



NSW Vocational  
Education & Training  
Accreditation Board

# Disability Training

## CHC50108 Diploma in Disability



NATIONALLY RECOGNISED  
TRAINING

### Course Description

This qualification is targeted specifically towards those people who wish to work in the disability care area. This is a training program that leads to the completion of the Community Services Training Package qualification CHC50108.

This qualification is designed to reflect the role of first-line managers and/or advanced technical workers in the industry sector.

### 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

This qualification covers workers who are responsible for the coordination and management of agencies delivering services to people with a disability. Workers in this role are usually also involved in service delivery, either direct client work and/or community development projects. Workers at this level have responsibility for the supervision of other staff and volunteers.

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 Requirements

1. Completion of High School Year 12 or equivalent; appropriate English knowledge is essential.
2. Students must be recognised as competent, through a recognised training program or



recognition process, against the following units of competency common to CHC40308

Certificate IV in Disability:

- CHCCS400A Work within a relevant legal and ethical framework
- CHCCS411A Work effectively in the community sector
- CHCDIS301A Work effectively with people with a disability
- CHCDIS410A Facilitate community participation and inclusion
- CHCICS402A Facilitate individualised plans

Enrolment into these pre-requisite units can be arranged through your AAMS course advisor.

OR:

Have sufficient relevant work experience in the disability sector to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills.
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgement and decision making under general guidance.

Please refer to Recognition of Prior Learning (RPL) section of this document.

Completion of this program requires students to successfully complete field placements to provide unpaid work experience. All students undertaking field placement are to obtain police clearances and checks for each country in which they have resided during the last 10 years where:

- the period of residence was 12 months or longer (in total); and/ or
- the student was aged 16 years or over at the time of residence.

Originals of police clearances / checks must be provided at the point of accepting an offer for the course. Please note that police clearances / checks are only valid for 12 months from the date of issue and the originals submitted will not be returned to students so a copy must be taken for personal records.

Students are required to enrol at the start of the term/intake. International students are required to undertake full time course work with a minimum 20 hours/ week of class room attendance. This is a requirement of the student visa.



### **Entry Pathway:**

Those students who do not meet the entry requirements and have not achieved the pre-requisite units of competence are required to complete them prior to commencing the Diploma. This will be done via a Learning Pathway consisting of one semester of 10 weeks at 20 hours commencing in Semester One.

**Note:** students who have successfully completed the Certificate III in Disability will have met the entry requirements and will not be required to complete the learning pathway.

### **English requirement for overseas students:**

The Academy normally requires overall minimum IELTS score of 5.5 or its equivalent, however 6.5 IELTS is highly recommended as additional English requirements may be required for visa purposes. For more information please consult with the Department of Immigration and Citizenship (DIAC) (website: [www.immi.gov.au/students](http://www.immi.gov.au/students))

### **Qualification**

On successful completion of the course students are eligible to receive CHC50108 Diploma 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 CHC50108 Diploma in Disability. This qualification is recognised under the Australian Qualification Framework (AQF).

### **Course Duration and Enrolment**

Total course delivery period is 9 semesters of 10 weeks over a period of two years and three months. This consists of a Learning Pathway of 1 semester of 10 weeks at 20 hours per week commencing in Semester One, and the Diploma at 8 semesters of 10 weeks with a minimum of 20 hours per week. The 90 weeks of training and assessment includes 2 field placements (1 each year) totalling 400 hours.

Students can enrol into the course at the starting of each term. 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.



## Pathway

This course is a managerial level course in Disability Work. Students after successful completion of this course who wish to enhance their knowledge in this area may undertake the Advanced Diploma of Disability.

