

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: CHC30213-01V03-20WLB-001

Qualification Level	Certificate III
Study Type	Full Time
Course Start Date	03 Feb 2020
Hours Per Week	34.1
Duration	22 Weeks
Delivery Locations	Wollongbar
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: - Hold a valid Working with Children Check (WWCC) for work within NSW

To successfully complete this course, you will need: - To successfully complete every unit of competency

This course requires a mandatory workplacement of a minimum 100 hours. Students must therefore be either: - Employed in a relevant position in a school setting - Undertake a work placement - TAFE NSW will arrange a workplacement for those not already employed in a school setting

Eligibility for work placement:

Before commencement of workplacement experience, students will require: - A valid Working with Children Check (WWCC) for work within NSW. The WWCC can be for volunteers (if you are undertaking an unpaid work placement or volunteer work) otherwise you will need to have a valid WWCC for those undertaking paid work - Prior to students undertaking any work placements or volunteer work that has been organised as part of the requirements of the Certificate III in Education Support, the WWCC is to be verified through the Office of the Children's Guardian by TAFE NSW and stored on the students file - Organisations that agree to offer work placements for students must also be provided with the student's

WWCC and reminded of their obligation to check the validity of the provided WWCC - Total Work Placement Hours: minimum 100 hours of work as detailed in the Assessment Requirements of units of competency

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 10 December 2019

Time: Anytime between 9.30am to 10.30am

Location: Wollongbar Campus, Building K, Ground Level, Room KG14

Or

Date: Tuesday 21 January 2020

Time: Anytime between 9.30am to 10.30am

Location: Wollongbar Campus, Building K, Ground Level, Room KG14

STUDY COMMITMENT

This is a full time blended course. You will need to attend approximately 11.6 hours of class, over 2 days a week, for 22 weeks. As well as the in-class component, you will need to complete approximately 22.5 hours of other study per week.

You may also be required to complete approximately 5.9 hours of additional study each week outside of class hours, including assessment preparation, research and readings.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- Our goal throughout the enrolment pathway is to connect you to the right course to enable you to achieve the right outcomes for you.
A day working in an early childhood service/ school setting/ school age education and care service involves supporting childrens wellbeing, learning and development through play and leisure. If you are passionate about supporting childrens growth and about your own career progression this course will help you to reach your goals.
Important aspects to consider for working effectively within this job role include:
 - Are you patient
 - Do you have good communication skills- both verbal and written
 - Are you energetic and passionate about children
 - Are you able to work well within a team environment
 - Are you professional and ethical
- These attributes will support you in this role

SERVICES AND STUDY SUPPORT

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

- All students must attend an information session to receive details about this course and to move through the enrolment process. At the information session you will be assisted to complete a number of forms. This will enable staff to identify vocational pathways and identify any supports that are required to set you up for success on your learning journey. Information sessions to be held on Tuesday 10 December 2019 or Tuesday 21 January 2020 starting at 9.30am at Wollongbar Campus, Building K, Level ground, Room KG14.

TAFE NSW provides the following services to ensure a supported and successful learning environment for all students:

- 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

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 Monday and Tuesday from 9.00am to 3.00pm. 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?](#)

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

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 131 601.

If you are interested in studying as a Trainee please call 131 601 for full details

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

Units

CHCEDS002	Assist in implementation of planned educational programs
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment
CHCEDS004	Contribute to organisation and management of classroom or centre
CHCEDS003	Contribute to student education in all developmental domains
CHCEDS017	Contribute to the health and safety of students
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE006	Support behaviour of children and young people
CHCEDS018	Support students with additional needs in the classroom environment
CHCEDS005	Support the development of literacy and oral language skills
CHCEDS006	Support the development of numeracy skills
CHCEDS007	Work effectively with students and colleagues
CHCDIV001	Work with diverse people
CHCEDS025	Facilitate learning for students with disabilities
CHCPRT001	Identify and respond to children and young people at risk
HLTWHS001	Participate in workplace health and safety
HLTAID003	Provide first aid
CHCEDS031	Provide support to students with autism spectrum disorder

Information as of 23 Jan 2020