



Pines Learning

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CHC43121 Certificate IV in Disability Support

2023 COURSE INFORMATION GUIDE



Version 1 2020



About Pines Learning

Pines Learning was established in 1978 and was previously known as Donvale Living and Learning. Pines Learning Incorporated (RTO no. 3774) is a not-for-profit Registered Training Organisation, delivering nationally accredited qualifications.

As well as accredited qualifications Pines Learning offers the following:

- ▶ Computer courses
- ▶ Pathways to employment courses
- ▶ Victorian Certificate of Applied Learning (VCAL)
- ▶ English classes
- ▶ Health, fitness and wellbeing classes

Pines Learning strives to meet the needs of its community. It believes learning is a lifelong process and welcomes diversity in its students, trainers, and staff.

This guide is designed to provide you with basic information about the course to enable you to make an informed decision about your choice of course and training provider. If you require any clarification or further information, please contact the Course Coordinator on 9842 6726, or send an email to aarhi.prakash@pineslearning.com.au

Course Coordinator: Aarhi Prakash

About the Course

This course will enable you to gain a nationally accredited qualification in an industry which offers a broad range of employment opportunities. Successful completion of this course will enable you to work as a Disability Support Worker in a range of community settings and clients' homes.

Pines Learning provides quality training in a supportive learning environment, with modern facilities and small class sizes. All training is delivered by experienced and qualified trainers who are passionate about the industry.

Course Prerequisites

Completion of: CHC33021 Certificate III in Individual Support (Disability). The list of electives are listed below

CHCDIS011 Contribute to ongoing skills development using a strengths-based approach

CHCDIS012 Support community participation and social inclusion

CHCDIS020 Work effectively in disability support

OR

Completion of: CHC33015 Certificate III in Individual Support (Disability). The list of electives are listed below

CHCDIS001 Contribute to ongoing skills development using a strengths-based approach

CHCDIS002 Follow established person-centred behaviour supports

CHCDIS003 Support community participation and social inclusion

CHCDIS007 Facilitate the empowerment of people with disability

HLTINF001 Comply with infection prevention and control policies and procedures

OR

Completion of: CHC30408 Certificate III in Disability **PLUS** the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set. The list of units in the skills set are listed below

CHCCCS041 Recognise healthy body systems

CHCDIS020 Work effectively in disability support

HLTINF006 Apply basic principles and practices of infection prevention and control

This course is targeted towards students holding one of the above pre requisites and are seeking employment as a disability support worker in community, home or residential care setting.

Training Venue

Students can complete this course at our Doncaster East Campus, which is located at The Pines Activity Centre, 1/520 Blackburn Rd Doncaster East (next to The Pines Shopping Centre).

Entry Requirements

Pines Learning has set the following entry requirements for enrolment in this course:

- attendance at an information session or one on one interview prior to enrolment,
- suitable level of LL&N skills as determined by completion of a LL&N assessment,
- suitable level of computer and digital literacy skills,
- access to suitable technology (as specified in Appendix A of this Course Guide),
- ability to commit to at least 120 hours of work placement,
- ability to apply for and receive a clear Police Check,
- ability to apply for and receive a Working With Children check card,
- ability apply for and obtain NDIS clearance check

Student Support

Pines Learning embraces flexibility and equal opportunity and encourages people to apply for enrolment without discrimination.

A range of Student Support services are provided. Refer to the Student Handbook for details.

When you attend the course interview, please advise your interviewer if you feel you may need extra assistance to complete the course.

Information Sessions

All candidates are required to attend an information session in order to be eligible to apply for a place in the course. At the information session candidates will be required to complete a Literacy and Numeracy Activity. At the end of the Information Session interested candidates will need to attend a short one-on-one interview.

Dates of information sessions can be obtained from Reception staff, or you can book online at our website www.pineslearning.com.au Bookings are essential.

