

## Certificate III in Education Support (CHC30808)

### COURSE INFORMATION

#### 1. OVERVIEW

This qualification is for those seeking access to employment in a range of education sectors, including within public and independent schools, primarily as Teacher Aides.

#### 2. PROGRAM STRUCTURE

| CODE         | TITLE  |
|--------------|--|
| CHCCHILD301A | Support behaviour of children and young people   |
| CHCEDS301A   | Comply with legislative, policy and industrial requirements in the education environment |
| CHCEDS303A   | Contribute to student education in all developmental domains                             |
| CHCEDS312A   | Work with diversity in the education environment   |
| CHCEDS313B   | Communicate with students  |
| CHCEDS314B   | Work effectively in an education team  |
| CHCEDS316B   | Comply with school administrative requirements   |
| HLTOHS300B   | Contribute to OHS processes  |
| CHCEDS305A   | Support the development of reading skills  |
| CHCEDS306A   | Support the development of writing skills  |
| CHCEDS307A   | Support the development of numeracy skills   |
| CHCEDS308A   | Support the development of oral language skills  |
| CHCEDS320A   | Set up and sustain individual and small group learning areas                             |
| CHCEDS335A   | Support students with additional needs in the classroom environment                      |

Worklinks is a Registered Training Organisation for a number of nationally recognised qualifications.

Worklinks training services offer the following benefits:

- Competitive pricing
- Experienced, knowledgeable trainers
- Professional training facilities
- High quality training materials
- Training that can be delivered in-house for small groups
- Delivery throughout Queensland, as per demand



For more information please contact the Worklinks Training team on:

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### 3. WORKSHOP STRUCTURE

This course will run for one set day per week for 13 weeks. Participants currently working in education support as a paid employee or a volunteer will be expected to undertake at least 10 days practical in a school. For those not currently engaged in education support, a minimum of 20 days will be required. For an additional fee (\$55) Worklinks will find a placement if required.

### 4. PATHWAYS INCLUDING RECOGNITION

There are a number of pathways to achieving the qualification. The pathways are:

- **Face-to-face combined with completion of work in own time.** Candidates attend a series of workshops run by Worklinks and then complete further requirements in their own time.
- **Recognition.** Candidates with prior training and/or assessment experience and/or other training and educational qualifications may be best placed to use this pathway.
- **Assessment-only.** Where the candidate feels that they have the requisite competencies, but cannot easily prove these through recognition, the assessment-only pathway is likely to be the best option. This enables candidates to prove competency by completing the assessment component of the course only, without participating in training.
- **Blended learning pathway.** This pathway is available to those who, through their past experience and training, would be best placed to undertake a combination of two/more of the above.

### 5. DELIVERY MODES

There are 13 required workshops to attend, following which additional work and assessment tasks are completed in candidates' own time.

### 6. DURATION

The course is offered flexibly to enable learners to ideally complete the qualification within twelve (12) months.

### 7. TARGET GROUP

Those in, or seeking employment as Teacher Aides.

### 8. APPLICATION FOR BLUE CARD

It is a requirement for volunteers to possess a Blue Card (working with children under 18 years of age). Blue cards are issued by the Commission for Children and Young People and Child Guardian once it has carried out the blue card check to see if a person is eligible to work in the areas of child-related work covered by the Commission's Act. You will need to apply prior to commencing work experience in a school. Go to: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au), complete form and send to Worklinks for approval. Identification will need to be certified if application is sent to Worklinks.

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### 9. PREREQUISITES

There are no formal prerequisites in this qualification. However, participants will either need to be employed in a relevant position or undertake an unpaid work placement. Worklinks can organise this for an additional fee (\$55).

Participants will also need to hold, or be able to apply for, a Positive Notice blue card issued by the Commission for Children and Young People and Child Guardian. The card is free of charge for people undertaking volunteer activities.

**Note: It is expected that participants will have knowledge of computer software programs and have access to a computer and the internet. Participants need to possess a good level of numeracy skills and English language skills, including grammar and spelling. A literacy assessment will be conducted on Day One.**

### 10. BENEFITS

Benefits include:

- Nationally recognised and portable qualification
- Continuing professional development

### 11. ACCREDITATION

The Certificate III in Education Support is nationally accredited.

### 12. NATIONAL RECOGNITION

Worklinks Inc will recognise qualifications and/or Statements of Attainment issued by other Registered Training Organisations (RTOs) based in any State/Territory of Australia.

### 13. ASSESSMENT

Assessment varies from unit to unit; however all assessment is competency-based.

### 14. COSTS AND INCLUSIONS

\$1410 (plus \$55 for work placement if required) - All costs include learning materials, assessment, ongoing support and certification on successful completion.

### 15. FEES, CANCELLATIONS AND REFUNDS

#### 15.1 *Course fees*

The following policies/procedures apply:

- no participant in a fee-for-service program can commence until the fees are paid; and
- fees will be deposited directly into a specified account, allowing refunds to be accommodated when necessary.
- Participants paying for Recognition of Prior Learning (RPL) must pay the full fee for the relevant program structure before RPL applications will be processed.

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### 15.2 *Installment option*

Participants who are completing the course can pay by installments as follows: Deposit at registration is \$470 (plus \$55 for work placement if required), then two lots of \$470 before workshops 4 and 8. Note that the work placement fee \$55 must be paid before a placement can be finalised.

### 15.3 *Cancellation of enrolment*

An APPLICATION FOR REFUND form must be completed by any participant wishing to claim for withdrawing from the course.

#### 15.3.1 *Cancellation of enrolment prior to course commencement*

If five or more working days notice is given in writing, the course fees paid will be refunded in full except for a \$60 administration fee. If less than five working days notice is given in writing, 75% of the total fees paid will be refunded.

#### 15.3.2 *Cancellation of enrolment after commencement*

No refunds will apply if cancellations occur once the course has commenced unless in very special circumstances (eg medical certificate or extenuating circumstances). In this case, the Manager will make a decision.

| CHC30808                  |        |                                  |                       |                       |
|---------------------------|--------|----------------------------------|-----------------------|-----------------------|
| Total cost, including GST | \$1410 | \$470<br>deposit on registration | \$470<br>before day 4 | \$470<br>before day 8 |

## CONTACT

For registration of interest, enrolment form, RPL pack, or to simply find out more information about the course, or the workshop schedule, please contact our training team.

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