Community College Northern Inland Inc.

RTO: 90027

NATIONALLY RECOGNISED
TRAINING

CHC43115 Certificate IV in Disabilities

Information Pack

Contents

History of Community College-Northern Inland Inc.

Community College Northern Inland Inc., started out as Barraba Community Learning Association Inc., which was formed in 1981 after a public meeting in Barraba. People recognised that Adult and Community Education could fill an educational void in rural communities for adults. Since 1981 the College has grown with branches in Narrabri (1994) and Inverell (1996) and Warialda (2003) and Moree and Gunnedah (2007) and Bingara (2011). We now enrol over 2,500 students each year in a variety of programs, that include; both vocational qualifications and leisure and hobby courses.

The college structure is as follows:

Head Office is located in Barraba

Each campus has a coordinator that will be happy to answer any of your questions relating to this qualification.

Training campuses are located in the following locations:

Barraba Campus   92 Queen St Barraba NSW 2347   Phone: 02 6782 1662
Email: barrabacoord@communitycollegeni.nsw.edu.au

Bingara Campus   6 Riddell St Bingara NSW 2404   Phone: 02 6724 1965
Email: bingara@communitycollegeni.nsw.edu.au

Gunnedah Campus   39 Chandos St Gunnedah NSW 2380   Phone: 02 6742 5630
Email: gunnedah@communitycollegeni.nsw.edu.au

Inverell Campus   42-44 Campbell St Inverell NSW 2360   Phone: 02 6721 3656
Email: inverell@communitycollegeni.nsw.edu.au

Moree Campus   47 Frome St Moree NSW 2400   Phone: 02 6751 1430
Email: moree@communitycollegeni.nsw.edu.au

Narrabri Campus   Shop 3, 100 Maitland St Narrabri NSW 2390   Phone: 02 6792 6196
Email: narrabri@communitycollegeni.nsw.edu.au

Warialda Campus   CTC Centre Hope St Warialda NSW 2402   Mobile: 0429 934 346
Email: warialda@communitycollegeni.nsw.edu.au

Overview of CHC43115 Certificate IV in Disabilities

This qualification reflects the role of support workers who currently work within the Disability industry in a range of community settings, and clients' homes to provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and well being

At this level, workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team. Individuals will undertake 120 hours of mandatory work placement that will be conducted within their current work place.

CHC43115 Cert IV in Disabilities may include the following job role titles:

Carer / worker.

Community Disability support worker.

In home respite care worker.

Residential care worker.

Accommodation support worker

Support worker.

Disability worker is:

 A person who has knowledge, Skills, Values to work with individuals, residential care settings, home and community support services.

Do you have a desire to?

- Help other people
- Promote Quality Service
- Being a team leader
- Support visiting allied health professionals.

Entry Requirements

All students will be required to provide a Unique Student Identifier number (USI) which will be validated by the College. Qualification and/or Statements of Attainment cannot be issued with the USI number.

Outlined are the pre-requisites for student enrolment:

- Age eligibility will be course specific (check course requirements)
- A student must have an adequate command of English
- A student is required to provide a current email address for contact and communication
- Some courses may have nominated units of competency as pre-requisites

The specific course entry requirements are:

- Recommended to currently working in the industry
- Appropriate LLN skills as required to meet industry documentation requirements
- Digital technology skills as required to meet industry requirements
- Physical fitness to undertake relevant work roles:
  - Manual Handling
  - Shift Work
  - Repetitive tasks

All students will need to obtain a clear Federal Police Check and a Working with Children's check. Without these documents the student will not be able to attend work placement.

https://secure.prm.net.au

https://kidsguardian.nsw.gov.au/children-safe-organisation/working-with-children-check

There are no formal pre-requisites or entry requirements for this qualification.

Due to the nature and demands of the course and profession, CCNI Inc. reserve the right to refuse entry to any individual based on their course suitability.

Community College Northern Inland Inc.

