Certificate III in Education Support

TAFE NSW Course Number: CHC30213-01V03 (19OTE-001)
National Course Code: CHC30213
Nominal Hours: 567

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.

We highly recommend you complete a personalised career and study profile to confirm this course is right for you, you will find the Career Voyage link below.

Other information
A minimum of 100 hours supervised work placement is a compulsory component of this course and is completed progressively throughout the qualification. Students need to arrange their own work placement within a school (K-12) environment that caters for students with recognised additional needs, who are supported by education support workers. Students are required to purchase a textbook - Supporting Education: The Teaching Assistant's Handbook 2nd Edition (Cengage Learning - ISBN 9780170364379 approximate cost $95.00).

To ensure you leave us with the most up to date qualification...
If during or after your enrolment, the course in which you are enrolled is updated in line with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

What are the entry requirements? (including Recognition of Prior
Learning)

There are no entry requirements for this qualification.

Credit (or recognition) for modules/units may be granted based on previous learning, studies, work and/or life experiences. For more information on Credit visit the Credit Pathways page on TAFE Digital website.

Please note: Some industries have their own legislative or licensing requirements. TAFE NSW recognition does not apply to these.

Other requirements

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 CHILDREN’S 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 Children’s Guardian phase-in schedule and processes. Visit:

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 Health’s - 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 Health’s requirements, and access to the required forms, it is recommended that you visit their FAQs for students at:

4. AGED CARE WORK - Before you undertake any clinical placements in Aged Care

STUDENT RIGHTS AND RESPONSIBILITIES - For more information visit: https://www.tafensw.edu.au/courses/rights-and-responsibilities/index.htm

Will I need to undertake Work Placement?
Yes. Workplace learning is a compulsory component of all OTEN Community Services courses and is completed progressively throughout the qualification. To be assessed as competent in this qualification, students are required to undertake a minimum of 100 hours supervised work placement, however it is estimated students studying via distance education will normally require extra hours in the workplace as assessment in simulated environments is not always available.
You will need to arrange your own work placement within a school (K-12) environment that caters for students with recognised additional needs, who are supported by education support workers. This can sometimes be a difficult process and students are advised to allow plenty of time to make these arrangements.
Students who are currently working or volunteering in a school (K-12) environment that caters for students with recognised additional needs who are supported by education support workers, may complete their workplace hours at their usual place of work.

Under 17 and wanting to leave school?
If you are under 17 and want to leave school, your options have been affected by a recent change in NSW law. From January 2010 you must complete Year 10 and then continue in either full-time education, training, paid employment or a combination of these options until you’re at least 17 years of age. More information about options for school students under 17 is available from our website: oten.tafensw.edu.au/under17

Pathway to university or higher education
Thinking of studying next year? Not sure if you should go to TAFE or uni? Let us help you decide. At TAFE NSW we offer you the flexibility to fast-forward your career with Pathways.
Choosing to study at TAFE before going on to uni can see you graduating and entering a competitive workforce sooner — and not with one, but two, nationally recognised qualifications! For more information visit oten.tafensw.edu.au.uni

What units will I study?
CHCDIS007 – Facilitate the empowerment of people with disability
CHCDIV001 – Work with diverse people
CHCDIV002 – Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECE006 – Support behaviour of children and young people
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  
CHCEDS008 – Comply with school administrative requirements  
CHCEDS009 – Communicate with parents, students and colleagues in Aboriginal or Torres Strait Islander language  
CHCEDS012 – Set up and sustain individual and small group learning areas  
CHCEDS017 – Contribute to the health and safety of students  
CHCEDS018 – Support students with additional needs in the classroom environment  
CHCEDS024 – Use educational strategies to support Aboriginal and/or Torres Strait Islander education  
CHCPRT001 – Identify and respond to children and young people at risk  
HLTWHS001 – Participate in workplace health and safety

The above list includes units being offered by TAFE Digital. If licensing in another state other than NSW is required, please check requirements with the relevant state.

**Do I need additional resources to study this course?**


**Your learning materials will be provided in:**

- Online via the OLS
- Textbook purchased by student

**This qualification is completed by:**

- Logging on to the Online Learning Support (OLS) website
- Reading online learning resources and textbook
- Successful completion of online quizzes, forums, written and workplace assignments
- Completing a range of assessment tasks in the workplace
- Maintaining contact with the Teaching Section

**How much is the course?**

**Smart and Skilled Student Fees**

The cost of this course will vary based on your eligibility for a Smart and Skilled Student Fee. Eligibility criteria can be found on the Smart and Skilled website or you can call us on 131 241 for further information and advice.

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<tr>
<td>First qualification</td>
<td>$1,600</td>
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<td>Second qualification</td>
<td>$1,930</td>
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Trainees: From 2016 if you are starting a traineeship that is on the NSW Skills List, your Smart and Skilled fee for the whole qualification will not be more than $1,000.

This training is subsidised by the NSW government under Smart and Skilled. The student fee you will need to pay, will be determined according to your personal circumstances and eligibility for a subsidised place, you may also be eligible for a concession fee, fee exemption or fee free scholarship. Payment by instalments is available.

You may continue with an enrolment into this course if you are not eligible for subsidised training, however the full training fee will be applicable. There are conditions to enrolment if you are a Temporary Visa Holder. To discuss your visa status and eligibility to enrol please phone 131 601.

For further information on fees and charges please see https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information

Please ensure you also read and understand the associated fee policies and conditions related to withdrawal from a course, applying for a refund of fees, applying for a deferral to your studies and if you are behind in payment of instalments.

When enrolling under a Smart and Skilled entitlement and where you are eligible for 100% credit from previous studies, your student fee contribution will be zero. However, you will be required to pay an administration fee for the production of your testamur.

For full details on TAFE NSW fees and money matters please visit our website: oten.tafensw.edu.au/fees

I would like to talk to someone before I enrol

Please contact TAFE Digital Customer Service on 131 601.

We are committed to enhancing all students' prospects to reach their potential and achieve a positive future. We recognise that for some students additional support services are fundamental to ensure success. We have the following expert support services available which you may access by calling (02) 9715 8446 or 1300 655 993 to make an appointment: Counselling and Career Development, Disability, Aboriginal, Multicultural, Outreach, Adult Basic Education and Open Learning Centre Support Services.

Need help deciding?

Our free online career and study planning tool can help.

You will receive a personalised career and study profile based on your responses. If
you would like to discuss your results in person, please contact our Counselling and Career Development Unit by calling 1300 655 993 or 02 9715 8446. To get started click the link below:

**Unique Student Identifier (USI)**

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

This includes students completing an apprenticeship, skill set, certificate or diploma course.

A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

**How to get a USI**

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFE NSW.

**How do I enrol?**

To enrol in this course please click on the Enrol Now button. You may also enrol over the phone by calling TAFE Digital on 131 601.

Enrol now (click below)
oten.tafensw.edu.au/mddnvj

Current as at 7/6/2019