Hi! We want to thank you for your enquiry regarding this course. The information provided in this document is designed to help you make an informed decision as to whether the course suits your specific requirements. If it offers the content and pathways that will lead you to your preferred goals then please contact the College via telephone, email or by post and we will take you to the next step.

COURSE OBJECTIVES

The Certificate III in Aged Care is a practically oriented course, which enables graduates to advance their careers in the aged care industry. Certificate III in Aged Care will assist people who are seeking to work in residential facilities as well as those working in community care under direct or regular supervision within clearly defined organisation guidelines and service plans.

This course is designed to meet the specific needs of individual learners and considerable time is taken to analyse each situation and assist each learner to ensure they utilise their training fully. The course uses the skills, knowledge and expertise of the trainers to ensure each learner achieves their full potential and contextualises the training to meet learners’ individual needs. Depending on the setting, workers may work under direct supervision or autonomously and may have the limited supervisory responsibilities of volunteers.

ENTRY REQUIREMENTS

There are no entry requirements for this course.

STUDY OPTIONS
Australia City College provides flexible study modes to allow students to complete their course.

Delivery

The program is organised to provide clients with theory components as well as practical application. Certificate III in Aged care is offered via distance learning and practical work combined with face to face workshops (cluster based) and regular video conferencing tutorials.

Students need to complete 14 units and practicum of 80 hours.

Training is via internet supported by:
- Cluster based workshops
- Weekly video conferencing tutorials
- Workplace tasks evidenced by 3rd party observation
- Trainer/Assessor On the Job observation

Assessment

Student’s progress is reviewed throughout the course by means of formative assessment. This takes the form of monitoring student participation in class activities and the learning environment; group and/or individual assignments and on the job observation. The grading system provides for a Satisfactory or Not Satisfactory grading for discrete assessment tasks with an overall course grading of Competent or Not Yet Competent.

Recognition of Prior Learning (RPL)

We recognise students’ prior experience and learning. Students who would like to apply for RPL, should contact Australia City College for an RPL Guideline Kit. Students submit required evidence as per guideline in the Kit to demonstrate their knowledge and skills. Once an RPL has been granted you do not have to study these units. Students should be aware that if RPL is granted, it may impact on student visa conditions through a shortening of the course duration.

Enrolment into the course is on a rolling basis, this means the course is always open for enrolment, please contact Australia City College for more information.
ABOUT THE COURSE

Course Structure

The college takes a holistic approach to training and the course delivery is configured around a series of clusters, students need to complete 14 units and practicum.

Duration

6 Months – 12 months

Practicum

80 hours of practicum work must be completed for this course. This may be extended to meet specific student needs.

Course Structure

<table>
<thead>
<tr>
<th>Unit</th>
<th>Unit Descriptor</th>
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<tbody>
<tr>
<td>CHCAC317A</td>
<td>Support older people to maintain their independence</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>Provide support to people living with dementia</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individualised plans</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional wellbeing</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow WHS procedures for direct care work</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using a palliative approach</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
</tr>
<tr>
<td>HLTHIR301C</td>
<td>Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>CHCAC417A</td>
<td>Implement interventions with older people at risk of falls</td>
</tr>
<tr>
<td>CHCCOM302D</td>
<td>Communicate appropriately with clients and colleagues</td>
</tr>
<tr>
<td>CHCHC311C</td>
<td>Work effectively in home and community care</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply First Aid</td>
</tr>
</tbody>
</table>
**Q. How Long Does It Take To Complete The Program?**

Normally between 6 and 12 months to complete (average 9 months), this depends on conditions of government funding programs, placement arrangements and previous experience. On average a subject should take 2-3 weeks to complete or a student should devote at least 10-12 hours of study per week to ensure they make reasonable academic progress.

**Q. What Are The Entry Requirements?**

This course has no specific lower course completion requirements, however a workable understanding in written and spoken English is required (please contact Australia City College if you have concerns). A Language, Literacy and Numeracy test will be conducted on enrollment to determine your suitability.

**Q. What Are The Pathways Into The Course?**

1. **Direct Entry.** Any individual who can meet the basic language, literacy and numeracy requirements may enroll directly into the Course. This student will be required to complete all 14 subjects and the practicum to graduate.

2. **Recognition of Prior Learning.** This is applicable of you have relevant work experience that you can document against the requirements of the course subject. You will need to apply for this directly to the college academic team.

Australia City College will recognise the AQF Qualifications and Statements of Attainment issued by other Registered Training Organisations.

