



This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organization and the quantity and quality of outputs of others within limited parameters.

Relevant Job Roles:

- Community Program Coordinator
- Residential Care Worker
- Support Worker (Community Services)
- Care Supervisor
- Personal care worker
- Residential care officer
- Care Team Leader
- Accommodation support worker

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. All students must be willing to participate in mandatory workplace practice of a minimum of 120 hours. Students will seek their own work placements and clear guidance will be provided.

RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

PATHWAYS

As part of the enrolment process, students are provided with pre-enrolment information, which allows students to identify any previous learning towards Recognition of Prior Learning.

Applicants who have successfully completed the Certificate IV in Ageing Support may be eligible for up to 2 credits towards the Diploma of Community Services (CHC52015).

FACE-TO-FACE SCHEDULE

- Average of 20 hours per week for 54 weeks of delivery full time or equivalent part time study mode for online learning and individual study time.
- Workplace practice (training) of 120 hours where learners attend Alcohol and other drugs services with a qualified supervisor to develop an understanding of the working environment, to enhance their understanding of the complexity of case management and to practice and demonstrate their skills.
- Out-of-class activities of 420 hours which includes individual research and assessment preparation over the duration of the program

INVESTMENT

Course Fee (this includes \$400.00 non-refundable enrolment fee)	\$4,200.00
Recognition of Prior Learning	\$2,000.00

Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.

Inclusions:

- Course learning and assessment material (excluding textbook/s)
- Coffee and tea
- Certification upon successful completion

PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit. The Qualification will not be awarded until all payments are received.

RESOURCES REQUIRED

Students must participate in work placement to be able to complete the assessment tasks in a regulated education and care service. Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. Please bring a laptop to workshops to complete assessment tasks.

Distance learning students must have access to a computer,

COURSE OUTLINE

This qualification comprises of 18 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – Alana Kaye has chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below.

The CHC43015 Certificate IV in Ageing Support has 15 core units and 3 elective choices to create this qualification. There are rules that apply to the selection of these 3 elective units. In the below table, we have identified the electives.

Unit Code	Core Units	Face-to-Face	RPL	Distance
CHCADV001	Facilitate the interests and rights of clients	✓	✓	✓
CHCAGE001	Facilitate the empowerment of older people	✓	✓	✓
CHCAGE003	Coordinate services for older people	✓	✓	✓
CHCAGE004	Implement interventions with older people at risk	✓	✓	✓
CHCAGE005	Provide support to people living with dementia	✓	✓	✓
CHCCCS006	Facilitate individual service planning and delivery	✓	✓	✓
CHCCCS011	Meet personal support needs	✓	✓	✓
CHCCCS023	Support independence and wellbeing	✓	✓	✓
CHCCCS025	Support relationships with cares and families	✓	✓	✓
CHCDIV001	Work with diverse people	✓	✓	✓
CHCLEG003	Manage legal and ethical compliance	✓	✓	✓
CHCPAL001	Deliver care services using a palliative approach	✓	✓	✓
CHCPRP001	Develop and maintain networks and collaborative partnerships	✓	✓	✓
HLTAAP001	Recognise healthy body systems	✓	✓	✓
HLTWHS002	Follow safe work practices for direct client care	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance
HLTAID011	Provide first aid	✓		
HLTWHS003	Maintain work health and safety	✓	✓	✓
HLTINF006	Apply basic principles and practices of infection prevention and control	✓	✓	✓

ENROL NOW

Please enrol on our website. If further assistance is needed, please contact our office. We are happy to help you with any enquiry.