required to work in the Aged Care industry. As such prospective students must apply for a police clearance, if not currently held.

## COURSE DURATION

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<sup>1</sup> Persons who are precluded from becoming a staff member or an unsupervised volunteer are those whose police certificate/check (or statutory declaration where applicable) record that they have been convicted of murder or sexual assault, or convicted of and sentenced to imprisonment for any other form of assault.

For all other types of convictions, it is up to each Aged Care facility to determine whether the individual is suitable to be hired or to continue in their current role. Even if a police check reveals a criminal record, it might still be acceptable for that person to work in an aged care service.(Police Check Factsheet)

We deliver this course one day a week or one day per month over eight full day sessions at our fully equipped training rooms at 121 Moolanda Boulevard, Kingsley. Sessions run from 9 am to 4 pm. Training dates are also organised for you to participate in First Aid Training.

You are also required to participate in 72 hours of work experience which is organised by TPG staff. Assignments will be given to be completed in your own time and also at your workplace.

### **MAKE UP CLASSES**

If a student misses a session, that session must be attended at a later date. Students are advised that some sessions are pre-requisites for others. If a student misses a pre-requisite class this may prevent the student from attending some future classes until that pre-requisite is complete.

### **TIME COMMITMENT**

It is expected that for every hour of class contact time that you will need to complete self study time as outlined in your training plan. (Approx. 8 hrs per week)

### **COMPLETION OF COURSE**

If for any reason you are unable to complete all training sessions within the timeframe we offer you the option of attending the missed sessions on the following course.

If for any reason you are not able to complete all fourteen units of competency you will be issued with a Statement of Attainment for each unit completed.

### **COST**

#### **Job Seekers**

If you are a registered Job Seeker with a Health Care Card or a Job Seeker ID card this course is available to you at the cost of a \$90 resource fee. The course fees are funded by the Department of Training and Workforce Development.

#### **Fee for Service**

Fee for service	-	\$1,500			
Traineeship	-	\$695.00	Concessional rate	-	\$360.00

Under the traineeship program employers may offer to pay course costs for participants or make deductions from a workers pay.

### **PRIOR TO COMMENCEMENT**

The following documents must be presented -

- Enrolment Form with a \$300 deposit
- National Police Clearance or proof of application for Clearance

### **PRIOR TO THE COMMENCEMENT OF WORK EXPERIENCE**

The following must occur -

- Achievement of Senior First Aid Certificate
- Completion of payment of fees

### **RECOGNITION OF PRIOR LEARNING/MUTUAL RECOGNITION**

The Pursuits Group recognises the AQF qualifications and Statements of Attainment issued by other RTOs where applicable. Students may apply for RPL for units they feel that they have the skills and knowledge for. There is a fee for processing RPL applications. Please discuss this with us prior to enrolling.

## VENUE

- 121 Moolanda Boulevard, Kingsley - Our modern facilities are purpose built and fully equipped to ensure that students have plenty of practical experience before entering the workplace. We are conveniently located on a bus route and near to Whitford Train Station and we have plenty of free parking.
- Students will need to bring their lunch and will have the use of a dedicated kitchen and lunch room. We provide tea and coffee for morning and afternoon breaks.

## WHAT TO WEAR – PARKING – MOBILE PHONES - MESSAGES

- All students are requested to dress in neat, comfortable, casual attire
- There is ample parking on site
- Mobile phones must be switched off while training is in progress
- Messages may be left for trainees on: 9408 1100

## REFUNDS

Refunds shall only be made in relation to the learner ceasing or withdrawing from the training program or where The Pursuits Group cancels the program.

***Please note: we need a minimum of 6 students to run our courses***

Fees paid for training programs shall be refundable in the following circumstances:

- A cancellation, in writing, received minimum of 5 working days prior to commencement shall lead to a full refund, less 10% administration fee. ( ie 10% of \$1300 = \$130)
- Cancellations less than 5 working days prior to course commencement shall not be refundable.
- Where a program is cancelled by The Pursuits Group a full refund shall be provided.

The Certificate III in Aged Care runs throughout the year and you can begin at any time during the seven week cycle.

Further information is available from our Training Administrator by calling 9408 1100 or e-mail to [reception@pursuitsgroup.com.au](mailto:reception@pursuitsgroup.com.au)

# TRAINING ENROLMENT FORM



(TPG Use only) Student Type

Entered on Training Database

WPP (EQ)  WPP (WR)  PPP  T/ship  Priv

## Personal Information

Mr  Miss  Mrs  Ms  
 Other \_\_\_\_\_

Family Names: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone Hm: \_\_\_\_\_

Mob: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male

Female

Preferred Contact method

Email

Letter

Phone

## Course Applied For

Certificate III in Aged Care

Certificate IV in Aged Care

Apply First Aid

## Employment

Of the following categories, which best describes you employment status:

Full-time employee

Part-time employee

Self employed - not employing others

Employed - unpaid worker in family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

## Your country of Birth

Australia

Other (please specify) → \_\_\_\_\_

### Schooling

Are you still attending secondary school?

- Yes       No

What is your highest completed school level

- Year 12     Year 11     Year 10     Year 9     Year 8 or below  
 Never attended school

In which year did you complete that school level \_\_\_\_\_

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### Cultural and Language Diversity

Are you of aboriginal or Torres Strait Islander origin

- No       Yes - Aboriginal       Yes - Torres Strait Islander

Is English your first language?

- Yes       No (*please specify*) → \_\_\_\_\_

How well do you speak English

- Very Well     Well       Not Well       Not at all
- 

### Disability

Do you consider yourself to have a disability, impairment or long-term condition

- No  
 Yes (*please indicate the areas of disability, impairment or long-term condition*)
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Hearing/ Deaf | <input type="checkbox"/> Physical          | <input type="checkbox"/> Intellectual          |
| <input type="checkbox"/> Learning      | <input type="checkbox"/> Mental Illness    | <input type="checkbox"/> Acquired Brain Injury |
| <input type="checkbox"/> Vision        | <input type="checkbox"/> Medical Condition |  |
| <input type="checkbox"/> Other _____   |  |  |
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### Previous Qualifications

Have you successfully completed any vocational or tertiary qualifications?

- No (*Next question*)  
 Yes

Highest Level of Qualification (*i.e., cert I, II etc.*) \_\_\_\_\_

Area of Study \_\_\_\_\_

Year Completed \_\_\_\_\_

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### Computer Literacy

- Competent       Basic       Email/Internet User       Not used a computer
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### Study Reason

How did you come to choose this course?

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What do you see yourself doing in 5 years time?

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**Do you have:**

A Current National Police Clearance

- Yes       No

A Current First Aid Certificate

- Yes       No

A Job Seeker Referral

- No       Yes

→ Job Seeker Number: \_\_\_\_\_

→ Referring Organisation: \_\_\_\_\_

→ Case Manager: \_\_\_\_\_

→ Phone Number: \_\_\_\_\_

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**Emergency Contact**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Hm: \_\_\_\_\_

Mob: \_\_\_\_\_

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***TPG retains the right to withdraw or reject an application for enrolment***

Learner's signature: \_\_\_\_\_

Date: \_\_\_\_\_