CHC43015
Certificate IV in Ageing Support
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Course Description

The Certificate IV in Ageing Support is a nationally recognised qualification for those that are either seeking employment or wish to become qualified or higher qualified for their current role within the aged care industry.

Graduates would be qualified to complete specialised tasks and functions in the aged care field in either a residential, home or community based environment. They take responsibility for their own outputs within their defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

By the completion of this qualification, graduates will be able to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs within limited parameters.
Course Information

Mode of Study

This course is targeted towards those who are unqualified with industry experience, however can be tailored for those with minimal to no experience within the aged care industry.

This qualification is delivered as a part time classroom based evening course over a 12-month period and students are required to attend classes 2 evenings per week (5:30pm – 9:00pm) with a practical placement component.

Those that are employed within the aged care industry and would like to log their work hours as their placement hours must:

- Be at a suitable organisation
- Be in a suitable job role
- Have support and approval to log their hours from their organisations management
- Be working a minimum of 2 days per week

Those that meet these criteria must supply FYI Training with a completed Employment Confirmation Letter upon enrolment.

For students that are not employed in the industry, become unemployed during the duration of the course, or their employment does not meet these criteria, FYI Training will allocate them to a host employer to complete their course related practical placement hours. For full details regarding practical placement, please refer to the practical placement section within this booklet or speak with an FYI student advisor.

This qualification may also be delivered and assessed as a workplace based traineeship model. For further information regarding this model, please contact FYI Training and speak to a student advisor.

Occupational Titles May Include

- Accommodation Support Worker
- Care Supervisor
- Care Team Leader
- Hostel Supervisor
- Personal Care Worker
- Residential Care Worker

Course Materials

- Course text
- Written Assessments
- Practical Placement Workbook and log
- Various handouts
- Videos
- Online reading/research materials

Assessments

- Written assessment tasks/case studies/projects/presentations
- Practical placement assessment tasks
- Observation assessments/practical tasks

Entry Requirements

This qualification does not have any entry requirements
Course Fees

Course fees vary depending on whether the candidate is eligible for government funding and/or hold a concession or healthcare card. Candidates should contact FYI Training if they are unsure of which fee applies to them.

Government Funded

- No concession: $375.00
- With concession: $75.00

Materials fee (for both concession and non concession): $120.00

This training is delivered with Victorian and Commonwealth Government funding

The maximum Government Contribution for funded students is up to $10,353.00

Fee for service:

- Tuition fee: $5,481.00
- Materials fee: $120.00

Fee for service concession:

- Tuition fee: $4,385.00
- Materials fee: $120.00

Deposit for all fee for service students: $1,000.00 (materials fee and $880.00 of the full tuition fee)

Government Funding Eligibility Criteria

For full details of the Eligibility Criteria for Government Funding (Skills First Funding), please go to our website www.fyi.training.com.au. This information is located on the Pre-Course Info page under the Student Information tab.
Important Information for Future Students

Language Literacy and Numeracy

All candidates will be required to complete a language, literacy and numeracy assessment upon enrolment to ensure that they can meet the assessment outcomes of the qualification. Therefore it is recommended that all candidates be competent in written and spoken English.

Any language, literacy and numeracy concerns identified at this time will either be referred internally to arrange appropriate support strategies or externally for additional support services. Internal support strategies vary depending on the student’s needs. Please speak to a student advisor for more information or to find out what would be right for you.

Required Documents

As part of the practical placement program, it is required for all students to have a clear Police Check (PC) prior to commencing placement. Students are responsible to apply for this and are responsible for any costs associated with the PC if they don’t apply for it through FYI.

Any candidates that have gained employment in the Aged Care industry do not need to apply for their PC for FYI Training, but alternatively need to supply FYI Training with a completed Employment Confirmation Letter prior to enrolment. To receive a copy of this form, please speak to a student advisor.

Physical Requirements

This course is physically demanding and FYI actively encourages all candidates to discuss any concerns with a student advisor prior to enrolling.

Attendance

FYI has a mandatory attendance requirement of at least 90% of all scheduled classes and practicum. This is to assist students with their learning journey and to assist students to gain the required skills and knowledge prior to graduation.

Competencies

To be deemed competent in each individual unit of competency, students are required to successfully complete all forms of assessment relating to that unit. This involves written assessment tasks, practical placement work tasks, and observation assessments.
# Units of Competency

