

Certificate III in Aged Care Certificate I Aged Care Certificate III Aged Care Ce



Certificate III in Aged Care

***Fast Track to career success
with a trusted name in Aged
Care***

Complete the course in 3
months or 18 months.

Study when you want, where
you want and at your own
pace.

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What is the Certificate III in Aged Care?

A Certificate III in Aged Care is your first step in a pathway to working in Aged Care or Community Care. It also provides a wealth of opportunity for younger Australians to commence a career path in one of Australia's fastest growing employment sectors.

Qualification	CHC30212 Certificate III in Aged Care
Delivery Method	Distance education with an optional workshop and a minimum of 2 weeks work placement
Course Duration	Maximum 18 months to complete from enrolment date.
Pre-requisites	Nil
Enrolment Date	Anytime – start today!
Price	\$1,500 paid in two or three payments of equal proportions. This course should be completed within 18 months. If you do not complete within 18 months, an additional yearly enrolment fee of \$350 will be charged.
Work Placement	You are required to complete a minimum of 10 full day's work placement and preferably 15 days as part of this course. This can be completed in weekly blocks or as volunteer work on weekends where possible. Daniels Associates will assist you to find your work placement in as convenient location to your home as possible.

Who are Daniels Associates?

Daniels Associates is a private registered training organisation who have been in business for more than 25 years and over 10 years as a registered training organisation. Our organisation is a trusted name in Aged Care and has relationships with many of the largest Aged Care Providers in Australia. When you are awarded a qualification in Aged Care from Daniels Associates it is recognised as a quality qualification.

Pathways: After completing your Certificate III in Aged Care many students go on to complete their Certificate IV in Aged Care and for some they will continue on their pathway to a Diploma of Nursing.

What does an Assistant in Nursing (Certificate III in Aged Care) involve?

The role of an Assistant in Nursing (AIN) involves caring for older people and assisting them with their activities of daily living. The type and level of activity will depend upon the ability of the older person to look after themselves. Some of your activities would include assisting older people to bathe, shower and use a toilet; assist them with dressing and grooming (combing their hair, shaving etc.). As your career progresses to a Certificate IV you will become a team leader and supervisor of small group of staff. Your career path could then progress to a Diploma of Nursing and possibly manager of a Nursing Home with responsibility to oversee one hundred or more staff.

Learning Support:

You will be supported in your learning by expert trainers and assessors who are only a phone call away. We encourage you to call use and discuss the course in detail prior to commencing. Throughout your study we are only a phone call away. If you are unsure of something or have any questions related to the learning or assessment materials please give us a call to discuss your concerns.

Assessment:

There are NO exams!!! For each unit of competency, two (2) forms of assessment are used; these are assignment questions and short case studies. Please refer to the "How will I be assessed" for full details of assessment activities.

Delivery:

This course is designed to be delivered by correspondence as a self-paced learning program. Self-paced means you can study where and when you want and manage your study around your career and personal life. No set timetables. Study when you want, where you want and at your own pace.

How long it will take to complete the course?

You have 18 month to complete this course. You work at your own pace and are able to complete the course as quickly as you can work through the learning and assessment materials.

Learning & Assessment books:

You can request copies of your learning and assessment materials as print versions or email versions or both. All learning materials are supplied as part of the course cost.

However, there are some excellent textbooks available if you are interested in purchasing additional resources. The can be purchased either through Daniels Associates or the Co-Op Bookshop. Please call us for additional purchase information.

