CHC30408 - Certificate III in Disability
About the course

This qualification is for people who are working in, or would like to work in, community or residential facilities providing lifestyle and residential support for people with disabilities.

The activities learnt in the course include; helping people to maintain personal care and general health, emotional well-being or community participation. You will report directly to a supervisor and are generally not responsible for other workers.

You are required to do 60 hours of workplacement to complete this course. To undertake this work placement you will need to be reasonably physically fit. This is because the tasks and activities associated with the work placement may involve manual lifting.

Clinical skills workshop

In order to complete this course, you will need to successfully complete the unit CHCICS301B Provide Support to Meet Personal Care Needs. This will require you to attend a two-day on-campus workshop. For more information on the workshop please contact customer help.

Types of Roles

Gain roles such as;

» Care assistant
» Home care assistant
» Personal care assistant
» Residential aide
» Disability support worker
» Family support worker

“I could work at night, or first thing in the morning – whatever suited my day.” Business Administration student and sheep station manager.
Entry requirements

Year 10 or equivalent OR relevant qualifications OR relevant vocational experience.

Work placement totalling 60 hours is required in this course in order to complete practical assessments. It is your responsibility to organise this placement with assistance from your course coordinator.

Minimum age

Minimum age of 17 years. If you are under 18 your application must be signed by a parent or guardian.

English language requirements

If English is not your first language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course.

Examples of appropriate evidence are listed below:

<table>
<thead>
<tr>
<th>Evidence</th>
<th>Example</th>
</tr>
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<tbody>
<tr>
<td>IELTS</td>
<td>Overall score of 5.5</td>
</tr>
<tr>
<td>TOEFL</td>
<td>530 (paper), 197 (computer), or 71 (internet)</td>
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<tr>
<td>Evidence of 12 months in English-speaking employment</td>
<td>Testimonial or statutory declaration</td>
</tr>
</tbody>
</table>

Fees

How much is the course?

Fee for service: $2,950

Call us on 1300 8233 669 for further information and advice.

Do you have a USI?

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia.

Find out more
Computer requirements
You will need access to a computer and the internet to complete this course. Minimum specifications for your computer are:

» Microsoft Office or equivalent
» Microsoft Windows XP, or later, or Mac OS X or above
» Up-to-date internet browser
You may also need access to a printer and the following applications:

» Adobe Acrobat Reader
» Adobe Flash Player.

Course timeframe and commitment
We suggest you aim to complete the CHC30408 - Certificate III in Disability over 12 months. We recommend you study 10 hours per week. As you are studying flexibly, this is a guide only and if you feel you are unable to complete within this timeframe, please discuss with your teacher.

Delivery mode
The CHC30408 - Certificate III in Disability is offered through TAFEnow and delivery is online which involves training and assessment using web-based materials where you are supported and guided in your learning by teachers with interaction by email, phone calls, forums and chat groups. You also have access to support services.
Clinical skills workshop

In order to complete this course, you will need to successfully complete the unit CHCICS301B Provide Support to Meet Personal Care Needs. This will require you to attend a two-day on-campus workshop.

Requirements

The unit CHCICS301B Provide Support to Meet Personal Care Needs is highly practical and requires demonstration of eight clinical skills under the normal range of workplace conditions. Each of the below skills will need to be demonstrated to your assessor during a two-day Clinical Skills workshop.

These skills are:

1. Mobility aids - You must successfully demonstrate all steps of the clinical skill for at least two aids below, including at least one transfer in and out of a vehicle:
   - transfer belt
   - hoist
   - slide sheet
   - slide board
2. Assist client with oral hygiene – care of dentures and/or natural teeth
3. Showering, dressing, undressing, shaving and grooming
4. Bed bathing
5. Assist client with the application of compression stockings
6. Assist client with hydration and nutrition
7. Toileting and the use of continence aids (elimination)
8. Simple eye care

“There were a few difficult parts in my course, but overall it was really awesome.” HSC student studying Network Administration to prepare for a degree in computer Networking.
Individual learning plan

An Individual Learning Plan will be developed in consultation with you, your employer (if applicable) and TAFEnow.

Your Individual Learning Plan will include the units/modules to be completed, the method of assessment and the learning and assessment timeframes. You will also be provided with a copy of your Individual Learning Plan.

Units and assessment methods

Listed below are the units you will be required to successfully complete to achieve this qualification. This also provides information on how each unit will be assessed.

This qualification requires you to complete 14 units. These comprise 9 core units, 1 compulsory WHS elective and 4 electives. If you have particular needs in your workplace, contact your course coordinator to discuss options.

For more information on the units of competency below visit http://training.gov.au

Core units

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Assessment Methods</th>
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</thead>
<tbody>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>Research, Case study</td>
</tr>
<tr>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td>Case study</td>
</tr>
<tr>
<td>CHCDIS302A</td>
<td>Maintain an environment to empower people with disabilities</td>
<td>Case study</td>
</tr>
<tr>
<td>CHCDIS322A</td>
<td>Support community participation and inclusion</td>
<td>Report, Short answer questions</td>
</tr>
<tr>
<td>CHCDIS323A</td>
<td>Contribute to skill development and maintenance</td>
<td>Short answer questions, Case study</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs*</td>
<td>Theory, Workshop</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
<td>Case study, Short answer questions</td>
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* to successfully complete this unit you will be required to attend an 2-day on-campus workshop
### Compulsory WHS unit

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Assessment Methods</th>
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</thead>
<tbody>
<tr>
<td>HLTWHS300A</td>
<td>Contribute to WHS processes</td>
<td>Report</td>
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<td></td>
<td></td>
<td>Short answer questions</td>
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</tbody>
</table>

### Elective units

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Assessment Methods</th>
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</thead>
<tbody>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework</td>
<td>Short answer questions</td>
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<tr>
<td></td>
<td></td>
<td>Case study</td>
</tr>
<tr>
<td>CHCDIS411A</td>
<td>Communicate using augmentative and alternative communication strategies</td>
<td>Short answer questions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case study</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>Research</td>
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<tr>
<td></td>
<td></td>
<td>Presentation</td>
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<td></td>
<td></td>
<td>Report</td>
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<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
<td>Research</td>
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<td></td>
<td></td>
<td>Short answer questions</td>
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Assessment overview

» This qualification is ungraded.

