

CHC30102

Certificate III in Aged Care Work



The Illawarra
Business College



Compulsory

CHCAC1C Provide support to an older person

CHCAC2C Provide personal care

CHCAC3C Orientation to aged care work

CHCAC6C Support the older person to meet their emotional and psychosocial needs

CHCAC15A Provide care support which is responsive to the specific nature of dementia

CHCCOM2B Communicate appropriately with clients and colleagues

CHCINF8B Comply with information requirements of the aged care and community care sectors

CHCOHS302A Participate in safety procedures for direct care work

CHCORG3B Participate in the work environment

Electives

CHCAC17A Support the older person to maintain their independence

CHCCS405A Work effectively with culturally diverse clients and co-workers

HLTCSD6A Respond effectively to difficult or challenging behaviour

HLTFA1A Apply basic First Aid

Descriptor

Workers in this occupational group work primarily in 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.

Possible job titles include:

Assistant in Nursing, Community Support Worker, Carer

Mode of delivery:

This course is available to overseas students holding approved visas only on a full-time basis.

Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

Assistant in Nursing, Community Support Worker, Carer, In Home Respite Worker, Personal Care Assistant, Personal Care Giver, Home Care Assistant, Personal Care Worker

Course Duration: 1 year (52 weeks)

Assessment:

Assessments will be conducted to determine the achievement of competency-based learning outcomes. Assessments will include written assignments, projects, observations, practical skills demonstrations, participation in role plays, written reports and may be conducted in real and/or simulated workplace environments.



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Employability Skills for CHC30102 Certificate III in Aged Care Work

EMPLOYABILITY SKILLS FACETS ADDRESSED:

Industry/enterprise requirements for this qualification include the following facets:

Communication

1. Listening to and understanding work instructions, directions and feedback
2. Speaking clearly/directly to relay information
3. Reading and interpreting workplace related documentation, such as prescribed programs
4. Writing to address audience needs, such as case notes and reports
5. Interpreting the needs of internal/ external customers from clear information and feedback
6. Applying basic numeracy skills to workplace requirements involving measuring and counting
7. Sharing information (eg. with other staff, working as part of an allied health team)
8. Negotiating responsively (eg. re own work role and/or conditions, possibly with clients)
9. Being appropriately assertive (eg. in relation to safe or ethical work practices and own work role)
10. Empathising (eg. in relation to others)

Teamwork

1. Working as an individual and a team member
2. Working with diverse individuals and groups
3. Applying knowledge of own role as part of a team
4. Applying teamwork skills to a limited range of situations
5. Identifying and utilising the strengths of other team members
6. Giving feedback

Problem solving

1. Developing practical and creative solutions to workplace problems (ie. within scope of own role)
2. Showing independence and initiative in identifying problems (ie. within scope of own role)
3. Solving problems individually or in teams (ie. within scope of own role)
4. Using numeracy skills to solve problems (eg. time management, stock rotation, shift handover)
5. Testing assumptions and taking context into account (ie. with an awareness of assumptions made and work context)
6. Listening to and resolving concerns in relation to workplace issues
7. Resolving customer concerns relative to workplace responsibilities (ie. if role has direct customer contact)

Initiative and enterprise

1. Adapting to new situations (ie. within scope of own role)
2. Being creative in response to workplace challenges (ie. within relevant guidelines and protocols)
3. Identifying opportunities that might not be obvious to others (ie. within a team or supervised work context)
4. Translating ideas into action (ie. within own work role)
5. Developing innovative solutions (ie. within a team or supervised work context and within established guidelines)

Planning and organizing

1. Collecting, analysing and organising information (ie. within scope of own role)
2. Using basic systems for planning and organising (ie. if applicable to own role)
3. Being appropriately resourceful
4. Taking limited initiative and making decisions within workplace role (ie. within authorised limits)
5. Participating in continuous improvement and planning processes (ie. within scope of own role)
6. Working within clear work goals and deliverables
7. Determining or applying required resources (ie. within scope of own role)
8. Allocating people and other resources to tasks and workplace requirements (only for team leader or leading hand roles)
9. Managing time and priorities (ie. in relation to tasks required for own role)
10. Adapting resource allocations to cope with contingencies (ie. if relevant to own role)

Self management

1. Being self-motivated (ie. in relation to requirements of own work role)
2. Articulating own ideas (ie. within a team or supervised work context)
3. Balancing own ideas and values with workplace values and requirements
4. Monitoring and evaluating own performance (ie. within a team or supervised work context)
5. Taking responsibility at the appropriate level

Learning

1. Being open to learning new ideas and techniques)
2. Learning in a range of settings including informal learning
3. Participating in ongoing learning
4. Learning in order to accommodate change
5. Learning new skills and techniques
6. Taking responsibility for own learning (ie. within scope of own work role)
7. Contributing to the learning of others (eg. by sharing information)
8. Applying a range of learning approaches (ie. as provided)
9. Participating in developing own learning plans (eg. as part of performance management)

Technology

1. Using technology and related workplace equipment (ie. if within scope of own role)
2. Using basic technology skills to organise data
3. Adapting to new technology skill requirements (ie. within scope of own role)
4. Applying OHS knowledge when using technology