Candidates are required to bring the following items to the Information Session:

- Green Medicare card
- Document with photo ID (preferably drivers licence or current passport)
- Concession card (if applicable)
- Certificates or statements for units of competency listed under the pre requisites completed in Australia or formally recognised in Australia

Required Units

In order to be awarded the CHC43121 Certificate IV in Disability Support, students are required to successfully complete a total of 10 units, of which seven are core and three are elective units.

For this course Pines Learning has selected the elective units based on industry feedback

Code	Title	Core	Elec
CHCCCS044	Follow established person-centred behaviour supports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCDIS017	Facilitate community participation and social inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCDIS018	Facilitate ongoing skills development using a person-centred approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCDIS019	Provide person-centred services to people with disability with complex needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCLEG003	Manage legal and ethical compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCMHS001	Work with people with mental health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTWHS003	Maintain work health and safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHCCCS036	Support relationships with carer and family	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHCCCS037	Visit client residence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHCDIS015	Develop and provide person-centred service responses	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Future Training Pathways

Students who complete the Certificate IV in Disability may choose to go on to complete either of the following qualifications:

- CHC43015 Certificate IV in Ageing Support
- HLT54121 Diploma of Nursing.
- CHC53415 Diploma of Leisure and Health

Recognition of Prior Learning (RPL) and Credit Transfer

If you have been working in the Disability sector for more than a year and have gained sufficient experience, you may be eligible for Recognition of Prior Learning (RPL) for one or more units. This is the acknowledgement of skills and knowledge obtained through formal training/education, relevant work experience and/or life experience.

RPL applicants need to provide sufficient documented evidence of current competence and be assessed in the workplace.

If you have successfully completed one or more units at another learning institution you may be eligible for credit transfer. In this case you must provide your original academic transcript as proof of completion.

If either of these applies, please mention it at your interview or when you enquire about the course.

Applications for RPL **must be made prior to the commencement of the course.**

Course Structure

The course runs from 9 September 2023 to 25 July 2024, and classes will be held every Thursday , 6-9pm via zoom and 1 Saturday per month, face to face training 9.30am-4pm. From February 2024 students will be required to attend practical placement two days per week, in addition to their class day. (Please note: no classes are held during the term breaks)

Students are required to complete 120 hours of placement in residential disability centre or day centre, aged care or other community settings.

Practical Placement

Practical Placement is a vital part of the course which allows the student to practice their knowledge and skills in the workplace.

Students are required to undertake 120 hours of practical placement during the course, and to attend at least two days a week. Pines Learning coordinates placements for students however students are also encouraged to organise their own placement if they choose.

To successfully complete the course students must provide evidence of regular and consistent work practice. This means attending the workplace regularly and on-time (as arranged with the service Coordinator or Manager). Regular and consistent work patterns also allow for a fair and valid assessment.

Students will be assessed twice in the workplace by a qualified Pines Learning assessor.

Practical Placement Guidelines

Students are covered by insurance while on placement and the welfare of the student remains the responsibility of Pines Learning. An agreement and schedule must be signed by representatives from Pines Learning and the placement Centre before placement can commence.

Pines Learning has guidelines for placement which include working a shift of no more than eight hours, and an exemption which allows students to commence placement at 7am as this is an industry expectation.

A copy of the guidelines is included as Appendix B - Student Welfare and Practical Placement Guidelines.

Training Delivery Method

The training delivery method for this qualification is a combination of self-paced learning, face-to-face classroom based learning, and practical experience in the workplace. Students will be provided with training and technical support to access and use online resources.

Students will need to access the online platform, Moodle, to submit assessment tasks. Students will be provided with training and technical support to access and use Moodle.

A copy of the Pines Learning Online Service Standards is included at Appendix A of this Course Guide, and includes details of the technical requirements.

If you have any questions or concerns please contact the Course Coordinator. Exceptions and reasonable adjustment may be possible for students unable to access or use the required technology.