» Every assessment event must be successfully completed in order to demonstrate competence in each unit.

» If you do not successfully complete an assessment event you will be given the opportunity to undertake another assessment at another time. Only two (2) attempts may be made on each individual assessment event within your current enrolment. If you experience difficulties please negotiate with your teacher.

» You will receive feedback on each assessment within 5 working days.

» If you want to view your unit results at any time, your teacher can provide you with instructions on how to access your student record via student e-Services.

» All TAFE students are eligible to apply for Recognition of Prior Learning (RPL).

» If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately talk with your teacher about ‘reasonable adjustment’. This is the adjustment of the way you are assessed to take into account your condition however the assessment criteria cannot be altered.

» If you do not agree with the result given for your assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your teacher.

» For more information on assessment, refer to ‘Every Student’s Guide to Assessment in TAFE NSW.’

Plagiarism

Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people’s work.

Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.
About work placement

Work placement can be a rewarding part of your studies as it enables you to experience the workplace and to practise the skills and knowledge you have gained in your studies. In some cases you may be required to undertake work placements at more than one workplace to meet the course requirements and the scope of activities available within that workplace.

We encourage students to find their own workplace however, guidance will be provided by your Course Coordinator.

Work placement involves doing set tasks and activities over time under supervision in the workplace.

Note that Criminal Record Checks and Working with Children Checks will be required in this industry and, in most cases, before placement is commenced.

Workplace assessments

In addition to written assessments, some units/modules also require workplace assessment. Workplace assessment involves evaluating your performance in a range of practical skills within the context of actual workplace situations and conditions and may occur on several occasions over a period of time. Workplace assessment may involve completing a logbook, a portfolio of workplace evidence and interviews that correlate specifically to workplace activities, tasks, roles and services.

Your steps to work placement

1. Read your Workplacement Guide. This guide provides information about the structured workplace learning process.
2. Send out the workplace introduction letter.
3. Fill out the workplace assessment approval form. This form captures important information about your proposed host organisation.

“Initially I was concerned about doing a course online, but the learning materials and assessments were very relevant to what I’m doing in my work. The teacher support was fantastic too.” Human Resource Management student and HR leader in the health services industry.
Recognition of prior learning

All students in TAFE NSW are entitled to apply for recognition in the course or qualification in which they are currently enrolled. It is recommended that the application for recognition be made as soon as possible after enrolment.

The aim of granting recognition is to reduce the amount of learning required to achieve a qualification or accredited course by acknowledging an individual’s skills and knowledge acquired through formal and informal learning.

Students enrolled in a government subsidised qualification or accredited course can apply for recognition in that qualification at no additional charge and, under NSW Smart and Skilled may be eligible for a reduced student fee based on recognition granted.

For more information click here or discuss with your Course Coordinator.

Getting the most out of your course

Online learning is best suited to people who are self-starters and really want to learn to improve their career prospects. Just because you don’t have to leave your home or workplace, the online learning isn’t necessarily easier than classroom learning, it’s just different.

To help overcome these barriers, we would strongly encourage you to:

» **Seek support** from course facilitators, friends, family or workmates in supporting you in your study goals.

» **Set aside regular times** for online learning and study each week. Try not to deviate from these set times.

» **Set clear goals** on what you want to achieve, by when, to ensure you achieve your course outcomes.

» **Engage in the Course Forum.** The Course Forum in your course enables you to engage with your facilitator and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

» **FAQs.** Frequently asked questions are available within each course and unit area.
Student support options

The CHC30408 - Certificate III in Disability can be both academically and personally challenging. Learner support is available to assist you with academic writing and referencing, time management, study plans, general study tips and goal setting.

Counselling and Support services

At TAFEnow you are more than just a number to us. We provide a Counselling and Career Services website developed by professional counselling and careers staff with comprehensive information and resources to help you with your study, career development or personal issues. Access to online services like The Desk means there is a wealth of personal, health and study information at your fingertips.

Your Tutor

Stuck? Get unstuck with yourtutor.

When you have a writing, grammar, research, referencing or other study question, sign in at yourtutor.com.au/nctafe – use your DEC username, the same user name as you use to sign into TAFEnow.

Real-life, on-demand experts will help you with your question. You can even get help with essential bridging knowledge for maths, science and business studies.

You can also share a file in real-time for feedback on your writing or to discuss tables, diagrams and charts.

Smart Study Guide

This resource is for students at North Coast TAFE. It is a referencing guide adapted from the Harvard referencing style. The Smart Study Guide aims to help you succeed in your course and achieve your goals. This guide includes useful tips to develop your skills in time management, researching, note taking and referencing. Download your free guide

Library Services

TAFEnow’s full library services are just a click away, whether you are studying near a campus or far away.

You have access to all Libraries in the TAFENSW network with full borrowing privileges.
Before you enrol

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFEnow.

For more information on the USI click here.

How to enrol

Enrolling with TAFEnow is easy!

- Enrol online today by visiting our website at www.tafenow.com.au and select your enrolment method from the options available.

- Enrol by phone. Just call one of our TAFEnow Customer Service Staff on 1300 8233 669

- Email tafenow@tafensw.edu.au and our friendly customer help team will contact you to finalise your enrolment.