



NSW Vocational
Education & Training
Accreditation Board

Disability Training

CHC30408 Certificate III in Disability



NATIONALLY RECOGNISED
TRAINING

Course Description

This qualification is targeted specifically towards those people who wish to work in the disability care area, either in a residential care facility or as a respite care worker in the home setting out in the general community.

Locations

14-18 Douglas Road QUAKERS HILL NSW 2763

Classes scheduled

Monday to Friday, maximum of 5 days/week

The Academy's teaching hours are from 9.00 am and 5.30 pm.

Target Group

Workers in this occupational group work in the community and/or residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living. These workers report directly to a supervisor and are not responsible for other workers.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Entry Requirement: Students must have good health, achieve English proficiency of 5.5 as minimum in IELTS or recognized equivalent, and meet the necessary academic and financial entry criteria for the courses.

The minimum requirements to enroll in AAMS are High School Certificate or their equivalents with a minimum of overall Pass marks in both Years 11 and 12. **Students**



must be 18 years of age or older at the time of their initial application. Australian Academy of Management and Science will not enroll students under the age of 18 years.

Qualification

On successful completion of the course students are eligible to receive CHC30408-Certificate III in Disability and a Statement of Results.

Accreditation

AAMS is a registered training organisation by the NSW Vocational Education and Training Accreditation Board (VETAB) with the RTO code 91354 and CRICOS Provider code 02882M to deliver the CHC30302 Certificate III in Disability Work. This qualification is recognised under Australian Qualification Framework (AQF).

Course Duration and Enrolment

The course averages over 800 hours of face-to-face contact. Total duration of this course is 40 weeks plus holidays spanning over four terms. Students can enroll into the course at the starting of each session. International students are required to undertake full time course work with 20 hours /week of class room attendance. This is a requirement of the student visa. For enrolment in to the

Career pathway

This course is an introductory course in Disability. Students after successful completion of this course and wish to enhance their knowledge in this area may undertake certificate IV or Diploma in Disability.

Teaching Methods/ Resources

- Hands-on tutorial with internet access
- Practical training in a real commercial kitchen facility
- Highly qualified teachers with industry experience
- Class rooms are fitted with modern audio/visual facilities
- Great computer facilities



Assessment Methods

Assessment is based on competency, that is the ability to perform specific skills and is done through a combination of observation, discussion, written assignments, tests, examinations, and/or practical application and work related projects.

When conducting a competency based assessment, the Assessor will work with you to collect evidence of your work performance using the competency standards as benchmarks. Competency based assessment is generally activity based and practical. However, competence also means that you should display an understanding of the knowledge that underpins the performance of the task.

Disciplinary procedures

All AAMS students are subject to Australian civil and criminal laws and to the AAMS Disciplinary Policy and Procedure.

International students that do not adhere to students visa conditions 40 weeks of study and 80% minimum attendance, unsatisfactory academic progress will be subject to the academy's warning and reporting procedures. Furthermore, serious breach of the academy's policies and procedures such as non-payment of tuition fees sexual harassments carrying and usage of drugs discrimination against any race, gender, culture or religion will be subject to possible expulsion and reported to DIAC.

Access and equity

All academy's staff are required to practice the Academy's Access and Equity policies and procedure which demand all staff to at all times must provide the same level of services to all prospective and enrolled students.

Mutual Recognition

AAMS is committed to its obligation under AQTF of mutual recognition.

Mutual recognition is the process that recognises Australian Qualification Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO) enabling individuals to receive national recognition of their achievements. Mutual recognition can be either a direct recognition of a course completed at another RTO or a combination of mutual recognition and credit transfer.

Contact AAMS for further information



Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process that recognises a student's current skills and experience regardless of where and when the learning occurred. Applications for RPL are based on whole competencies.

Students can base their application on any combination of formal or informal training and education, work experience or general life experience.

Students will need to contact the academy for information on the RPL process. To apply for Recognition of Prior Learning students will need to complete the RPL form and provide supporting evidence

Evidence may include:

- Interview/professional conversation
- Observation and questioning including workplace visits
- Portfolio of work, which may include completed assessment items from previous study
- Supplementary assessment tasks or challenge test - oral, written or practical
- Assessment where no training is involved
- Trade test
- Authentication of evidence by supervisor or employer

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the institute academic appeals process

Welfare and Guidance

The college is committed to accommodate special circumstances (such as disability) of individual students.

The college provides student induction every term

For students who apply offshore, the College offers various other support services such as

- Airport pick-up, *
- Accommodation, *



* These services are provided on actual cost recovery basis.

Students may make an appointment at any time to see AAMS for free advice relating to study on issues such as:

- managing your time
- setting and achieving your goals
- motivation
- ways of learning
- coping with assessments
- looking after yourself

Our staff will assist you in how to seek help with local welfare and guidance services as required. However, students with welfare and guidance needs beyond the expertise of AAMS staff will be referred to external specialist agencies

Fees

The fee is AUD \$7,450

Additional mandatory fees

Enrolment fee: \$250.00

First Instalment of Fee:

At the time of admission, the students should pay:

Total fee = Enrolment fee + Upfront tuition fee + OSHC premium

Terms and Conditions of Enrolment

Application/Administration Fees are non refundable. The scheduled application fee as at 01.01.2011 is \$AU250.00. Once enrolment has been confirmed, you will be advised of the Orientation date.

Please note: overseas health cover (OSHC) is compulsory for students on a student visa.