1. Course Outline

Based on information available from www.training.gov.au the following packaging rules apply for completion of this qualification:

Total Number of Units	14
Number of Core Units	11
Number of Elective Units	3
Link to Packaging Rules	www.training.gov.au
Other notes (imported units, levels of units, etc)	

1.1 Units of Competency

Consistent with the qualification packaging rules, the units listed below will be delivered for this qualification. The code and title of each unit is provided as well as an indication of core, elective (*Elec*), pre-requisite (*Pre*)/co-requisite (*Co)* and licensing requirements (*Lic*).

Code	Title	Core	Elec	Pre	Co	Lic
CHCCCS015	Provide individualised support	☒	☐	☐	☐	☐
CHCDIS002	Follow established person-centred behaviour supports	☒	☐	☐	☐	☐
CHCDIS005	Develop and provide person-centred service responses	☒	☐	☐	☐	☐
CHCDIS007	Facilitate the empowerment of people with disability	☒	☐	☐	☐	☐
CHCDIS008	Facilitate community participation and social inclusion	☒	☐	☐	☐	☐
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	☒	☐	☐	☐	☐
CHCDIS010	Provide a person-centred services to people with disability with complex needs	☒	☐	☐	☐	☐
CHCDIV001	Work with diverse people	☒	☐	☐	☐	☐
CHCLEG003	Manage legal and ethical compliance	☒	☐	☐	☐	☐
HLTAAP001	Recognise healthy body systems	☒	☐	☐	☐	☐

Code	Title	Core	Elec	Pre	Co	Lic
HLTWHS002	Follow safe work practices for direct client care	☒	☐	☐	☐	☐
CHCADV001	Facilitate the interest and rights of clients	☐	☒	☐	☐	☐
CHCCCS019	Recognise and respond to crisis situations	☐	☒	☐	☐	☐
CHCDIS004	Communicate using augmentative and alterative communication strategies	☐	☒	☐	☐	☐

This qualification is available in the following ways:

☒ Classes at the College
☒ As a traineeship:
- Full or part time employment
- School based

☐ As part of school studies:
- NESA – Year 11 towards HSC

☒ Employment-based training and/or assessment.

2. Course Delivery

☒ face-to-face training sessions

☒ online (research for projects and assignments)

☐ correspondence

☒ written knowledge assessments

☒ research projects

☒ on-the-job (120 hours work placement)

☐ combination (face to face, online and directed self-paced learning)

This qualification can be delivered via:

☒ 1 to 2 day per week during school terms, or

☒ 2 evenings per week from 6pm-9pm during school terms, or

☐ On-line with scheduled compulsory work shops

☐ And/or a combination of all the above.

3. Time Frame

This qualification may be completed within 1 year full time but has a recommended completion time frame of up to 2 years.

4. Work placement

This qualification contains a work placement component which is scheduled within the finalised timetable. The work placement will provide you with opportunity to develop the skills from your theory units. Please note that work placement is scheduled as a block of 3 weeks totalling 120 hours and students will be required to work the days and shifts the industry host provides. This will be up to five (5) days per week and may be shift work.

Work placement will be discussed and arranged by the Campus coordinator and VET Manager. This process will require you to complete a work placement agreement with your host employer and will contain the rostered hours you will be undertaking. All students will receive a Reflection Journal to record their personal feelings and achievements during their placement. The Community College-Northern Inland Inc. will engage either your class trainer or another college assessor to undertake your work placement assessments and observations.

5. Course Completion

The qualification will be issued upon a successful "competent" outcome for every unit required. This cannot be completed until work placement evidence is received. If a student does not complete the required units they may be eligible for a Statement of Attainment.

6. Course Resources

All Community College-Northern Inland Inc. students will be provided with the following as part of the course fee:

- Learner guides relating to the qualification
- Access to college computers (these must be booked through the campus coordinator)
- Additional handouts relating to the current unit (these can include power point etc.)

7. Credit Transfer

Students who have already successfully completed, or have Statement of Attainment for single units achieved that related to this qualification, will have credit transfer/s applied to this qualification. A certified copy of your Statement of Attainment and/or Transcript of units completed will be required as evidence. Students will be required to complete an Application for Credit Transfer form on enrolment.

