

# Community Services Aged Care Work

**Qualification:**  
**CHC30102**

**Certificate III in Aged Care Work**



OCTEC  
Incorporated

## Attendance:

Participants will be required to undertake 400 nominal hours study including classroom sessions, self-directed study and workplace assessments. Workplace assessment will be arranged by the RTO for those students who are unemployed or employed in another industry.

## Course Overview:

Workers in these occupational groups work in residential facilities within defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's wellbeing through 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.

## Occupational Names may include:

- Assistant in Nursing
- Support Worker
- Carer
- Care Service Employee
- Care Assistant
- In-Home Respite Worker
- Personal Care Assistant
- Home Care Assistant
- Care Team Leader
- Accommodation Support Worker
- Community House Worker
- Community Support Worker
- Nursing Assistant
- Community Care Worker

## Entrance Requirement:

Good written and oral communication skills.

## Articulation:

People who complete the course may be eligible for advanced standing in a Bachelor of Nursing or Enrolled Nursing course. This course aligns with the community service training package and has recognition across a range of Community Service sectors, including aged care, health and community services.

See attached a list of potential Community Services Job Pathways produced by the Industry Skills Council of Australia

## Units of Competency - 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

CHCPA01A*	Deliver care services using a palliative approach
CHCCS303A*	Provide physical assistance with medication
HLTCSD3A *	Prepare and maintain beds
CHCAC16A *	Provide food services
CHCCS304A (E)	Assist with self medication
CHCORG22A (E)	Contribute to service delivery strategy
CHCDIS3C (E)	Provide services to people with disabilities
HLTFA1A (E)	Apply basic first aid
CHCAD1C (E)	Advocate for clients
CHCAC4B	Assist in the provision of an appropriate environment

\* Elective unit essential for this course

*CHC30102 - Certificate III in Aged Care Work*  
Information Sheet

# Community Services Aged Care Work

(E) Electives offered at specific locations



## **Legislative Framework**

People who work in the Community Services sector must comply with a range of legislation and regulations, including the Occupational Health and Safety Act 2000, the Privacy Act 1988, the Aged Care Act 1997, the Disability Services Act 1993, the Poisons Act 1964 and the Therapeutic Goods Act 1989. These have been passed to protect the rights of the aged and disabled who may be in care or who require services in their home. They also serve to guide workers behaviour to ensure a safe and equitable work environment.

People who work in the Community Services Sector are subject to a Criminal Record Check and can expect this will be undertaken prior to employment.

## **Process for Assessing Learning Needs**

It is the policy of OCTEC to ensure an assessment of learning needs is undertaken prior to the start of training. This will include possible self identification of special learning needs, the completion of an enrolment form to ascertain literacy and numeracy skills with an OCTEC staff member present, discussion with the relevant supervisor and if required, the giving of a short literacy and numeracy test.

## **Course Fees and Refund Policy:**

The standard course fee varies for full fee paying students. However, you may be exempt from this fee if the course is Government-funded. Alternatively, you may be able to use Government funding available to you personally if you are an unemployed job seeker or are returning to work, e.g. Job Seeker Account, Training Credits or Transition to Work funding.

If you need to pay the course fee, OCTEC will invoice you on commencement of the program or during the term of the program. Where you are unable to complete the program, you will be refunded on a prorata basis, ie. the refund will be based on the amount of training you have actually completed. Alternatively, with your agreement, OCTEC will create a training credit for the remainder of the course or to the value of the prorata refund, for use by you in a future OCTEC course. The refund or training credit will depend on you providing a valid reason for the withdrawal from the program.

**For further information please telephone Margaret Henry during office hours on (02) 63627973 or go to the OCTEC Website at [www.octec.org.au](http://www.octec.org.au)**