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCADV001</td>
<td>Facilitate the interests and rights of the client</td>
<td>100</td>
</tr>
<tr>
<td>CHCAGE001</td>
<td>Facilitate the empowerment of older people</td>
<td>50</td>
</tr>
<tr>
<td>CHCAGE002</td>
<td>Implement falls prevention strategies</td>
<td>40</td>
</tr>
<tr>
<td>CHCAGE003</td>
<td>Coordinate services for older people</td>
<td>80</td>
</tr>
<tr>
<td>CHCAGE004</td>
<td>Implement interventions with older people at risk</td>
<td>80</td>
</tr>
<tr>
<td>CHCAGE005</td>
<td>Provide support to people living with dementia</td>
<td>65</td>
</tr>
<tr>
<td>CHCCCS006</td>
<td>Facilitate individual service planning and delivery</td>
<td>120</td>
</tr>
<tr>
<td>CHCCCS011</td>
<td>Meet personal support needs</td>
<td>60</td>
</tr>
<tr>
<td>CHCCCS023</td>
<td>Support independence and wellbeing</td>
<td>80</td>
</tr>
<tr>
<td>CHCCCS025</td>
<td>Support relationships with carers and families</td>
<td>70</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>40</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
<td>80</td>
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<tr>
<td>CHCPAL001</td>
<td>Deliver care services using a palliative approach</td>
<td>60</td>
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<tr>
<td>CHCPRP001</td>
<td>Develop and maintain networks and collaborative partnerships</td>
<td>80</td>
</tr>
<tr>
<td>HLTAAP001</td>
<td>Recognise healthy body systems</td>
<td>70</td>
</tr>
<tr>
<td>HLTWHS002</td>
<td>Follow safe work practices for direct client care</td>
<td>25</td>
</tr>
<tr>
<td>CHCDIS007</td>
<td>Facilitate the empowerment of people with disability</td>
<td>100</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>18</td>
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</tbody>
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Practical Placement

What is Practical Placement?

Practical placement, as explained by the Victorian Department of Education and Training, is structured workplace learning that provides students with first hand experience and on the job training relating to their course.

It is a fantastic opportunity for students to implement the skills they are learning about, gain confidence with their future role within their chosen industry, develop their job-related skills, and to gain an insight into how the industry works before they graduate.

FYI Training arranges student placements with trusted networks that are reliable and understand what it takes to support students and provide them with the best possible experience. This is to ensure that all FYI Training graduates understand the expectations of the industry and have the confidence and necessary knowledge to provide high quality care in the aged care industry.

Practical Placement Requirements

Students are required to complete a total of 200 hours of practical placement.

Practical placement hours in the nominated aged care facility are 7:00am – 3:00pm. Some placements also have an afternoon shift of 1:00pm – 9:00pm, however this is dependent on the facility. Please note, our affiliated facilities are located in Moonee Valley and Kyneton.

Practical placement is only able to be completed during the week and is unavailable on the weekends (Monday – Friday only).

As stated previously, candidates are required to successfully pass a National Police Check (and supply FYI Training with a copy of this if it was not completed through FYI Training) prior to the commencement of practical placement.

Structure

Placement is structured to allow students to complete their full placement hours during the course dates and is factored into the course duration.

Placement is structured in a way to allow students to implement different strategies and techniques that they learn over a period of time. This allows students to build on their knowledge and skills, improving their abilities and confidence.

For the placement dates for a specific course, please see the course schedule.

Please note students undertaking placement may be required to produce a record of immunisation prior to commencing work placement. Immunisation Certificates can be obtained from your local General Practitioner. Please be aware that any cost incurred for any required immunisations will be payable by the student.
Pathways

Upon completion of this qualification, candidates may seek to enrol into a higher qualification within a similar discipline; an example of this is the Diploma of Nursing.

Some institutions may recognise this qualification and it may provide credits towards the qualification candidates select, however this decision is up to the individual institutions and does not apply to all qualifications.

Credit Transfer and Recognition of Prior Learning

Credit Transfer (CT) is the transfer of units from one qualification over to another. To be applicable, the units for both qualifications must have the same unit code.

Recognition of Prior Learning (RPL) involves a formal recognition of the skills and knowledge students have already achieved through previous studies, work and life experiences.

Potential students should contact FYI Training, read through the student handbook or look on the FYI Training website for more information prior to enrolling.

Support Services

A wide variety of support services are available to students to assist them with completing their chosen qualification. If amendments to course resources are required, this is arranged upon enrolment, otherwise a meeting with the nominated trainer is arranged on the first class to allow the trainer to work with the student to put in place any additional supports. This can also be done at any time during the course if students find they require it.

To find more information regarding what supports are available, it is recommended that candidates read through the FYI Training student handbook prior to enrolling.

Additional Requirements/Technical Requirements

It is recommended that all students type their assessment tasks. However, if this is not possible it can be arranged for students to hand write their assessments, but this must be discussed with the nominated trainer prior to the submission of the assessment.

Due to this, it is recommended that students have basic computer skills including typing skills and the ability to open and save word documents.
Training Locations

Please Note:

The training location of each course varies; please speak to an FYI Training student advisor for further details as to where your selected course will be run.

Suite 5, 769 High Street, Epping

This is also the location of FYI Training head office. FYI is located on the 2nd floor.

494 High Street, Epping

Located upstairs.

Romsey Community Hub -

98 Main Street, Romsey

This is the Romsey Library, for directions to training room once at location please speak to library staff.