

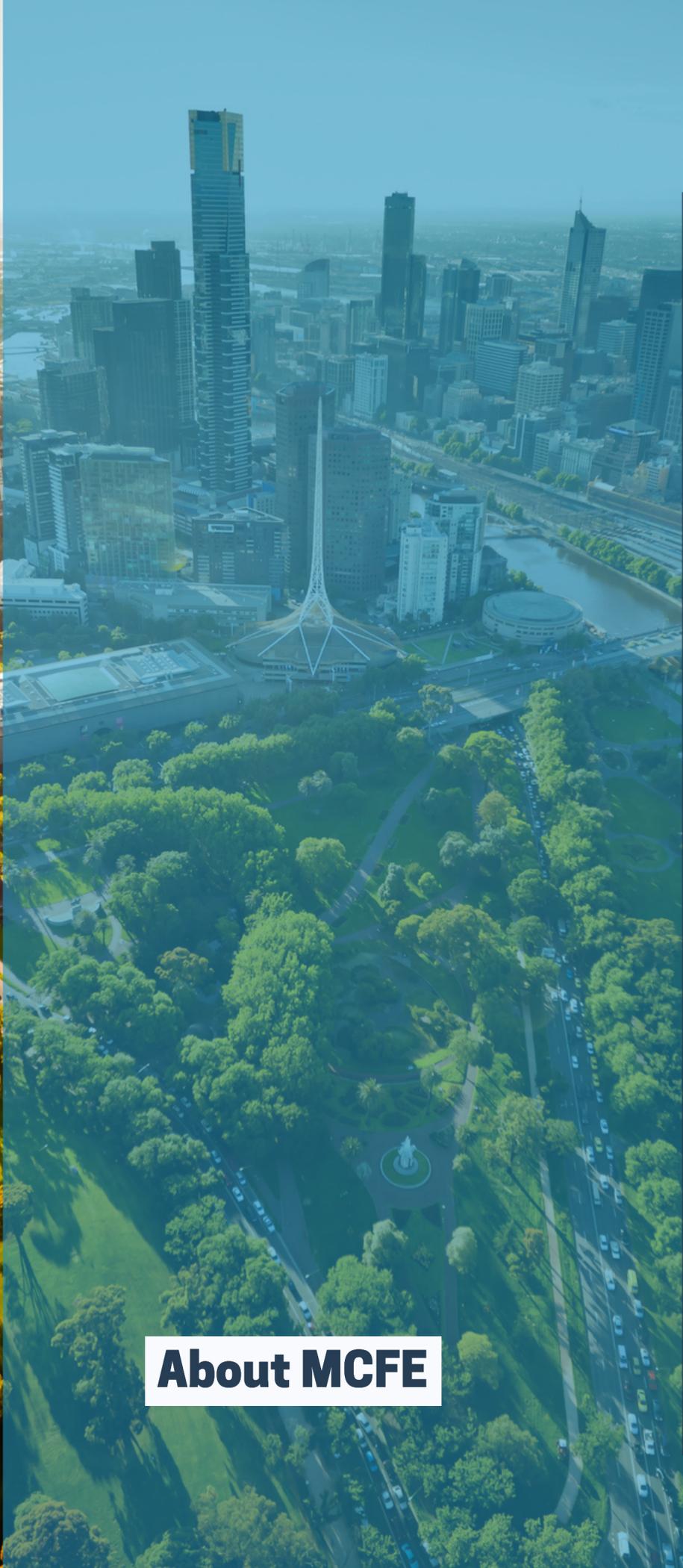


MELBOURNE
COLLEGE
OF FURTHER EDUCATION

CHC33015

**Certificate III
Individual Support**





About MCFE

The MCFE philosophy

Melbourne College of Further Education (MCFE) is a small and trusted RTO with over 20 years' experience in training, supporting and inspiring students to succeed in their chosen pathway. We believe in real skills for real jobs, we take the extra time to customise our course materials and create new and innovative ways of delivering course content.

As a Registered Training Organisation [RTO] qualifications completed with MCFE are recognised nationally. Qualifications achieved through the Australian VET system are also very highly regarded internationally. Our mission is to provide pathways into industry to contribute to a successful, skilled and innovative workforce.

MCFE offers high quality training both face to face and via a blended online model, offering students options to undertake our courses in a way that best suits their lifestyle.

Our trainers are dedicated and highly qualified with extensive practical industry experience and committed to providing quality outcomes to our students and ensuring that all training is both engaging and enjoyable.

Our student support team are extremely passionate and committed to helping students succeed. They are always on hand to help with any questions and provide students with the support they may need to complete the course, especially if circumstances change.



U39/617-643 Spencer St, West Melbourne, Vic, 3003
1300 368 883

info@mcfce.com.au
www.mcfce.com.au

Monday - Friday 9:00am - 4:00pm

MCFE is a division of iAscend Polytechnic Pty. Ltd. RTO no. 21340

Individual Support

Course overview

Our course is designed for those who want to care for people that need extra assistance. To be an individual support worker, you must possess a keen sense of compassion and personal empathy, combined with strong communication skills as they will allow you to make that vital connection with those that need it most. It has been designed to suit two different streams of individual support; Ageing and Home & Community Care (HACC).

Job outcomes include; personal care assistant, home carer, nursing assistant, community or resident support worker.

Duration delivery & assessment

-  10 months average duration
-  23 face-to-face sessions - 1 x 4 hour class per week + 6 full day practical skills classes
-  Assessments include; written and oral questions; projects; and observations of skills
-  Recommended 16 hours of self-paced learning per week
-  120 hours of work placement in an aged care facility.

