



CERTIFICATE III DISABILITY CHC30302

Productivity Places Program

Who is eligible for a free training place?

- People need to be currently looking for work
- Australian citizen or a permanent resident of Australia
- Over the age of 15
- Have been assessed by an employment service provider or training organisation as having capacity to benefit from the training.
- Please note, full-time students and people who are self employed are not eligible for the free training program.

What happens if you are not eligible?

If you not eligible you can still participate in the training and pay a fee which can be done through a payment plan. Please talk to Laura or Sharon about this.

Course Details

This course is a basic introduction that enables workers to perform their duties in the disability field to a high standard and comply with the regulations. Gain knowledge into how to carry out activities that are related to maintaining the individual/personal care and other activities related to caring for people with disabilities. This certificate can assist you in gaining employment as; Disability Support worker, Community care Giver, Home Care assistant.

Course Duration: The course is full time and held over 20 weeks with 2 days per week structured classroom delivery and 1 day per week study with access to a tutor.

Location: Classes will be conducted from 9.15 am - 3.00pm at Warragul, Latrobe Valley and Pakenham

Core Unit code:	Unit title	Nom Hours
CHC ADMIN 5C	Work within the administrative protocols of the organisation	75
CHC COM 2B	Communicate appropriately with colleagues and clients	20
CHC DIS 1C	Orientation to disability work	50
CHC DIS 2C	Maintain an environment designed to empower people with a disability	90
CHC DIS 5C	Contribute to positive learning	50
CHC OHS 302A	Participate in safety procedures for direct care work	30
CHC ORG 3B	Participate in the work environment	20
CHC CS 405A	Work effectively with culturally diverse clients and co-workers	30
Elective Units		
CHCAD1C	Advocate for clients	20
CHCCOM3C	Utilise specialist communication skills to build strong relationships	50

CHCAC2C	Provide personal care	50
CHCCS402A	Respond holistically to client issues	75
CHCCS6B	Assess & deliver services to clients with complex needs	50
CHCDIS3C	Provide services to people with disabilities	50
		660

Participants are also required to complete 200 hours of work placement.

Recognition of Prior Learning (RPL): Students wishing to apply for RPL need to indicate this on the Enrolment Form. Education Centre Gippsland may grant RPL or Credit Transfer under our mutual recognition obligations. RPL Application Forms are available from the Course Co-ordinator.

Credit Transfer: Credit Transfer is the recognition and acknowledgment of modules or units of competency acquired through prior formal credentialed training (identical academic experience).

ECG grants Credit Transfer under our Mutual Recognition obligations.

Course Delivery: This course is predominately classroom based training, with an additional 200 hours of work-placement to be completed throughout the course. Assessments will be conducted throughout the course, with some occurring in the workplace.

Tuition Fee: This course is free to those who are eligible for Productivity Places Program

Student Records: All students that enrol at ECG will have a file created manually and electronically. Manual files are secured in a locked environment and electronic files are password protected and only accessible via our Student Records employees. If you wish access to your files, you may do so by arranging this with your course Manager and/or Coordinator. Files are not to be taken off site, and from time to time, may be audited for compliance by a Third Party person or government auditor.

Material Requirements: Students will need to bring pen and paper to each class with a lever arch folder to place handouts in.

Pathways: Employment opportunities after completing the course may include; Disability Support Worker, Personal Care Assistant, Residential Aid, Personal Care Worker, Care Assistant. Employment opportunities exist in residential, respite and/or day support. Students interested in further study after the completion of this course may go onto the Certificate IV in Disability.

Support with Language, Literacy & Numeracy Needs: If you need help with your language, reading & writing or maths to successfully complete your studies, ECG can arrange support through our Adult Literacy Program. Support may involve attending group classes or individual tutoring, depending on what is best for you. Contact the Course Co-ordinator or the Trainer.

Access & Equity: In accordance with Equal Opportunity legislation, ECG treats every student fairly and without discrimination in the training environment. For further information on:

- Access to training
- Appeals, complaints and grievances
- Disciplinary procedures
- Student Support Services
- Refunds

Refer to our Student Information Code of Practice page on our website www.ecg.vic.edu.au or refer to ECG for a hard copy.

Contact: Manager: Sharon Clements: Email sharonc@ecg.vic.edu.au
Business Development: Laura Carson Email laurac@ecg.vic.edu.au
Phone: 56226000

For further information about ECG, visit our website: www.ecg.vic.edu.au

Nationally Recognised Training
Productivity Places Program is an Australian Government initiative-
www.productivityplaces.deewr.gov.au

