Introduction

Campbell Page Employment and Training is a Registered Training Organisation (RTO number 60162) registered with the Australian Skills Quality Authority. Campbell Page Employment and Training offers the Certificate III in Aged Care as an eight month program. This qualification addresses work primarily in residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans.

These workers:

- Carry out activities to maintain personal care and/or other activities of living for people in an aged care setting;
- Carry out activities related to an individualised plan; and
- Report directly to a supervisor and are not responsible for other workers.
Occupational titles may include:

- Accommodation support worker
- Assistant in nursing
- Care assistant
- Care service employees
- Care worker
- Community care worker
- Community house worker
- Community support worker
- Disability service officer (in some jurisdictions)
- Field officer
- Home care assistant
- In-home respite worker
- Nursing assistant
- Personal care assistant
- Personal care giver
- Personal care worker
- Residential care worker
- Support worker

This program provides learners with the skills and knowledge required to work in this sector. If you work in or wish to pursue a career within the aged care sector, this is the course for you.

**Units of Competency**
The Certificate III in Aged Care comprises 14 units of competency:
- 10 core units; and
- 4 elective units.

Based on our consultation with industry, we have selected the following units of competency:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core/Elective</th>
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</thead>
<tbody>
<tr>
<td>CHCAC317A</td>
<td>Support older people to maintain their independence</td>
<td>C</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
<td>C</td>
</tr>
<tr>
<td>CHCAC319A</td>
<td>Provide support to people living with dementia</td>
<td>C</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS301B</td>
<td>Provide support to meet personal care needs</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS302B</td>
<td>Participate in the implementation of individual plans</td>
<td>C</td>
</tr>
<tr>
<td>CHCICS303A</td>
<td>Support individual health and emotional wellbeing</td>
<td>C</td>
</tr>
<tr>
<td>CHCPA301B</td>
<td>Deliver care services using a palliative approach</td>
<td>C</td>
</tr>
<tr>
<td>CHCWHS312A</td>
<td>Follow WHS safety procedures for direct care work</td>
<td>C</td>
</tr>
<tr>
<td>HLTAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
<td>C</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
<td>E</td>
</tr>
<tr>
<td>CHCINF408C</td>
<td>Comply with information requirements of the aged care and community care sectors</td>
<td>E</td>
</tr>
<tr>
<td>CHCDIS301C</td>
<td>Work effectively with people with a disability</td>
<td>E</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply First Aid</td>
<td>E</td>
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</tbody>
</table>
National recognition
These competencies have been drawn from the nationally endorsed industry training package, the Community Services Training Package (CHC08). On successfully completing the training and assessment, the qualification CHC30212 Certificate III in Aged Care will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider community services community. Campbell Page Employment and Training will issue a qualification within 30 days of the final assessment being completed.

Program outline
The course will be delivered face to face for 2 days per week with assignments and work to be completed outside of the class environment by the learners over the remaining days (20-25hrs/week total). Study days will be scheduled most weeks to allow the opportunity for learners to work on assessment tasks with the benefit of group discussion and access to the trainer and assessor for assistance.

The course will be delivered through integration of units of competency with real life practical projects. Each of the units will include theoretical and practical assessments. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

Classes will be delivered across differing locations. Please contact our office for more details.

Expected duration
The course is designed to be delivered over a minimum of eight months. Campbell Page Employment and Training is able to support participants that need additional time and can assist those participants that require assistance with language, literacy and numeracy (LL&N).

Assessment requirements
Campbell Page Employment & Training will assess the skills of learners by conducting observations (on more than one occasion) of relevant tasks and processes in the workplace, assessing underpinning knowledge through a series of questions based around the units of competency and any unique requirements of the employer. Third Party reports developed by Campbell Page Employment & Training obtain feedback from workplace supervisors on every day work practices to assist with assessing units of competency. The following provides a brief explanation of the assessment methods that are to be applied:
• **Demonstration/Role-Play:** The learner is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the learner apply their knowledge and skills during practical activity.

• **Written Report/Case Study/Journal:** The learner is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

• **Project:** The learner is required to undertake a range of projects based on a case study/scenario that is provided by the assessor. A project will require the creation of various documents (reports, memos, etc). Projects will often have a practical presentation component where the learner will be asked to present the outcomes of their project.

• **Knowledge Test:** The learner is required to undertake a number of written knowledge tests over the course of his or her study. The learner may research their answers from the course training materials and notes as well as relevant workplace references.

• **Workplace Supervisor Report:** Workplace supervisors will be asked to provide feedback about the learner’s performance. The supervisor will receive a briefing from our trainer and assessor at the time the learner commences work placement regarding their requirements.

**Practical (work) placement**

Learners in the Certificate III in Aged Care course are required to participate in a minimum of 120 hours practical placement. Campbell Page Employment and Training will facilitate placement at aged care facilities for learners. Learners are also welcome to source their own placement, however this must meet all course requirements.

**Entry requirements**

There are no specified entry requirements for this training course.

This course has been designed with the target client being a new worker in the aged care sector.

**National Police Check**

A National Police Certificate is required prior to undertaking work placement (as per The Aged Care Act 1997). This is completed and reviewed early in the training course (usually on induction) to ensure there will be no barriers to completion of the program or later employment. Application for a National Police Check is included within this course.
Recognition of Prior Learning
Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Learners are encouraged to notify Campbell Page Employment and Training of their interest or intention to apply for RPL prior to their enrolment.

Learner Information
Detailed learner information is available within our Learner Handbook which is supplied with the enrolment package. This booklet contains important information about a learner’s rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Dress and Appearance
Learners are required to present to class in neat, casual attire suitable for participation in practical activities. Specific clothing requirements for practical placement will be discussed during Day 1 Induction; however, at minimum learners will require plain black pants (knee length shorts are acceptable – track pants or leggings are prohibited) and suitable closed toe shoes.

Cost
This course is available on a fee for service arrangement. Funding may also be available to eligible learners through funding incentives paid by the State or Federal government. The current cost can be obtained by contacting us either by phone or email.

Contact us and get the ball rolling!
Ph: 1300 762 071
Email: training-services@campbellpage.org.au
Web: campbellpage.com.au/training/