Assessment Methods

Assessment will be via a combination of:

- Written tasks
- Simulations in class (Role plays)
- Observation in the workplace

- Supervisor reports
- Oral questions if required

Accredited training is assessed against a specified benchmark and is Competency based. This means that no marks are given and students are assessed as either “Competent” or “Not Yet Competent”

If a student is deemed Not Yet Competent there are at least two chances to resubmit the work.

Funding

Funding for accredited courses is provided by the Higher Education and Skills Group (HESG) with money from State and Commonwealth government. In order to access the funding, you must meet certain criteria set out below and will be required to sign a declaration.

To qualify for funding, you must be either an Australian citizen, a Permanent Resident, or a New Zealand citizen.

For further details of eligibility criteria, you can go to:

<https://www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx>

A limited number of Non Funded places will be offered in all courses.

Course Fees

Course fees are made up of Tuition and Student Amenities and Services.

Course fees for 2023 are as follows:

Funded:	\$530
Funded with concession:	\$220
Non Funded:	\$1696

Note:

- The student tuition fees as published are subject to change given individual circumstances at enrolment.
- Instalment payment plans can be organised for students who need support in paying course fees and for students who are not eligible for funding.

The concession rate is available to people in the following groups:

- Commonwealth Health Care Card holders, and their dependant children and dependant partners
- Pensioner Concession Card holders, and their dependant children and dependant partners
- Veterans Gold Card holders (but not their dependants)

To be eligible for the concession rate the person enrolling must either have the card or be able to show that they are a dependant of a card-holder.

Concession rate is also available under the Indigenous Completions Initiative for individuals who self-identify as being of Aboriginal or Torres Strait Islander descent.

Concession may also be available to Job Seekers if they have been issued a standard Job Seeker Referral form.

Enrolment

Successful applicants will be offered a place on the course. To secure a place on the course the applicant will be required to enrol by the specified date otherwise the place may be allocated to another applicant.

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking nationally recognised training delivered by a registered training organisation to have a USI. A USI will give you access to your online USI account, which will contain all your nationally recognised training records and results from 1 January 2015.

Pines Learning can apply for a USI on your behalf. On our enrolment form there is a section you will need to complete which provides Pines Learning with permission to apply for your USI. You will also need to provide us with your current Medicare Card and Drivers Licence. If you already have a USI you will need to provide us with your USI on enrolment. For further information regarding the USI please speak to the Training Support Officer or visit www.usi.gov.au

Policies and Legislation

Pines Learning policies and government legislation relating to students is on our website

What Next?

If you are interested in enrolling in this course please call 9842 6726 to book into an upcoming Information Session, or to register your interest in future courses. If you would like further information, please contact the Course Coordinator on 9842 6726.

Course Coordinator: Aarthi Prakash

Appendix A

Appendix A

Online Service Standards

Pines Learning offers the CHC43121 Certificate IV in Disability Support with the training delivery method as a blended learning approach. It is a combination of self-paced, face-to-face classroom based learning, and practical experience in the workplace.

Pines Learning is committed to providing a quality learning experience for students studying online and independently, and these online service standards explain our commitment to students in key areas.

STUDENT SUPPORT

Pines Learning will provide the following support to students studying any aspect of their course online. Trainers:

- Will be available for questions during the scheduled Study Support sessions, or via the Student Portal
- Will be able to answer questions during the scheduled face-to-face classes for each unit
- There will be a maximum of 12 learners to each trainer

Administrative/Technical Support:

- Will be available by phone or email between 10am and 2pm Monday to Friday
- Will reply to queries and requests for technical support within 48 hours

Support Services:

- Course coordinators are available by appointment to discuss any concerns or requests for additional support

STUDENT ENTRY REQUIREMENTS AND TECHNICAL REQUIREMENTS

Pines Learning conducts a comprehensive Pre-Training Review for all prospective students to determine whether the course is suitable and appropriate for their individual needs. As part of the Pre-Training Review, we will include assessment of your digital literacy, by:

