Certificate III in Aged Care
CHC30212

Overview
CHC30212 Certificate III in Aged Care addresses work primarily in residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans. These roles carry out activities to maintain personal care and/or other activities of living for people in an aged care setting, and for those who report directly to a supervisor and are not responsible for other workers.

Possible Job Roles:
- Assistant in nursing
- Personal care worker
- Care worker

Entry Requirements
Students entering this training program must hold certification in HLTFA311A – Apply First Aid or equivalent.

Pathways
Continued education within the Aged Care industry may include qualifications such as CHC40108 - Certificate IV in Aged Care or other specialised Health Care qualifications prior to completing a Diploma of Nursing as a pathway into a higher education outcome.

Qualification Details
A Certificate III in Aged Care (CHC30212) requires the completion of 14 units in which there are 10 core units and 4 elective options which may be selected to meet specific outcome requirements. A suggested unit combination is shown below.

Suggested unit choices are*:
1. CHCAC317A Support older people to maintain their independence
2. CHCAC318B Work effectively with older people
3. CHCAC319A Provide support to people living with dementia
4. CHCSS411C Work effectively in the community sector
5. CHCICS301B Provide support to meet personal care needs
6. CHCICS302B Participate in the implementation of individualised plans
7. CHCICS303A Support individual health and emotional well being
8. CHCHWS312A Follow WHS safety procedures for direct care work
9. CHCPA301B Deliver care services using a palliative approach
10. HLTAP301B Recognise healthy body systems in a health care context
11. CHCSS305C Assist clients with medication
12. CHCAC410B Collect technical data to support client health care plan
13. CHCSS400C Work within a relevant legal and ethical framework
14. CHCICS305B Provide behaviour support in the context of individualised plans

* Unit choices shown are a suggestion only and subject to change without notice

Delivery
The delivery of this qualification has been developed for employees of Aged Care facilities who may intend transitioning into a role involving direct patient care activities. The program requires workplace based supervision in support of self-paced distance training delivered via either e-learning or workbooks over a period of one to two years.

Recognition Of Prior Learning
Upon application to the course co-ordinator, assessment of competency may involve recognition of prior learning or the possibility of credit transfer if prior skills or certification held.

Course Cost and Enrolment Conditions
Subject to eligibility, all course costs including texts and workbooks are covered by the employer under a variety of government funding programs. Eligibility information can be obtained at www.traxiontraining.com.au. There are no additional costs to the student, although it is advantageous for the student to have access to a computer with internet access and Microsoft office (or equivalent) programs for the completion of assessment work.

Enrolments are processed upon receipt of a Student Eligibility Form and Employer Agreement containing all policy information regarding conditions of enrolment, refund and our guarantee to complete all training and assessment requirements once the enrolment has commenced.

Call Us Now
1300 286 694
www.traxiontraining.com.au
ENROLMENT TERMS AND CONDITIONS

Privacy
TRAXION TRAINING collects and stores clients’ personal details for training purposes only. We utilise this information to record your progress. Where State or Commonwealth funding supports training we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the QLD Privacy ACT. If we are required to disclose information about any of our clients to a third party we will acquire written consent from the client first (ie. editorial; photos for advertising purposes, etc).

Legislative and Regulatory Requirements
The student acknowledges that they must observe their employers Occupational Health & Safety (OHS) Policies and all workplace practices, as instructed by the employer, including Equal Rights, Equal Opportunity and the Anti-Discrimination Acts.

If attending classroom based training the student acknowledges that they must observe TRAXION TRAINING’s policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

Enrolment & Selection
1. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in meeting training requirements.
2. A commencement fee (usually paid by the employer) must accompany enrolment to secure a placement.
3. It is the student’s responsibility to note the date, time and location of the training program as advised.
4. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
5. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered (with the employer) and every effort will be made to ensure an alternative placement.
6. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative program.
7. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
8. The RTO reserves the right to decline admission to a course, terminate a student’s enrolment in a class or change a course or tutor at any time without notice.
9. Students participating in programs involving physical activity including practical demonstrations etc. and do so at their own risk. The RTO’s students are covered by public liability insurance whilst working within the classroom.

Training Guarantee
TRAXION TRAINING will guarantee to complete all training and/ or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal Letter of Withdrawal notifying the RTO that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of six months from initial course commencement date.

Course Fees, Payments and Refunds
1. Please refer to the course flyers for information on all fees, including course fees; administration fees; materials fees and any other charges.
2. A non-refundable deposit must be paid (usually by the employer), prior to course commencement, to confirm a place into a course.
3. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
4. Deposits are non-refundable (deposits are outlined on employer agreement) but can be transferred to another course or student.
5. Refunds may be made in the following circumstances:
   a. Participants enrolled in training that has been cancelled by the RTO
   b. Participant advises the RTO prior to course commencement that they are withdrawing from the course
   c. If the participant withdraws from a course or program due to illness or extreme hardship as determined by the RTO
6. An administration fee of $500 will be charged to any student who withdraws from a course in excess of 3 working days prior to course commencement.
7. No refunds will be issued once the course has commenced
8. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, an administration fee of $50 will be charged.

Course Fees paid in Advance
TRAXION TRAINING will negotiate with and invoice the student’s employer, prior to course commencement regarding all course fees.

Complaints and grievances
TRAXION TRAINING recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.
1. Inform the RTO if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform the RTO if you think you have been treated unfairly or unjustly. the RTO will discuss the matter with you and try to resolve the problem
3. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant State or Federal Law.

Occupational Health & Safety
TRAXION TRAINING is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees. The RTO monitors and maintains the appropriate Occupational Health and Safety levels and obligations under the Federal and State rules and regulations of the Occupational Health and Safety Act 2000. In consideration of all the RTO clients and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the RTO management.

Access and Equity
In the event of a situation that is considered by clients to be in violation of TRAXION TRAINING Access & Equity Policy, students and clients are required to report the situation to management.

Harassment, victimisation and bullying
TRAXION TRAINING does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile, or an offensive learning environment.
This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexual preference or age.
Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.
In the event of a situation that is considered by clients to be in violation of the RTO harassment, victimisation and bullying policy, report the situation to management.

Recognition of Prior Learning (RPL) or Recognition of Current Competency (RCC)
TRAXION TRAINING recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.
RPL/RCC is available for all subjects and units of competency on the RTO scope of registration.

IMPORTANT INFORMATION
When signing your enrolment form you are agreeing to that you have read, understood and agreed with these terms and conditions with specific reference to TRAXION TRAINING’s enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Student Handbook located at: www.traxiontraining.com.au/handbook.pdf