

COURSE CODE

CHC30213

COURSE

Certificate III in Education Support

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate III in Education Support

National Course Code: CHC30213 | TAFE NSW Code: CHC30213-01V03-20CBT-404

Qualification Level	Certificate III
Study Type	Blended
Course Start Date	04 Feb 2020
Hours Per Week	25
Duration	1 Semester
Delivery Locations	Campbelltown
Course Fees	<p>Subsidised Prices First Qualification: \$1,600.00 Second Qualification: \$1,930.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$240.00</p> <p>Non-subsidised Prices Full Fee: \$7,150.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

ENROLLING IN FIRST AID UNITS OF COMPETENCY If you are seeking to enrol in a First Aid unit of competency you are advised that to complete the unit you must be able to perform basic life support skills, for example control bleeding and perform cardiopulmonary resuscitation (CPR). If you have a disability that would prevent you from performing required basic life support skills you are advised that you will not be able to achieve the unit of competency.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

There are no entry requirements for this qualification.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional

requirements below.

WORK PLACEMENTS

Many TAFE courses have a compulsory work placement component to assist you to apply your learning in a practical environment and you may be required to comply with some (or all) of the following.

1. COMMUNITY AND CHILDRENS SERVICES

Anyone in child-related work (including student placements and volunteers) MUST have a current Working with Children Check (students/volunteers free) in line with the Office of Childrens Guardian phase-in schedule and processes. Visit:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

2. STUDENT READINESS FOR WORK PLACEMENT

Generally work placements will only occur after there has been a reasonable amount of student/teacher contact and when the teacher is satisfied that you are ready to benefit from workplace learning and perform workplace duties. Your teacher can provide further information.

3. NSW HEALTH

Before you commence any clinical placements in NSW Health facilities, you will be required to Meet NSW Healths - Criminal Record Check requirements;

Sign the NSW Health Code of Conduct form and any other forms, as required by NSW Health;

Undertake Occupational Assessment, Screening and Vaccination against Infectious Diseases and provide your Health Care Worker/Student Vaccination Record Card.

For specific information regarding NSW Healths requirements, and access to the required forms, it is recommended that you visit their FAQs for students at:

http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx

4. AGED CARE WORK - Before you undertake any clinical placements in Aged Care Facilities you will be required to undertake a Federal Criminal Record Check. Visit:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

STUDENT RIGHTS AND RESPONSIBILITIES - For more information visit:

<https://www.tafensw.edu.au/courses/rights-and-responsibilities/index.htm>

To be enrolled in this course, you need to be able to provide evidence that you have: - a current WWCC (Working With Children Check). Learners are required to provide their WWCC number to their coordinator within the first 3 weeks of the course start date.

To successfully complete this course, you will need: - sufficient literacy skills to demonstrate your knowledge evidence through written assessments both in the classroom and on work placement - sufficient communication skills to present your work to others in oral presentations. - to complete 18 full days in the workplace. This is recorded in the workplace document and then verified by the workplace supervisor and TAFE supervisor. On work placement, you will need to successfully demonstrate evidence of your professional and practical skills that meet the performance criteria. Students will be required to wear WHS appropriate clothing in the workplace. - to purchase the text book "Supporting Education. A teaching assistants handbook", by Karen Kearns.

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Tuesday, 10th of December 2019

Time: 10:00am to 12:00pm

Location: TAFE NSW Campbelltown, Building B, Level 1, Room B1.18

Or

Date: Tuesday, 21st January 2020

Time: 10:00am to 12:00pm

Location: TAFE NSW Campbelltown, Building B, Level 1, Room B1.18

STUDY COMMITMENT

This is a flexible delivery course. Theory classes will run on Monday from 9.30am to 2:30pm for one Semester. As this is a flexible delivery course, it is anticipated you may also be required to spend approximately 20 hours per unit completing readings and research, 4 hours reflection and revision of concepts, and approximately 12 hours per unit to complete your assessment tasks. In addition to the theory class, you may be required to attend a library study group and workshops to support your learning.

Attendance Pattern:

- Week 1-6 you will attend TAFE for up to 2 days per week.
- Weeks 7-12 you will attend TAFE 2 days per week and attend a school 2 days per week.
- Week 13 onwards you will attend a school for 5 full days per week.

You will also need to complete a minimum of 18 full days in a Registered School setting for work placement. This is approximately 6.5 hours per day. Hours will reflect the school day, plus an additional 15 minutes before the children arrive, and 15 minutes after the children leave. Your work placement cannot be in a school where any family members are enrolled or in employment. Additional information will be provided to you in regards to work placement at your orientation session.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who are:

- school leavers
- new entrant workers and those returning to workforce after a period of unemployment.

MORE ABOUT THIS COURSE

Learners may enter this qualification with no prerequisites. The main learner cohort that this qualification attracts is mature aged learners returning to the workforce after a period of unemployment. The majority of these learners have significant family commitments. The delivery of this offering supports learners to attend face to face, yet study flexibly outside of classroom hours for the majority of the delivery.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Aboriginal and/or Torres Strait Islander Student Support and Services
- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

Detailed current information on these Support Services are made available to staff and students at TAFE NSW Student Services. Additionally, every student is supported by a dedicated Student Services team at each campus location.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

This course is currently scheduled on Tuesday from 9:30am to 2:30pm. This timetable may change and will be confirmed by your teacher.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay depends on the type of course you study, and on your personal circumstances. An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to the commencement date of the course, this initial payment is non-refundable. Please contact us on 13 79 74 for further information.

ADDITIONAL RESOURCES

In addition to the course fee, you will be required to purchase the text book "Supporting Education. A teaching assistants handbook" by Karen Kearns.

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 13 7974.

Find out more about [Applying and Enrolling](#)

Units

CHCECE006	Support behaviour of children and young people
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment
CHCEDS002	Assist in implementation of planned educational programs
CHCEDS003	Contribute to student education in all developmental domains
CHCEDS004	Contribute to organisation and management of classroom or centre
CHCEDS005	Support the development of literacy and oral language skills
CHCEDS006	Support the development of numeracy skills
CHCEDS007	Work effectively with students and colleagues
CHCEDS017	Contribute to the health and safety of students
CHCEDS018	Support students with additional needs in the classroom environment
CHCEDS008	Comply with school administrative requirements
CHCEDS012	Set up and sustain individual and small group learning areas
CHCEDS016	Support learning for students with disabilities in a classroom environment
CHCEDS025	Facilitate learning for students with disabilities
CHCPRT001	Identify and respond to children and young people at risk

Information as of 26 Jan 2020