- Asking you to undertake a self-assessment quiz
- Discussing the quiz outcomes and making recommendations about whether the course is suitable for you, and identifying additional support where required

Pines Learning uses Moodle as the learning platform for online course delivery. The following are the minimum information technology requirements to enable optimal access to the Student Portal:

- A device with a minimum of 5GB memory and 1Ghz processor
- Microsoft Windows 8 and above or Mac OS version 10 and above

Web-based content is available on hand held devices including mobile phones and tablets

An introductory module and FAQs on Moodle can be found at

https://docs.moodle.org/33/en/Installation_FAQ

The minimum system requirements are as follows:

iPad Device

Minimum recommended device is an iPad3/iPad mini retina running on iOS 8

iPhones are not recommended with this app

Android Device

Minimum recommended device is a Galaxy Tablet 10" running on Android OS 5 (Lollipop)

PC / Laptop/ Tablet (Running Microsoft Windows)

Minimum recommended device is an i3 processor with 4GB of memory, 250GB of free disk, and a screen resolution of 1280 x 1024 running on Windows7 or above

MAC device (Running MAC OS)

Minimum recommended device is an i5 processor with 4GB of memory, and 200GB of free disk, running on Apple Mac 10.11 (Maverick)

Browser Reader version

Minimum browsers include Internet Explorer-10, Internet Explorer -11 (Edge format), Google Chrome-37 and above, Firefox-32 and above, and Safari-5.1 and above.

LEARNING MATERIALS

Pines Learning ensures that learning materials used in online training are interactive and are presented in a variety of formats, including:

- Guided content
- Graphics
- Video
- Audio
- Quizzes
- Interaction through discussion forums

STUDENT ENGAGEMENT

We will monitor your participation and ensure that you continue to progress through your course.

Collaborative learning opportunities will be provided so that you can interact with your trainers and peers through:

- face-to-face classes
- discussion forums
- attending study support sessions

Ongoing feedback will be provided as you study through:

- Interactions with trainers in informal discussion forums
- In response to individual queries and in relation to tasks you complete

MODE AND METHOD OF ASSESSMENT

The method of assessment for each unit will be a combination of at least two of the following:

- Demonstration/observation
- Written assessment task
- Work placement/practical tasks (where specified)
- Third Party reports

Written theory assessments are to be submitted via the Student Portal. All other assessments will take place in either the classroom or the workplace.

TRAINERS

All trainers delivering this course at Pines Learning are experienced in facilitating active learning and using the flipped classroom approach, whereby students complete the theory as self-paced learning

and class time is spent in discussion, consolidating learning, practical work, and enhancing learning. In addition, the trainers have undertaken professional development to support students through the use of discussion forums, and in using the technology.

Trainers also undertake ongoing development, including participation in trainer meetings to discuss and share ideas for improvement of delivery.

Appendix B

Student Welfare and Practical Placement Guidelines

All students undertaking the CHC43121 Certificate IV in Disability Support are required to complete practical placement as part of the course.

Benefits of practical placement are:

- Opportunity to practice the skills and knowledge learnt in class
- Possibility for students to gain employment via practical placement

Pines Learning will endeavour to accommodate specific requests for practical placement but this cannot be guaranteed.

Student Welfare

Whilst on practical placement students are to be supervised by appropriately qualified staff. Students are covered by insurance whilst on placement. To activate the cover students are required to complete a practical placement schedule and agreement with their placement centre and Pines Learning **prior to** commencing.

Regulations require that for student safety classes will not be scheduled for more than eight hours in any one day and not outside the hours of 8.00am to 10.00pm. Pines Learning has obtained an exemption to allow students to start practical placement from 7am where this is an industry requirement. Students will not be required to work longer than an eight-hour shift.

Should these conditions for practical placement cause undue hardship please see the Course Coordinator prior to enrolling in the course.

