

Dear

RE: CHC40108 CERTIFICATE IV 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 and a Traineeship Eligibility Questionnaire.

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

I look forward to hearing from you.

Yours faithfully

JENETTE ROBINSON
Training Administrator
reception@pursuitsgroup.com.au

CHC40108 CERTIFICATE IV IN AGED CARE

COURSE OVERVIEW

This course has a mix of theory and practice, with a major focus placed on practical experience such as showering, bed bathing, feeding, manual handling etc. The training is interactive and hands on which is very different to the traditional classroom/exam model training. Most assessments will be observations of practical tasks typical in the aged care industry with assignments to assess the learner's understanding of the underlying knowledge.

This qualification addresses work in residential facilities and the community within defined organisation guidelines and service plans.

The workers:

- Carry out activities related to maintaining an individual's well being through personal care and/or other activities of daily living
- May provide services to individuals with complex needs, and/or work with groups of older people
- Work may include support to promote independence and community participation, which may be provided as part of activities and programs in a variety of settings including residential and centre-based programs
- Report to service managers and liaise with professionals and other service providers
- May be required to supervise and/or coordinate a limited number of other workers

All workers undertaking work in the aged care sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation is provided and assessed as part of a holistic approach to delivery and assessment of this qualification.

Occupational names may include:

- Accommodation support worker
- Assistant hostel supervisor
- Care supervisor
- Care team leader
- Activity Assistant
- Day Centre Coordinator
- Hostel supervisor
- Personal care worker
- Program coordinator – social programs
- Support worker
- Assessment Officer

THE QUALIFICATION

The qualification has recently undergone some changes as a result of an upgrade to the Community Services Training Package required under the Australian Qualifications Training Framework. As a result the Certificate IV in Aged Care is now made up of 15 units; 11 compulsory units, 4 elective units and 6 pre-requisite Certificate III units as follows.

Pre Requisites

To gain entry into *CHC40108 Certificate IV in Aged Care* a candidate must be recognised as competent through a recognised training program or recognition process against the following pre-requisite units from *CHC30208 Certificate III in Aged Care* (or equivalent):

| PRE REQUISITES | |
|-------------------------|--|
| CHCAC318A | Work effectively with older people |
| CHCAC319A | Provide support to people living with dementia |
| CHCCS411A | Work effectively in the community sector |
| CHCICS303A | Support individual health and emotional well being |
| CHCPA301B | Deliver care services using a palliative approach |
| HLTAP301A | Recognise healthy body systems in a health care context |
| COMPULSORY UNITS | |
| CHCAC412A | Provide services to older people with complex need |
| CHCAC416A | Facilitate support responsive to the specific nature of dementia |
| CHCAC417A | Implement interventions with older people at risk of falls |
| CHCAD401D | Advocate for clients |
| CHCCS400A | Work within a relevant legal and ethical framework |
| CHCICS401A | Facilitate support for personal care needs |
| CHCICS402A | Facilitate individualised plans |
| CHCINF403C | Coordinate information systems |
| CHCNET404A | Facilitate links with other services |
| CHCORG406A | Supervise work |
| CHCOHS312A | Follow safety procedures for direct care work |
| ELECTIVE UNITS | |
| HLTHIR403B | Work effectively with culturally diverse clients and co-workers |
| CHCCS305A | Assist clients with medication |
| HLTAP401A | Confirm physical health status |
| HLTFA301B | Apply first aid |

COURSE DURATION

We deliver this course one day a month up to nine full day sessions at our fully equipped training rooms at 121 Moolanda Boulevard, Kingsley. Sessions run from 9 am to 4 pm.

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 fifteen units of competency you will be issued with a Statement of Attainment for each unit completed.

COST

Fee for Service

| | | | | | |
|-----------------|---|---------|-------------------|---|----------|
| Fee for service | - | \$1.800 | | | |
| Traineeship | - | \$750 | 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 (where required)
- National Police Clearance

RECOGNITION OF PRIOR LEARNING/MUTUAL RECOGNITION

The Pursuits Group recognises the AQF qualifications and Statements of Attainment issued by other RTOs where applicable. You are required to present your Statement of Attainment for Certificate III with your Enrolment Form

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 \$1500 = \$150)
- 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.

Further information is available from our Training Administrator by calling 9408 1100 or e-mail to 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 _____

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)

Hearing/ Deaf Physical Intellectual

Learning Mental Illness Acquired Brain Injury

Vision Medical Condition Other _____

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 _____

Computer Literacy

Competent Basic Email/Internet User Not used a computer

Study Reason

How did you come to choose this course?

What do you see yourself doing in 5 years time?

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: _____

Emergency Contact

Name: _____

Relationship: _____

Phone Hm: _____

Mob: _____

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

Learner's signature: _____

Date: _____