CHC43115 CERTIFICATE IV IN DISABILITY

QUALIFICATION OVERVIEW

1. QUALIFICATION SUMMARY

National code/title: CHC43115 Certificate IV in Disability

Industry relevance: This qualification reflects the role of workers in a range of community settings and clients’ homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

Entry requirements: Whilst there are no formal pre-requisites to entry, it is to be noted that it is preferred to have some life experience with older people or leisure activities. Applicants must also successfully complete a federal government police check.

Recommended skills: It is recommended that applicants be able to read, write and communicate in English to at least Year 10 standard. Learners will be expected to read and understand simple legal and medical documents, interact effectively with colleagues and build relationships with parents and carers.

2. QUALIFICATION COMPONENTS

Core units (11):
- The core units of this qualification are compulsory for all learners

1. CHCCCS015 Provide individualised support
2. CHCDIS002 Follow established person-centred behaviour supports
3. CHCDIS005 Develop and provide person-centred service responses
4. CHCDIS007 Facilitate the empowerment of people with disability
5. CHCDIS008 Facilitate community participation and social inclusion
6. CHCDIS009 Facilitate ongoing skills development using a person-centred approach
7. CHCDIS010 Provide person-centred services to people with disability with complex needs
8. CHCDIV001 Work with diverse people
9. CHCLEG003 Manage legal and ethical compliance
10. HLTAAP001 Recognise healthy body systems
11. HLTWHS002 Follow safe work practices for direct client care
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Elective units (13):

- Elective units are determined following consultation with industry.

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<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
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<tr>
<td>12. CHCADV001</td>
<td>Facilitate the interests and rights of clients</td>
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<tr>
<td>13. BSBFRM501</td>
<td>Manage budgets and financial plans</td>
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<td>14. CHCCCS006</td>
<td>Facilitate individual service planning and delivery</td>
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Packaging of electives:

- The organisation may vary elective units following consultation with local industry. Elective selection is on the basis of qualification packaging rules, current industry need and the organisation’s capacity to deliver.

DELIVERY AND ASSESSMENT

3. DELIVERY ARRANGEMENTS

- Course duration: 15 weeks, 1 day per week
- Delivery location: Burleigh Heads Community College – Leve 1, 1805 Gold Coast Highway, Burleigh Heads
- Mode of delivery: Classroom instruction – 90 hours, Work placement – 120 hours (see below), Home-based study – approximately 255 hours
- Work placement: It is a requirement of this qualification that learners undertake at least 120 hours of practical work experience in a disability facility. ACE will facilitate your placement with suitable local employer.

4. ASSESSMENT REQUIREMENTS

Assessment tasks:

- Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of project work, case studies, portfolio evaluation, written assignments/examinations, role plays, oral questioning, practical demonstrations and observation of performance in the workplace or simulated work environment.

Task submission:

- Assessment tasks must be submitted by the due date unless an extension has been granted. Students are entitled to two re-submissions per item following an initially inadequate assessment.
5. RECOGNITION AND CREDIT

Assessment-only pathways

- An assessment-only pathway is available for students with significant prior experience in one or more of the skills areas covered by this qualification. Applicants seeking recognition of prior learning (RPL) will need to assemble a comprehensive portfolio of evidence that clearly demonstrates vocational competence across all dimensions specified in the competency standard.

RPL application:

- If you believe you are able meet course requirements through workplace and other evidence in your possession, then contact your local college for further information about the RPL process. Note that RPL applications must be made at the time of enrolment after which you will be contacted by one of our assessors to discuss your application.

Credit transfers

- You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole programme of study – at least 20% must be achieved through assessment.

INDUCTION AND SUPPORT

6. INDUCTION AND SUPPORT

Pre-enrolment:

- By completing a learning and career profile and IT skills self-assessment prior to enrolling in this qualification, you will be assisting us to evaluate your suitability for the course and to tailor support services to meet your individual needs. A Student Support Officer will review this information and, if appropriate, contact you to discuss options to assist you to participate productively in the course.

Course induction:

- An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and the satisfaction of course requirements. A general orientation to college facilities, rules and safety procedures is also provided.

Individual support:

- Your trainer can provide email and telephone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.
7. AWARDS ISSUANCE

Course completion:  • A qualification transcript and transcript will be issued upon successful completion of the training programme provided that all administrative requirements have been met and course fees are paid in full. In these circumstances, certificates will be issued within 30 days of all course requirements being satisfactorily completed.

Partial completion:  • Where a student does not complete all course components, a statement of attainment listing units achieved will be issued within 30 days of course completion as long as all outstanding fees have been paid.

8. ENROLMENT INFORMATION

Application:  • Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment applications include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.

Unique student identifier (USI):  • It is a condition of enrolment in any accredited programme that you supply us with your unique student identifier (USI). If you don’t already have one you can apply for one online at www.usi.gov.au. Further information on the national USI system is available from college administration.

Confirmation:  • Enrolment is confirmed upon payment of a deposit against the course fee. ACE will collect no more than $1500 of the total fee on initial enrolment.

9. FEES AND SUBSIDIES

Full fee:  • $3500

Cardholder discount:  • 30% discount available to concession card holders

Additional charges:  • A fee of $20 for the purchase of an ACE-branded t-shirt applies for this course. This is mandatory for all students undertaking any practical work placement.

Subsidies available:  • Yes – see box below for details
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Programme: • Higher Level Skills (Queensland government)

Eligibility criteria:
• You must be at least 15 years old and no longer at school (excepting VET in Schools students)
• Resident in Queensland
• Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
• Must not have or be enrolled in a Certificate IV or higher level qualification (excluding qualifications completed at school and foundations skills training)

Restrictions
• By doing this qualification you will no longer be eligible for further subsidised training under the Higher Level Skills programme

Fees payable
• $168 student contribution fee ($12 per unit)
• $140 concession card holder contribution fee ($10 per unit)
• No fee applies to credit transfer applications for approved units of competency

Refunds
• Where subsidised training is not completed, a proportion of the contribution fee—corresponding to the number of unfinished units—will be refunded upon written request. No refund is payable on units of competency successfully completed. Refund requests will generally be processed within 28 days.

About fees:
• The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the advertised duration of the course. Fees also cover the use of college facilities and equipment and the processing of credit transfer and RPL applications corresponding to advertised course components. Excluded is the mandatory fee for ACE-branded t-shirt applicable for work placement, which students are required to contribute to at a cost of $20.

CANCELLATIONS AND REFUNDS

10. CANCELLATIONS AND REFUNDS

Course cancellation:
• Students are entitled to a full refund, without deduction, if a course is cancelled by us for any reason prior to its commencement.

Student withdrawal:
• Fees paid will be refunded where written notice of withdrawal is provided at least five working days prior to course commencement. Note that $50 will be deducted from the refund amount to cover administration costs.
• Students wishing to cancel fewer than five working days prior to their course commencing, or at any time after commencement, are not entitled to a refund although a partial refund may be paid at the discretion of the local college manager where exceptional circumstances can be demonstrated. All such requests must be in writing.

FURTHER INFORMATION

11. ACE STUDENT HANDBOOK

Student handbook:

• Our Student Handbook is available to all prospective students and may be obtained at or prior to enrolment from any of our colleges or downloaded from our website. The Student Handbook reflects our policies and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees and refunds, rules and regulations and a range of general information.