Section (1) Course Structure/ Curriculum

TABLE (1) The FIVE main clusters are as follows:

Cluster Title		Competency units in cluster
1	Introduction Introduction to Aged & Community Care	CHCAC318B - Work effectively with older people (core) HLTAP301B - Recognise healthy body systems in a health care context (core)
2	Basic Compliance Understanding the basics in Aged & Community Care	CHCCS400C - Work within a legal and ethical framework (elective) CHCWHS312A - Follow WHS safety procedures for direct care work (core) HLTIN301C - Comply with infection control policies and procedures (elective)
<i>After completing the first two clusters you are required to make your second payment. Upon receipt of your second progress payment the work books for Cluster 3 will be sent to you.</i>		
3	Personal Care Delivering Personal Care to clients	CHCICS302B - Participate in the implementation of individualized plans (core) CHCICS301B - Provide support to meet personal care needs (core) CHCAC412B - Provide services to older people with complex needs (elective)
<i>The third and final payment is required prior to work placement and prior to send you Learning and Assessment books for Cluster 4 and 5. Note: If you have paid in full at the second payment the remaining clusters 3, 4 and 5 will all be sent to you.</i>		
	Workshop	There will be a one day work shop provided to students in Sydney, Wollongong and Newcastle prior to work placement. It is strongly advised all students attend this workshop.
	Work placement	Any time after completing Cluster 3 and prior to completing the course. You can complete the whole course prior to work placement.
4	Special Care Needs Dementia & Palliative Care	CHCAC319A - Provide support with dementia (core) CHCPA301B - Deliver care services using a palliative approach (core) CHCICS303A - Support individual health and wellbeing (core)
5	Independence and diversity Understanding importance of independence	CHCCS411C - Work effectively in the community sector (core) CHCAC317A - Support older people to maintain their independence (core) HLTHIR403C - Work effectively with culturally diverse clients and co-workers (elective)

We strongly recommend you work through the competency clusters and units within each cluster in the recommended order above.

You are required to complete the first three clusters prior to work placement arranged by Daniels Associates. Note: This does not limit your ability to arrange your own volunteer work placement at any time.

Work placement:

As part of this course you will be required to spend a minimum of 2 weeks working in an Aged Care facility. This is your opportunity to SHINE! Many facilities are continually looking for new staff and if you make the right impression through conscientious hard work, many of our students have been offered positions from their work placement; some before they even complete the course. Quite often a new employer will sign new staff up to a traineeship which will fund the remainder of your education.

Prior to work placement you are required to obtain a ***POLICE RECORD CHECK. No Aged Care facility will allow you to work with their organisation without a current (less than 6 months old) police check.*** These can be obtained from your local Police Station.

You will be supplied an information sheet on your work placement prior to commencing any work placement. You will also be required to complete a short medical history check prior to your work placement.

You must complete the first three (3) clusters (as per table 1) prior to your work placement and make the course payment in full.

Section (2) - How does the learning and assessment process work?

Learning Resources

The learning resources will be supplied in clusters with your assessment materials. It is strongly recommended that you work through the five books in order as each book builds on the lessons from the previous book.

You will be supplied five (5) learning books as follows:

Book 1 – Introduction - Introduction to Aged & Community Care

Book 2 – Basic Compliance - Understanding the basics in Aged & Community Care

Book 3 – Personal Care - Delivering Personal Care to clients

Book 4 – Special Care Needs - Dementia & Palliative Care

Book 5 – Independence and diversity - Understanding importance of independence

Each book contains a number of competency units as detailed in the Clustering table on page 3.

The learning resources are either emailed or printed and sent to you in sections. Please allow up to 5 working days to receive your learning and assessment materials.

Each Learning Resource and Assessment Booklet is broken down into sections. After completing a section of the Learning Materials you should then answer the questions and case studies from the Assessment booklet. As you work through each assessment book you will find a reference table guiding you to the appropriate section of the Learning Resource to assist you in answering questions. At any time you are unsure of an interpretation or are having difficulty understanding any materials or assessments questions please give us a call because we are here to help you.

How will I be assessed?

There are a total of five assessment methods used in this qualification. You will be assessed using a combination of Assignment Questions and short Case Studies for all units of competency. These will be completed as part of your correspondence/distance learning.

For clusters 3 and 4 in Table (1) above, you will also be assessed in the workplace using a combination of Observation/Verbal Questions and Third Party (workplace supervisor) evidence. You will also be required to complete a daily Work Journal to identify the activities you have performed and assisted other people to complete. These assessments will all be completed as part of your work placement.

