

Certificate III in Education Support

CHC30213

OVERVIEW

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.



POSSIBLE JOB ROLES

Job roles associated with this qualification may include but not be limited to:

- Aboriginal or Torres Strait Islander education Worker
- Education Assistant
- Education Assistance (special needs)
- Home Tutor
- Literacy Worker
- Support Worker
- Teacher Aide / Assistant

FLEXIBLE DELIVERY

Our courses can be delivered at your workplace, self-paced with regular trainer visits, e-training with trainer support, through RPL or in workshops with a dedicated trainer in a classroom format.

DURATION

Duration will depend on the delivery style chosen and a training plan will be negotiated to suit each student.

RECOGNITION OF PRIOR LEARNING and CREDIT TRANSFER

Assessment of competency may involve recognition of prior learning or credit transfer if prior skills or certification held.

COURSE COST and ENROLMENT CONDITIONS

Government funding is available for most qualifications and skill sets. For further information contact : service@traxiontraining.com.au.

Enrolments are processed upon receipt of a completed enrolment form. All policy information regarding conditions of enrolment, refunds and our guarantee to complete all training and assessment requirements once the enrolment has commenced, is contained in our Terms and Conditions.

MODULE	UNITS
MODULE 1 Safety in the Workplace	CHCEDS017 - Contribute to health and safety of students HLTWHS001 - Participate in workplace health and safety
MODULE 2 Working in a School	CHCEDS001 - Comply with legislative, policy and industrial requirements in the education environment CHCEDS008 - Comply with school administrative requirements BSBFLM312 - Contribute to team effectiveness
MODULE 3 Supporting Behaviour and Identify Risk	CHCPR001 - Identify and respond to children and young people at risk CHCECE006 - Support behaviour of children and young people
MODULE 4 Supporting Diversity	CHCDIV001 - Work with diverse people CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety
MODULE 5 Supporting Development	CHCEDS003 - Contribute to student education in all developmental domains CHCEDS002 - Assist in implementation of planned educational programs CHCEDS012 - Set up and sustain individual and small group learning areas CHCEDS004 - Contribute to organisation and management of classroom or centre
MODULE 6 Supporting Language, Communication	CHCEDS005 - Support the development of literacy and oral language skills CHCEDS007 - Work effectively with students and colleagues
MODULE 7 Supporting Numeracy, Reading & Students with Additional Needs	CHCEDS018 - Support students with additional needs in the classroom CHCEDS006 - Support the development of numeracy skills

Call us now 07 3493 0777

www.traxiontraining.com.au



Payment Terms

Fees and charges for your training program will be invoiced upon enrolment and are to be paid prior to commencement, unless alternative payment arrangements have been made directly with you or your employer.

Payment Plan Policy

Payment plans are available via our third-party provider Debit Success and details of your payment dates and fees they may impose is provided in our Direct Debit application form found at:

www.traxiontraining.com.au/dd

*Note: Not available for classroom delivery or RPL certification.

Training Support & Student Commitment

Distance Training:

For full qualification programs, we offer a six, twelve or eighteen-month delivery options where assessments are due either monthly, bi-monthly or quarterly unless negotiated by exception with your trainer. Your trainer will discuss the pace at which you wish to complete your training during your induction session and provide your assessment due dates. It is a requirement of enrolment that reasonable progress is to be made to complete the required assessments on time. It is fine to switch between either option should your circumstance change, however, missed assessment due dates (where an extension has not been requested) may result in your trainer discussing a training suspension. Your trainer will provide details of their regular web-tutorial sessions and encourage you to participate in these or listen to the provided recorded versions at a time convenient to you.

Direct email support from your trainer is also available, however, some trainers are part-time and not available everyday – they will confirm their availability and response times during your induction session and you may contact our Student Support services outside this availability by calling 07 3493 0777.

Classroom Training:

It is a requirement of enrolment that all assessment work be completed within 6 months of the completion of the classroom delivery program, or cancellation of enrolment may apply.

RPL Assessment:

It is a requirement of RPL assessment enrolment that all evidence be provided within 90 days of the completion of your competency conversation with your trainer, or cancellation of enrolment may apply. Where training is suspended, a \$250 re-enrolment fee will occur.

Resubmission Policy

Traxion Training does not charge a resubmission fee for the first resubmission, however, should subsequent resubmission occur a fee of \$50 per unit will apply.

Transfer Policy

Transfer of training programs or classroom training dates must be advised in writing at least 14 days prior to the commencement of the first scheduled training session. Transfers made after that date may be subject to a penalty charge of \$100.

Fees and Refund Policy

Training Management (T/A Traxion Training) is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, text books, student services and training and assessment services.

Please visit http://www.traxiontraining.com.au/pdf/Fees_and_Refunds_Policy.pdf to download our Fees & Refund Policy.

Training Management t/a Traxion Training will maintain a tuition assurance scheme to safeguard students in the event of it becoming insolvent and unable to return fees that have been paid in advance. The tuition assurance scheme will source similar training to allow the effected participants under this condition to complete their studies without further financial burden. However, if the student cannot be placed, the tuition assurance will make refunds.

Unpaid Fees

All invoices issued by Traxion Training are to be paid within the timeframes stipulated above. Traxion Training reserves the right to take whatever action is required including, discontinuing programs, institute legal proceedings, etc. to safeguard its interests and applicable costs may be incurred.

Extenuating Circumstances

Should you be unable to continue your studies due to legitimate reasons such as sickness, death or family circumstances, a pro-rata refund may be given less a \$250 administration fee upon receipt of evidence.

Privacy Policy

Traxion Training adheres to a strict Privacy Policy, to view our Privacy Policy in full please visit our website at www.traxiontraining.com.au/privacy-statement/