Payment must include the following: (Please note tuition and OSHC fees are subject to change.)

Payment Details

Enrolment/Administration Fee (Non-refundable)	A\$250.00
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Course fee (Total tuition fee)	A\$
Course fee (First Instalment)	A\$
OSHC (Single/ Family) (..... Year)	A\$
Airport Greeting	A\$
Accommodation Placement	A\$
Home stay (_____ weeks)	A\$
Other Chargers (please specify)	A\$
TOTAL (All prices are in Australian dollars)	A\$
Payment Required Now	A\$
Balance payment (payable in instalments during studies)	A\$

Fees

Fees are levied on all courses offered. Please refer to the fee schedule available on our website or through Administration for detailed current course fees.

A non refundable enrolment fee of \$250.00 is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 14 days prior to the commencement of courses.

Remaining course fees can be:

- paid in advance in their entirety; or
- paid using a flexible payment plan available as semi-annual payments, quarterly payments or monthly payment. Payments are paid in advance and are due two weeks prior to the divided payment terms. Please note: the fee payment schedule is determined on a case by case basis.

Students who pay fees for courses will be issued with receipts. The management of the Australian Academy of Management and Science Pty Ltd will be responsible for ensuring that those fees are accounted for within a separate section of the financial control centre and are identified as fees paid in advance.

Course fees do not include:

- First Aid Training Fee: &150 approx.
- Trade specific equipment such as (but not limited to) Cookery Uniform, Tool Kit & Course Notes which may cost A\$700 (approximately)
- Text books which may cost A\$200.00 per semester approx;



- Shoes;
- The cost of travel between sites (where applicable)
- RPL fee (if applicable): A\$100 per unit assessed.

OSHC Medibank Private Premium Price List

	Single	Family
1 Year	A\$429	A\$858
2 Years	A\$858	A\$1,716

It is an essential requirement of your student visa that you have adequate health cover while you are studying in Australia. You are required by law to pay for Overseas Student Health Cover (OSHC). If you do not have health cover (also called 'health insurance') you fail to meet your visa conditions and risk having your visa cancelled. OSHC helps pay for medical and hospital care should you become ill during your stay in Australia. AAMS preferred health care provider for Overseas Student Health Cover (OSHC) is Medibank Private. For information about overseas student health cover prices (premiums) and the services you will receive from Medibank Private OSHC, please refer to the website:

http://www.medibank.com.au/pdfs/oshc_price_chart_2006.pdf

FEES AND REFUND POLICY

For the purpose of this document, the Organisation shall refer to AAMS. All requests for refunds must be lodged in writing to the Chief Executive Officer; The Organisation respects and protects the rights of its students in accordance with the Privacy Act. Where a refund has been deemed payable the payment will be made within 14 days. Where a student's Visa has not been granted, a full fee refund less the \$250 administration/application fee will be granted.

Refunds paid if AAMS defaults when:

- All fees paid by the student including any administration fees will be refunded within two (2) weeks after the default day
- AAMS, as a member of the ACPET OSTAS, if unable to fulfill its obligations to complete a course, the student will be offered a no cost enrolment (i.e. no administration/enrolment fee) into another ACPET OSTAS member college
- Students will be provided with a statement explains how the refund amount has been worked out



AAMS defaults when:

- The course does not start on the agreed starting day, or
- The course ceases to be provided before it is completed.
- The course is not provided in full to the student.

Refunds paid if the student defaults:

- If the student's application for Australian student visa is rejected, any course fees paid (less administration fee) will be refunded, provided that original documentary evidence is supplied within two (2) weeks of visa rejection.
- If visa has not been issued on the time to commencement of course, the student must contact AAMS in writing and another commencement date will be organised without any additional cost. If AAMS does not receive any intimation on the time of commencement of course then student will not be entitled for refund of the course fee paid for the first term,
- If the student withdraws from the course after the visa has been granted then student will not be eligible for any refund for the course fee paid for the first term.
- If a student withdraws from the course for whatever reason after the start of the term the student will not be eligible for a refund of any of the course fee.
- This Agreement does not remove the student's right to take further action under Australia's consumer protection laws.
- Students are able to pursue other legal remedies where in disagreement with the Academy's decision regarding their tuition fee refund.

AAMS Adheres to:

- Sex Discrimination Act 1984
- Human Rights and Equal
- Opportunity Act 1986
- Racial Discrimination Act 1975
- NSW Anti-Discrimination Act
- Disability Discrimination Act 1992
- VET Act 2005
- ESOS Act 2000

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Course structure

Unit Code	Title	Core / Elective
CHCCS411A	Work effectively in the community sector	C
CHCDIS301A	Work effectively with people with a disability	C
CHCDIS302A	Maintain an environment to empower people with a disability	C
CHCDIS322A	Support community participation and inclusion	C
CHCDIS323A	Contribute to skill development and maintenance	C
CHCICS301A	Provide support to meet personal care needs	C
CHCICS302A	Participate in the implementation of individualised plans	C
CHCICS303A	Support individual health and emotional wellbeing	C
CHCICS305A	Provide behaviour support in the context of individualised plans	C
CHCOHS312A	Follow safety procedures for direct care work	C
CHCCS400A	Work within a relevant legal and ethical framework	E
CHCAC319A	Provide support to people living with dementia	E
CHCICS402A	Facilitate individualised plans	E
CHCDIS410A	Facilitate community participation and inclusion	E
	Field Placement	