Assessment books:

Each competency unit has an assessment booklet. These assessment booklets are mailed to you in clusters to accompany the learning materials. You can mail back each assessment booklet as you complete them or wait until you have finished a cluster and mail the whole cluster, whichever is most convenient for you.

Assignment & Case Studies:

You will be required to answer a number of assignment questions requiring short answers to each question. Some of these questions may consist of multiple parts. You **MUST** answer all questions or your assessment work books will be returned to you for completion.

The answers to all activities will be found in the Learning Resources. As you work through each assessment book you will find a reference table guiding you to the appropriate section of the Learning Resource to assist you in answering questions. At any time you are unsure of an interpretation or are having difficulty understanding any materials or assessments questions please give us a call because we are here to help you.

Case Studies involve the practical demonstration of skills and knowledge. These case studies require you to apply your learning to real life situations. Again the reference table directs you to the appropriate section of the learning materials to assist you in answering the case studies.

Mailing Assessment books: You are strongly advised to make copies of any assessment materials before mailing them back to us. There is nothing more frustrating than having to repeat an assignment because it was lost in the mail.

Assessment materials can also be provided to you as word documents so you can type in the answers and email completed assignment back to us.

Workplace Assessment – Observation & Verbal Questioning:

A significant part of your learning will occur during your work placement. It is during this time you will be required to apply your newly developed knowledge and skills in real life. There are many activities you will perform as part of your work placement and it is important you perform these tasks according to industry standards. Part of your assessment will confirm your ability to carry out these tasks according to industry standards. You will have a workplace trainer visit you in the workplace during your work placement to perform this assessment.

Workplace Evidence – Third Party (Supervisor) Evidence:

Part of the evidence gathering process for your assessment will involve your work placement supervisor to confirm you have completed your tasks consistently and to industry standards for the period of your work placement. You will be provided with an evidence checklist for your workplace supervisor to complete on your behalf.

Workplace Evidence – Work Journal

During your work placement you will perform many personal care tasks on a daily basis. It is important you write these tasks in your journal at the end of each day. This evidence will be used by your course trainer/assessor to assist passing you for the practical components of clusters 3 & 4.

Submitting your completed workbooks:

The completed assessment workbook can be sent by any of the following methods: Email, Fax or Mail.

Email: agedcare@danielsassociates.com.au

Fax: 02 4962 4465

Mail: P.O. Box 738 Newcastle NSW 2300

STUDENTS ARE STONGLY ADVISED TO KEEP A COPY OF ANY ASSESSMENT BOOKLETS SENT BY MAIL.

Section (3) - Support

Remember: We are here to support your learning and answer your questions. So if you would like to give us a call to discuss the program and provide you some advice or support please do not hesitate to call us on 02 4962 4435.

If a Certificate III in Aged Care is a new career path for which you have little prior knowledge or experience please call and chat with our course trainers, it could save you a lot of time.

Our training and assessment staff for Certificate III in Aged Care include Christa, Jenny and Ros – all of whom hold qualifications as Registered Nurses and Certificate IV in Training & Assessment.

The Aged Care sector may be full of new words and at times may seem like another language, but when you call us for advice we will explain to you in plain simple English.

Section (4) - Payment Plans:

You can pay for your course in 2 or 3 instalments as follows:

Payment plan (1) - 2 Instalment payments

Payment 1 - \$750 on enrolment

Payment 2 - \$750 after completing first 2 clusters.

Payment plan (2) - 3 Instalment payments

Payment 1 - \$500 on enrolment

Payment 2 - \$500 after completing first 2 clusters.

Payment 3 - \$500 after completing cluster 3 and before work placement

Refund Policy:

Full refund for student cancellations within 10 working days of paying the enrolment fee

50% refund within 20 days of paying enrolment fee

No refund after 20 days.