## Vocational Outcome

Graduates of the CHC50108 Diploma in Disability may gain employment as qualified:

- Behavioural Support Officer
- Disability Officer
- Disability Support Officer
- Senior Personal Care Assistant

## Teaching Methods/ Resources

- Highly qualified trainers with extensive industry experience
- Class rooms that are fitted with modern audio/visual facilities
- Modern computer facilities with access to internet

## 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 must 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 student visa conditions 40 weeks of study and 80% minimum attendance and with 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 staff members of the Academy are required to practice the Academy's Access and Equity policies and procedure which demand all staff to provide the same level of services to all prospective and enrolled students at all times.

## **Mutual Recognition**

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

Mutual recognition is the process that recognises qualifications and Statements of Attainment issued under the Australian Qualification Framework (AQF) 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 Director of Studies for further information.

## **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning is the process that recognises 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 and apply at the time of their initial application to the Academy. To apply for RPL 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
- Authentication of evidence by supervisor or employer

Unsuccessful applicants have a right to formally appeal the RPL assessment, through the Academy's appeals and complaints process

## **Welfare and Guidance**

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

The Academy provides student induction every term. For students who apply offshore, the Academy 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 Director of Studies 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 course fee is AUD\$ 14,900

There will be additional fees for course notes (\$200 per semester)



## Additional Mandatory Fees

Enrolment fee: \$250.00

RPL fees (if applicable): AUD\$100 per unit assessed

## Overseas Student Health Cover (OSHC) Premiums:

All international students are required to take up OSHC before they start the course at the Academy. This can be either arranged by the Academy or directly arranged with the service provider.

As at 30/04/2010 the cover for one adult for a 12 month period is AUD\$429

Go here for various rates depending on duration and family size:

[https://www.oshcworldcare.com.au/default.aspx?pn=oshcga15&ad=15misc&wt.srch=1&wt.mc\\_i d=oshcgoogle15&gclid=COM3xK-zu4cCFTRZDgod5nsMHw#anCalculate](https://www.oshcworldcare.com.au/default.aspx?pn=oshcga15&ad=15misc&wt.srch=1&wt.mc_i d=oshcgoogle15&gclid=COM3xK-zu4cCFTRZDgod5nsMHw#anCalculate)

## First Instalment of Fees Payable

At the time of admission, the students are required to pay:

Enrolment fee + upfront tuition fee + OSHC premium + any RPL fees

### 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
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\$
<b>Other Chargers</b> (please specify)	A\$
<b>TOTAL</b> (All prices are in Australian dollars)	A\$
<b>Payment Required Now</b>	A\$
<b>Balance payment</b> (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**

	<b>Single</b>	<b>Family</b>
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](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

Code	Title	Core / Elective
<b>Learning Pathway</b>	<b>(Pre- requisites):</b>	
CHCCS400A	Work within a relevant legal and ethical framework	E
CHCCS411A	Work effectively in the community sector	E
CHCDIS301A	Work effectively with people with a disability	E
CHCDIS410A	Facilitate community participation and inclusion	E
CHCICS402A	Facilitate individualised plans	E
<b>Diploma:</b>		
CHCCM404A	Undertake case management for clients with complex needs	C
CHCCM501A	Coordinate complex case requirements <i>(Note pre-requisite CHCCM404A)</i>	C
CHCCM503C	Develop, facilitate and monitor all aspects of case management	C
CHCCS503A	Develop, implement and review services and programs to meet client needs	C
CHCCW503A	Work intensively with clients	C
CHCORG506C	Coordinate the work environment	C
CHCDIS511A	Coordinate services for people with disabilities	C
CHCINF505C	Meet statutory and organisation information requirements	C
CHCAD504A	Provide advocacy and representation services	C
CHCNET503C	Develop new networks	C
CHCPOL501A	Access evidence and apply in practice	C
HLTOHS400A	Maintain OHS processes	C
CHCCD514A	Implement community development strategies	E
CHCLD415A	Confirm client developmental status	E
CHCLD514A	Analyse impacts of sociological factors on clients in community work and services	E
CHCGROUP403D	Plan and conduct group activities	E
	Field Placement 1	
	Field Placement 2	