



Qualification: CHC40202 Certificate IV in Service Co-ordination (Ageing and Disability)

Attendance:

Participants will be required to undertake 450 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 this occupational group work in residential facilities, group homes, community agencies and government departments. These workers apply knowledge and skills gained through qualifications or previous experience to solve problems within organisational guidelines. These workers coordinate specific programs and/or projects and supervise and/or coordinate a limited number of lower classified workers or volunteers and report to service managers. They undertake a first line management role. 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:

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|-----------------------------------------------------|--------------------------------------------|----------------------------------|
| ▪ (Assistant) Activities Program Co-ordinator | ▪ Residential Respite Officer | ▪ Assistant Options Co-ordinator |
| ▪ Assistant Care Co-ordinator | ▪ Supervisor | ▪ Assistant Respite Co-ordinator |
| ▪ Assistant Co-ordinator/ Supervisor Community Care | ▪ Unit Manager | ▪ Co-ordinator |
| ▪ Assistant Manager | ▪ Aged Care Worker | ▪ Low Care Residential Facility |
| ▪ Assistant Program Co-ordinator | ▪ Assistant Community Options Co-ordinator | ▪ Shift Supervisor |
| ▪ Community Care Worker | ▪ Assistant Co-ordinator | ▪ Unit Co-ordinator |
| ▪ Local Area Co-ordinator (Supervisor) | ▪ Assistant House Co-ordinator | ▪ Volunteer Co-ordinator |

Entrance Requirement:

Year 10 or equivalent, PLUS Certificate III in Aged Care Work or equivalent qualification/work experience.

Articulation:

When you finish this course, you may be eligible for advanced standing in Enrolled Nursing. This course aligns to the Community Services 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.

Packaging Rules

Pre-requisites

CHCAC3C	Orientation to aged care work AND
CHCDIS10B	Provide care and support OR
CHCDIS1C	Orientation to disability work

15 Units must be selected for this qualification including: 10 compulsory and 5 elective units

Units of Competency - Compulsory:

CHCCOM3C	Utilise specialist communication skills to build strong relationships
CHCCS3C	Co-ordinate the provision of services and programs
CHCINF3B	Co-ordinate information systems
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace
CHCORG23B	Co-ordinate work
CHCCS12A	Develop a service delivery strategy
CHCCS405A	Work effectively with culturally diverse clients and co-workers
CHCNET4A	Work with other services
CHCAC7C	Plan and monitor service delivery plans
CHCINF8B	Comply with information requirements of the aged care and community care sectors

Units of Competency - Electives:

CHCCS303A	Provide physical assistance with medication
CHCGROUP3C	Plan and conduct group activities
CHCORG25B	Recruit and co-ordinate volunteers



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