

MADEC Courses

CHC30102 Certificate III in Aged Care Work

| | <i>Units of Competency</i> | |
|-------------------------|--|------------|
| Code | Competency | Hrs |
| Compulsory Units | (9) | |
| CHCAC1C | Provide support to an older person | 50 |
| CHCAC2C | Provide personal care | 50 |
| CHCAC3C | Orientation to aged care work | 50 |
| CHCAC6C | Support the older person to meet their emotional and psychosocial needs | 50 |
| CHCAC15A | Provide care support which is responsive to the specific nature of dementia | 60 |
| CHCCOM2B | Communicate appropriately with clients and colleagues | 20 |
| CHCINF8B | Comply with information requirements of the aged care and community care sectors | 40 |
| CHCOHS302A | Participate in safety procedures for direct care work | 30 |
| CHCORG3B | Participate in the work environment | 20 |
| | | |
| Elective Units | (4) | |
| CHCAC4B | Assist in the provision of an appropriate environment | 50 |
| HLTFAIA | Apply basic First Aid | 10 |
| CHCCS405A | Work effectively with culturally diverse clients and co-workers | 30 |
| CHCGROUP2C | Support group activities | 20 |
| | TOTAL HOURS | 480 |

- Certificates in Aged Care
- Certificates in Business
- Certificates in Children's Services
- Certificates in General Education for Adults
- Certificates in Hospitality
- Certificates in Information Technology
- Certificates in Retail Operations & Supervision
- Volunteer Training

Short Courses in:

- Computers (Both structured and self-paced) in:
 - Basic Computing
 - MYOB
 - QuickBooks
 - Internet and e-mail
 - Microsoft Office
- First Aid
- Governance for not for profit groups
- Hospitality
- Retail
- Horticulture

Personal enrichment, Corporate and Hobby Courses

On Campus, Off Campus, Traineeships

The complete MADEC Course Guide available on line at www.madec.edu.au or from our main campus.

ACN 086 804 015
Registered Training Organisation No 3957

MADEC Community College

Main Campus located at
339 Deakin Avenue, Mildura, Vic 3500
Phone: 03 50237 233
Fax: 03 50212 738
Email: education@madec.edu.au

This course is designed for those wishing to provide appropriate support services in Aged Care. Workers in this occupational group work primarily in residential facilities and carry out activities related to the maintenance of an individuals personal care and/or other activities of daily living. These workers report directly to a supervisor and are not responsible for other workers.

Upon completion, students will hold a Nationally accredited qualification at Level III and will have gained a broad range of experience & skills.



Additional Course Information

WHERE COULD I GAIN EMPLOYMENT?

Upon completion of this program, participants will be equipped with the knowledge necessary to enable employment in Aged Care Work.

FUTURE PATHWAYS?

Upon completion of this qualification, participants will be qualified to undertake further studies including Certificate IV in Aged Care Work.

HOW AM I SELECTED FOR THIS COURSE?

The selection process requires the prospective student to attend an interview session, by appointment with the program Coordinator.

WHAT ARE THE PRE-REQUISITES?

Year 12 and/or mature age admission. Students will be required to undertake a police check. Applicants are required to attend an information session, participate in a written interview and complete an application form.

ACCESS AND EQUITY

MADEC believes that all students have the right to study in a positive environment which values diversity and protects them from any form of discrimination and harassment. People with physical and/or learning disabilities are encouraged to apply for enrolment into MADEC programs, and assistance and/or referral to a range of services is available to assist clients to meet minimum entry requirements where required.

HOW DO I ENROL AND WHEN DO I START?

Additional information can be obtained, and enrolments made, by contacting MADEC Education and Training Services on 5023 7233, or by calling in at the Main Campus, 339 Deakin Avenue, Mildura.

For further information on enrolments with MADEC a copy of our Student Information Guide can be obtained from our campus, or online at www.madec.edu.au

WHAT ARE THE FEES?

Students are required to pay an enrolment fee. Full payment of fees is required prior to program commencement, except where an exemption has been granted, or payment by instalment arranged.

Concession fees are available to eligible students. A student may withdraw from the course at any time, and MADEC has in place a refund policy. Before you withdraw from the program please discuss your options with your trainer.

HOW IS THE COURSE STRUCTURED?

Classroom study (4 days per week in class 9—3 pm) is a combination of structured lessons and self paced text book learning incorporating practical activities.
1 day each week in placement

HOW LONG WILL IT TAKE?

The course will take 22 weeks of full time study.

HOW WILL I BE ASSESSED?

Assessment is undertaken in a variety of ways, including written assignments, on the job tasks, oral questions, workbook assignments, and team activities. A flexible approach is taken to ensure that assessment is fair for all participants.

CAN MY CURRENT SKILLS BE RECOGNISED?

There are different terms used to refer to the recognition of an individual's learning and skills.

Recognition of Prior Learning (RPL) is a form of assessment used to determine whether a person has achieved through formal or informal learning and experience, any of required competencies of the course.

It is the recognition of competencies acquired and held through prior learning, formal training, work experience or life experience. It is the equivalent to assessment against a unit of competency.

Credit Transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the clients initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

A copy of MADEC's RPL Guide is available from our campus or on our website www.madec.edu.au

WHAT FACILITIES ARE AVAILABLE?

MADEC has a range of facilities including access to library material, computer and internet resources. These facilities are available for all students including off-campus and trainees. Access is available by contacting your nominated trainer.

SUPPORT TO STUDENTS

The College Manager can provide students information, support and/or referral on issues related to: Finances (Youth Allowance, Austudy, Abstudy); Personal health and welfare; Academic and study skills, Grievance and/or conflict resolution; Choosing courses/subjects; Tertiary admission applications; Career counselling and Centrelink forms.