

CERTIFICATE III IN EDUCATION SUPPORT CHC30808

12 UNITS - 8 Compulsory & 6 elective

COMPULSORY UNITS

CHCCHILD301A	Support behaviour of children and young people
CHCEDS301A	Comply with legislative, policy and industrial Requirements in the education environment
CHCEDS303A	Contribute to student education in all developmental domains
CHCEDS312A	Work with diversity in the education environment
CHCEDS313A	Communicate with students
CHCEDS314A	Work effectively in an education team
CHCEDS316A	Comply with school administrative requirements
HLTOHS300A	Contribute to OHS processes

ELECTIVE UNITS

CHCEDS305A	Support the development of reading skills
CHCEDS306A	Support the development of writing skills
CHCEDS307A	Support the development of numeracy skills
CHCDIS301A	Work effectively with people with a disability
CHCEDS315B	Support students with additional needs in the classroom
HLTFA301B	Apply first aid

Park Orchards Learning Centre Delivery:

FACE to FACE: 216 Hrs **WORK PLACEMENT:** 90 Hrs **HOMEWORK:** 108 Hrs

A detailed copy of units and their content is available from the Learning Centre or can be accessed on-line at www.ntis.gov.au (Enter course code in search box).

All students will be provided with a student handbook at the commencement of course which outlines details about individual course units, assessments, work placements and other information about your course.



Certificate 111 in Education Support CHC30808 (formerly known as Integration Aide)

Course Information 2010



Registered Training Organisation No: 4008

Phone: 9876 4381 Fax: 9876 3263

E-mail: pochi@parkorchards.org.au

Website: www.parkorchards.org.au

572 Park Road, PARK ORCHARDS VIC 3114

Postal address: P.O. Box 68, PARK ORCHARDS VIC 3114



THIS IS THE COURSE required to qualify you as a Education Support Assistant - formerly known as an Integration Aide.

Park Orchards Learning Centre will be offering this course in 2010 beginning in February and ending in November. Classes will be held once a week Wednesdays or Fridays 9.15am - 3.15pm (½ hour lunch break included).

This course covers 8 compulsory and 6 elective units including First Aid plus 80 hours work placement. All students must complete Level 2 First Aid or provide evidence if completed elsewhere.

COSTS:

\$990, (Concession **\$630**) - **ACFE** funded - (Limited funded places available)

Fee for Service **\$1300**.

Cost includes tuition, materials, First Aid level 2 plus amenities fee

Fees payable on enrolment.

Students requiring financial assistance should contact Centre Manager - Judy Haley

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

Course participants who consider they already possess the competencies required through formal training, work or life experience may apply for RCC/RPL.

WORK PLACEMENTS

All participants must undertake work placements for a minimum of 80 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 find their own work placement, although Park Orchards Learning Centre will provide 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 learning outcomes.

CERTIFICATION

To gain the Certificate III in Education Support a student will need to complete all 8 compulsory units and 6 elective units.

POSITIONS AVAILABLE ON COMPLETION OF QUALIFICATION

- Education Assistant
- Education Assistant (special needs)
- Home tutor
- Language worker
- Literacy Worker
- Support worker (working with children with disabilities)
- Teacher aide
- Teacher assistant

STUDENT SUPPORT

The tutors and staff of Park Orchards Learning Centre are highly experienced & qualified. They understand the pressures and needs of adults who return to study. We also have very small class sizes. Course and career information is also available. Please speak to the Education Coordinator.

STUDENT SERVICES AVAILABLE

- Course and Career information.
- Recognition of Prior Learning.
- Complaints Policy & Procedure
- Confidentiality re personal or educational matters.
- Photocopying.
- Fax Service - during office hours.
- Computer access - cost \$5.00 per hour. Bookings are essential - please contact a staff member.
- Internet access - daytime only. Book through office.
- Childcare for day courses at \$6.00 per hour (bookings are essential)