**Q. How Will I Be Assessed?**

Students' progress is reviewed throughout the course by means of formative assessment. This takes the form of monitoring student participation in class activities and the learning environment; group and/or individual assignments; group and/or individual lesson presentations and On the Job Observation. The grading system provides for a Satisfactory or Not Satisfactory grading for discrete assessment tasks with an overall course grading of Competent or Not Yet Competent.

Types of assessment include: Observation (in class and in the workplace), Oral Questioning, Case Study, Simulation, Written Activities, Journal/Diary, Third Party report, Portfolio.

**Q. What Employability Outcomes Can I Expect?**

On successful completion, and depending on the setting, graduates may work under direct supervision or autonomously and may have the limited supervisory responsibilities of volunteers.
Q. Student Support:

Australia City College prides itself on a high level of ongoing student support in many areas, particularly Language, Literacy and Numeracy. If you have needs in these or any other areas please contact the College.

Q. Practical Requirements:

Apprenticeship practical requirements are met within the employment conditions. Fee for Service students, or unemployed students, will need to complete 80 hours of placement under direct supervision of an appropriately qualified individual.

Placement can be done in a block period or over the duration of the course as long as the number or supervised hours requirement is met and the College is able to assess the student in the workplace completing the functions and roles of a Certificate III qualified employee.

FEES & POLICIES

Tuition Fees
The fees for this course are subject to change and will be confirmed with the student prior to enrolment. The fees include access, via Australia City College’s Moodle e-learning platform, to all of the training material, assessment exercises required to complete the course. The Moodle platform allows students to access download and upload all the required documents in an electronic format.

Students have the option of paying tuition fees on a “unit by unit” basis, the first payment includes a non-refundable enrolment administration fee of $100.00 and must be paid before the student will be given access to the course material. Subsequent payments must be made before the student will be given access to the next unit of course material. Issuance of a Diploma or Statement of Attainment will be subject to the payment of all fees.

Guarantee of Training Completion
Australia City College undertakes to guarantee student completion of courses in the event of Training Completion
that significant change occurs to affect the RTO's legal or operational status. The College has a sound financial management policy which guarantees the capacity to teach out and support a particular cohort of students to the end of the agreed period of the course.

Should Australia City College experience any significant change in its RTO status, we undertake to comply with all requirements regarding ceasing registration in accordance with the National VET Regulator requirements including a completion of training guarantee.

**Issuance of Qualification**

Students who successfully complete all the required units of the course will be issued with a nationally recognised Certificate of Qualification. This will be sent to the student at their nominated address and specify the qualification name, code and individual units within the course. The student will receive this within 21 days of becoming eligible for the qualification subject to the payment of all fees associated with the course.

Where a student does not complete the full requirements of the course a Statement of Attainment for the individual units successfully completed will be issued.

Please note that a re-issue of a Certificate or Statement of Attainment will cost $80.00 to cover the administration costs involved and be subject to positive proof of identity of the student requesting the re-issue of the qualification.

**Refund of Tuition Fees**

Australia City College will not generally refund fees paid in advance unless the training is cancelled by Australia City College.

The following percentage of refund will apply to all students that withdraw from training due to reasonable mitigating circumstances:

- Where 20% or less of the course has been provided to the student a 100% refund less $100.00 admin fee will apply.
- Where more than 20% but less than 50% of the course has been provided to the student a 50% refund less $100.00 admin fee will apply.
- Where 50% or more of the course has been provided to the student no refund will apply.
- Where a student withdraws without reasonable mitigating circumstances no refunds will be made.
- Each case will be assessed on its individual merits and the decision may be subject to ACC’s Complaints and Appeals Policy with the subsequent outcome being final.

**Student Handbook**

Australia City College

Version 1.5 Feb 2015
Each enrolled student at Australia City College will receive a Student Handbook which gives details of a number of important Policies and Processes, including but not limited to:

- Student at Risk
- Refunds
- Academic Standards
- Plagiarism
- Academic Deferment
- Withdrawal from a Course
- Expected Duration of Study
- Complaints and Appeals


**CONTACT US**

**General Enquiries**

P: (07) 3343 1287  
E: info@australiacitycollege.edu.au

**Fee Enquiries**

P: (07) 3343 1287  
E: finance@australiacitycollege.edu.au

**Web Site**

www.australiacitycollege.com.au

**CHECKLIST FOR ENROLMENT**

- [ ] Enrolment/application form filled out and signed
- [ ] Identification evidence (e.g. Driver’s License, green Medicare Card, Birth Certificate, etc.)
- [ ] Evidence of Queensland residency (eg power bill, Bank statement, etc.)