8. Recognition of Prior Learning

Students that have completed internal or external training may be able to have these skills acknowledged through recognition of prior learning. This request should take place at time of enrolment to enable completion of an RPL Application form and receive the RPL Self-Assessment pack.

9. Fee Information

CCNI Inc. operates predominantly as a fee for service training business. This means that all training programs attract fees. These fees are paid by the client/student or a government agency, not for profit agent or the client employer.

This program can be charged as a fee for service or may be funded under Smart and Skilled.

The fee for service price for the qualification can be obtained from Head office

> **Phone: 0267 821 622**

> **Email: info@communitycollegeni.nsw.edu.au**

10.   Smart and Skilled Funding

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It is helping people in NSW get the skills they need to find a job and advance their careers.

Smart and skill provides eligible student with:

- an entitlement to government-subsidised training up to and including Certificate III
- Government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

For more information please refer to the website at:

https://smartandskilled.nsw.gov.au

10.1 Smart and Skilled Eligibility

To be eligible, you must be:

- 15 years old or over
- No longer at school
- Living or working in NSW
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

If you answered 'Yes' to all four (4), then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider).

Your eligibility for a government-subsidised Smart and Skilled course no longer depends on your previous qualifications:

From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to a Certificate III level. This means that even if you have a higher level qualification you may still be eligible to re-train to enter (or re-enter) the workforce.

You can also enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

Previous qualifications do not affect eligibility, but may affect the student fee.

Other eligibility conditions:

Your eligibility is not affected if you have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

There are also some exceptions to the eligibility conditions described above, such as for Aboriginal people who live in specific, defined areas outside the NSW border.

10.2 Smart and Skilled Course Fees
The fee for this course is regulated by the State Government and each student's fee is calculated on their personal circumstances.

11. Payment of Course Fees
Course fees are due prior to course commencement. For courses costing more than $1500, a deposit to the maximum of $1500 only will be accepted, once the course has started then the remaining course fee will be invoiced or can be paid.

CCNI acknowledges some course fees are significant and a payment plan can be set up or other arrangement can be made, with a $500 deposit upfront to confirm/secure a place in the course and to ensure no student is disadvantaged or discriminated against. The payment plan can be flexible to fit in with when you are paid – weekly, fortnightly or monthly via Ezidebit or invoice/direct deposit. If there are any issues during the repayment period contact staff at your campus immediately.

If fees are to be paid by an employer/agency, a purchase order number, business name, address and email is required at the time of enrolment of the student for invoicing to be completed and sent for payment prior to the course.

If the student has outstanding payments at the completion of the course, they will not be entitled to enrol in another course and the Certificate or Statement of Attainment will be held by CCNI until the debt is paid in full.

12. Course Refund Policy

CCNI Inc. protects fees paid in advance and has a fair and reasonable refund policy. All fees paid in advance are protected via sequestered funds held in term deposits to ensure sufficient funds are always available for refund. CCNI Inc. operates predominately as a 'fee for service' training business. This means all training programs attract fees. These fees are paid by, or charged to, the client/student, a government agency or the client/student employer.

An application for a refund is addressed according to the notice given by the person making the request:

