

STUDENT SUPPORT

The tutors and staff of Park Orchards Learning Centre are all highly experienced, qualified and understand the pressures and needs of adults who return to study. They are here to assist you when and if needed. Course and career information also available, please speak to the Education Co-ordinator.

INFORMATION SESSION

Thursday 13th October 11am

Bookings are essential for this session.

Please phone to secure your place.

Phone: 9876 4381

PARK ORCHARDS LEARNING CENTRE

572 Park Road (Postal P.O. Box 68)
PARK ORCHARDS 3114

Phone: 9876 4381 Fax: 9876 3263

Email: pochi@parkorchards.org.au

Website: www.parkorchards.org.au



14 Units—8 Compulsory and 6 Electives

COMPULSORY UNITS

- CHCCHILD301A Support behavior of children and young people
- CHCED301A Comply with legislative, policy and industrial requirements in the education environment
- CHCED303A Contribute to student education in all developmental domains
- CHCED312A Work with diversity in the education environment
- CHCED313A Communicate with students
- CHCED314A Work effectively in an education team
- CHCED316A Comply with school administrative requirements
- HLTOHS300A Contribute to OHS processes

ELECTIVE UNITS

- CHCED305A Support the development of reading skills
- CHCED306A Support the development of writing skills
- CHCED307A Support the development of
- CHCDIS301A Work effectively with people
- CHCED315B Support students with additional needs in the classroom
- HLTFA301B Apply first aid

DELIVERY OF COURSE:

**FACE to FACE: 216hrs WORK PLACEMENT: 40 hrs
ASSESSMENT & HOMEWORK: 257hrs (Approx)**

A detailed copy of units and their content is available from the Learning Centre or can be accessed on-line at www.training.com.au. Students will be provided with a handbook outlining details of individual course units, assessments, work placements etc.



Registered Training Organisation No:4008

Want a career as an Education Support Assistant??

(formerly known as Integration Aide)
If so we this is the course for you-
**Certificate 111 in
Education Support CHC30808**



AUSTRALIAN
NATIONAL TRAINING
AUTHORITY

Certificate 111 in Education Support—CHC30308

This is the course required to qualify you as a Education Support Assistant—formerly known as Integration Aide.

Park Orchards Learning Centre will be offering this course each semester in 2012, the first course being February—July, and the second July– December. Classes will be held twice a week on Wednesday Friday, 9.15am—3.15pm (½ hour lunch break included).

The course covers 8 compulsory and 6 elective units including First Aid plus 40 hours work placement. All students must complete **Level 2 First Aid** or provide evidence if completed elsewhere.

Positions Available on Completion of Qualification:

Education	Education Assistant (special needs)
Language Worker	Literacy Worker Support Worker
Teacher Aide	Teacher Assistant Home Tutor

FEES AND CHARGES

Government Funded places will be offered to eligible applicants as indicated by Skills Victoria. People with disabilities are encouraged to apply. For more information visit www.skills.vic.gov.au Our charges are based on the minimum amount.

COSTS: \$587.50 (if eligible for Govt. Funding) or Fee for Service **\$1000.00** (Cost includes tuition, materials, and amenities fee).

Fees payable on enrolment.

A deposit of \$100.00 is required on enrolment and the balance to be paid one month prior to course commencement. (Students can talk to the Manager if they need to pay the course off)

REFUNDS

For detailed information about refunds see the booklet “General Course Information for Students”. This is available on our website

www.parkorchards.org.au

COURSE ADMISSION REQUIREMENTS

There are no formal entry requirements. Although prospective students will be expected to attend course information session at which time application forms will be provided. Appropriate Literacy & Numeracy skills and basic computer skills including internet and email are required. Individuals with Literacy or Numeracy difficulties will be referred to other organisations that can provide the appropriate support as needed. A National Police Check and a Working with Children Check will be required prior to commencing work placement.

WORK PLACEMENTS

All participants must undertake work placements for a minimum of 40 hours. It is the participants responsibility to find their own work placements, although guidance will be provided by the tutor. All participants doing work placements will be required to submit a Working with Children Check before commencing work placement. Students will be required to seek their own work placement, although Park Orchards Learning Centre will provide you with contacts, support and assistance.

ASSESSMENT

Assessment will be conducted using a number of different methods, including written assignments, class exercises, observation, role plays, group work, projects, case studies and journals. All assessment will be directly linked to the unit/ module learning outcomes.

RECOGNITION OF CURRENT COMPETENCIES (RCC) & RECOGNITION OF PRIOR LEARNING (RPL)

If you are enrolling in a nationally accredited course, previous work experience or studies may entitle students to exemptions from some modules. Contact the Education & Training Coordinator if you believe you may be eligible to claim RPL / RCC for any of the units. A fee will be charged if it is agreed that RPL / RCC will be conducted.

REPLACEMENT CERTIFICATES

Requests for replacement Certificates or Statement of Attainments must be made in writing with full details of the lost Certificate (including names, course name & date of course completed). There will be a \$10 administration charge for replacement.

LEGISLATION & TRAINING INFORMATION

Please refer to the following websites that will provide you with legislation information that may significantly affect your participation in Nationally Accredited Courses:

www.skills.vic.gov.au,