

CHCSS00098 INDIVIDUAL SUPPORT – DISABILITY SKILL SET



SKILL SET OVERVIEW

1. SKILL SET SUMMARY

- National code/title:
- CHCSS00098 – Individual Support – Disability Skill Set
- Industry relevance:
- This skill set reflects the skill requirements for providing person centred support to people with disability in various settings.
 - These units provide credit towards a range of qualifications in the CHC Community Services Training Package at Certificate III or Certificate IV level.
- Entry requirements:
- This skill set has been endorsed by industry as suitable for individuals who:
- hold a qualification at Certificate III level or higher in Community Services, Health or related field
- or
- have skills equivalent to the qualification requirement validated through a recognition of prior learning process.
- 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 elderly people and family members. Some life experience around the elderly would be an advantage.

2. SKILL SET COMPONENTS

- Skill set units (4):
- The skill set units are compulsory for all learners:

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| 1. CHCDIS001 | Contribute to ongoing skills development using a strengths-based approach |
| 2. CHCDIS002 | Follow established person-centred behaviour supports |
| 3. CHCDIS003 | Support community participation and social inclusion |
| 4. CHCDIS007 | Facilitate the empowerment of people with a disability |

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ASSESSMENT

3. 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.

4. 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.

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INDUCTION AND SUPPORT

5. INDUCTION AND SUPPORT

- Pre-enrolment:
- By completing pre-enrolment 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.

CERTIFICATION ARRANGEMENTS

6. AWARDS ISSUANCE

- Course completion:
- A qualification testimonial 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.

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ENROLMENT INFORMATION

7. ENROLMENT APPLICATION

- 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.

8. FEES AND SUBSIDIES

- Full fee:
- \$1000
- Subsidies available:
- Yes – see box below for details

Programme:



- We are a Skills Assure Supplier.
- Higher Level Skills (QLD). Applicants eligible for enrolment under *Higher Level Skills* to note that this training is funded by the 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

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| | <ul style="list-style-type: none"> • Student must be a New or Existing Worker in the Community Services and Health Industry in a role involving provision of direct client care or support. Students must already hold a Certificate III in Individual Support (or equivalent). • Must not have or be enrolled in a Certificate IV or higher level qualification (excluding qualifications completed at school and foundations skills training) |
| <u>Fees payable:</u> | <ul style="list-style-type: none"> • \$200 student co-contribution fee (\$50 per unit) • \$160 student co-contribution fee (\$40 per unit) • No fee applies to credit transfer applications for approved units of competency |
| <u>Refunds:</u> | <ul style="list-style-type: none"> • Where subsidised training is not completed, a proportion of the co-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. |

Financial assistance:

- Where the fees are over \$500, payment plans are available with the college through Ezidebit - weekly, fortnightly or monthly debits can be arranged to pay the balance of the course fees.

CANCELLATIONS AND REFUNDS

9. 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.

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FURTHER INFORMATION

10. 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.

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DELIVERY

11. DELIVERY ARRANGEMENTS

- Course duration:
- Please contact the ACE Community Colleges Customer Care team
- Delivery location:
- ACE Community Colleges Burleigh –
5/2 Executive Drive, Burleigh Waters QLD 4220
OR
 - Online (external) study
- Mode of delivery:
- Classroom instruction
OR
 - Online study – Direct your own learning with all your study materials online, allowing you to manage your own workload and fit your studies around your lifestyle. Access your learning space 24 hours a day, seven days a week and be supported by high-quality educators who are devoted to your outcomes. In addition to this, trainers will facilitate monthly workshops.