- Upon commencement of the course, it is understood and agreed there is no entitlement to any refund of the tuition fees or other charges paid to CCNI Inc. under the Contract and all outstanding payments will be fully paid by the client/student no later than the specified dates.
- No refunds will be available after the course commences.
- If CCNI or a third party delivering the training and assessment on its behalf closes, cancels a course, or ceases to deliver a class, it will refund the full fee.
- A $50 administration fee will be incurred if a student cancels their enrolment five (5) business days prior to the course running.
- If there are unique or extenuation circumstances which prevent attendance, the case will be assessed on an individual basis with approval from the Executive Officer.
- When a course has been paid for by an employer/job agency, the refund will be returned to the payer or a credit note can be issued depending on the business requirements.
- If a student withdraws from a Certificate course, a student refund/withdrawal form must be completed. Partial refund may occur depending on the length of the course, number of subjects completed, resources used the fees received. The final decision will be made in consultation with the Executive Officer.
- A deferment of face-to-face training sessions is possible provided course fees owing at the time are paid in full. Any deferment must be applied for in writing, prior to commencement of the deferment. The granting of the deferment is not automatic and is at the discretion of the CCNI Inc. If approved, the deferment needs to be fulfilled within twelve (12) months from enrolment.
- The student should note the deferment is for face-to-face classes only. The assessment delivery schedule is still expected to be completed within the original twelve (12) month schedule.
- Refunds in special circumstances will be considered on a case by case basis at the total discretion of CCNI Inc.
- CCNI Inc. may at its discretion, refund some or all course fees where it determines there are extenuating or compassionate circumstances. Where an incorrect eligibility assessment is made, and course fees have been received by CCNI Inc., a full refund will be issued.

CCNI Inc. reserves the right to amend these Terms and Conditions at any time to ensure compliance with applicable State and Federal laws.

https://www.communitycollegeni.nsw.edu.au/

13. Student Support Services

Students can access a range of supports at Community College Northern Inland Inc. to assist with personal and study related issues including counselling, study skills and careers advice. Students may be required to provide suitable evidence of the nature and extent of their disability so that the appropriate support provisions may be negotiated.

14. Code of Practice

As an RTO, Community College Northern Inland Inc. (*CCNI INC.*) has agreed to operate within the Standards for NVR Registered Training Organisations and undertakes the ASQA self-assessment against these standards annually. Please refer to the student handbook for further information.

15. Assessment Appeals

Any student can appeal against an academic decision or other procedural matters regarding assessment. Appeals will be accepted up to 14 days from the date an assessment result was received by the student. All appeal outcomes, including reasons for the decision will be communicated to the student in writing. Please refer to the Student Handbook for further information.

16. Student Complaints/Compliments/Suggestions

CCNI Inc. aims to:

- develop a culture which views student complaints as an opportunity to improve the organisation;
- ensure any student complaint is resolved promptly, objectively, with sensitivity and with complete confidentiality;
- set in place a complaints handling system to prevent complaints recurring:
- ensure consistency when handling complaints

To give feedback, talk to a staff member and also please ask for the Complaints, Compliments and suggestions form or download it from our website at:

https://www.communitycollegeni.nsw.edu.au/

A complaint can be defined as a student's expression of dissatisfaction with an aspect of CCNI INC.'s services. A complaint may be a student expressing dissatisfaction with, amongst other things:

- the enrolment or induction process;
- the quality of training or assessment provided;
- access to their personal records;
- the way they were treated

Please refer to the Student handbook for further information on the steps in the process.

17. Frequently asked Questions

What do course fees cover?

Course fees cover tuition, materials (learning guides and handouts) use of amenities and work placement assessment.

Do I have to pay my course fee at once?

No, you can pay a deposit and then regular payments through the college direct debit process. The campus coordinator will provide you with the Ezi-debit agreement.

Do I need to attend all scheduled classes?

It is recommended that you attend all face to face sessions, and/or programed workshops to ensure you are receiving opportunities to gain interaction with fellow students. These sessions may include guest speakers from your relevant industry.

Why is self-directed learning included in the course?

Self-directed learning is included to allow you to develop additional learning strategies; this may include internet research, projects and time management skills. These skills form part of the employability skills required for your industry.

18. What you need to do next

Once you have decided if this qualification is for you; the following steps are required:

- Attend the college campus of your choice and complete the enrolment form to apply for a place in the class

You will need the following prior to course commencement:

☒ Obtain a Police clearance check (cost is approximately $55)
https://secure.prm.net.au

☒ Obtain a working with children check
https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check
☒ Resource folder and plastic sleeves
☒ A4 booklet for class notes, pens etc.
☒ Obtain a Work placement polo shirt (the local coordinator will provide these details)