Entry requirements

- The ability to travel to and from your placement – these shifts can include early starts
- Access to a computer or smart device and the internet to complete your studies.
- The required Language, Literacy and Numeracy skills to complete a Certificate III level course. This will be assessed in your pre-training review during enrolment
- The Victorian government has announced that all aged care staff are required to be fully vaccinated against COVID-19 unless a medical exemption applies

Being able to meet these entry requirements is important to completing this course. If you have further questions about these requirements please don't hesitate to contact us.



Locations

We offer courses all around Melbourne:

- Werribee
- Dandenong
- Online



Course delivery



This program is delivered via face to face classroom sessions, self-paced learning, simulated workplace and practical placement in a regulated aged care facility.

Who will benefit from this course?

- Anyone looking to become an aged care support worker
- Current aged care workers looking to upgrade their existing skills and knowledge
- Anyone wanting to work in the industry whilst pursuing further studies in Nursing or Leisure and Health





Units

Core Units

- CHCLEG001 Work legally and ethically
- CHCCCS023 Support independence and wellbeing
- CHCCOM005 Communicate and work in health and community services
- CHCDIV001 Work with diverse people
- CHCCCS015 Provide individualised support
- HLTWHS002 Follow safe work practices for direct client care
- HLTAAP001 Recognise healthy body systems

Electives

- CHCCCS011 Meet personal support needs
- CHCAGE001 Facilitate the empowerment of older people
- CHCAGE005 Provide support to people living with dementia
- CHCHCS001 Provide home and community support services
- CHCCCS025 Support relationships with carers and families
- HLTINF001 Comply with infection prevention and control policies and procedures

Optional Electives

- CHCDIS007 Facilitate the empowerment of people with a disability
- HLTAID011 Provide first aid
- HLTAID009 Provide cardiopulmonary resuscitation

Units are clustered for more streamlined delivery and assessment. You will be provided with a timetable showing a delivery structure in your information and enrolment session.

Hiba Attal
MCFE Student

I have always felt supported during my course by my fantastic trainer Laila and all the staff in the head office.

I would heartily recommend MCFE!



NATIONALLY RECOGNISED
TRAINING



Third Parties / Brokers

Our approved third parties/brokers can refer students to this course. MCFE staff members will undertake the following;

- Complete pre-training reviews and assess individual capabilities to undertake this course
- Enrolment and information sessions; including reviewing enrolment paperwork and confirming acceptance in the course
- Undertake training and assessment activities and sign off competency

Approved third parties/brokers are listed on our website.

Tuition



Government funded

\$0*

Fee for service

\$6000

*This training is delivered with Victorian and Commonwealth Government funding. The course fees depend upon eligibility for a government subsidy, via the Skills First funding program. Please visit our website for a complete list of fees and charges.

Please be aware that using a funded place can affect access to future funding.

More information about funding eligibility can be found on the next page.

Materials

You can choose between the following two options for course materials:

Digital (includes PDF assessment and e-textbook) \$100

Printed (includes paper assessment and hardcopy textbooks) \$200

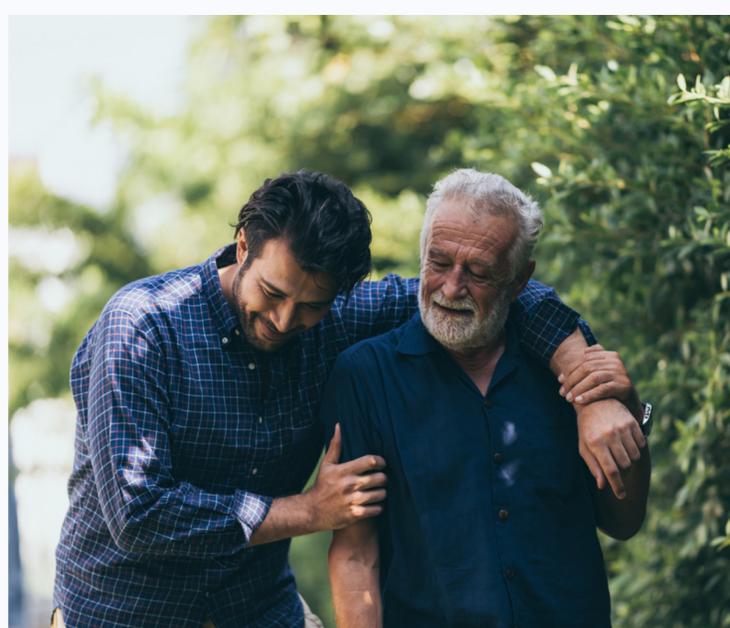
Materials must be paid for prior to or at your first class. Materials are distributed at your first class. Payment links are available on our website and will be sent in an email with your invoice.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

You can ask for your relevant existing skills, qualifications and experiences to be assessed and taken into account when your level of competency is being evaluated. There will be a cost associated, refer to the statement of fees and charges. If you have previously completed a unit with the same code in your new course, you will be eligible for a credit transfer and you will not have to repeat that unit. There is no cost associated with this process.

Traineeship

Traineeships combine training and employment, leading to skills and qualifications that are recognised across Australia. If you and your employer are interested in further information please contact our head office.



How do we support our students?

If you need support with progress throughout your course (including finding a placement) or other personal issues, we have a student services officer who can help or direct you to the most appropriate.



Trainers / Assessors

Trainers are available for questions and additional help offered at the end of class. Assessments submitted will be marked by the trainer according to the marking guidelines. Your trainer will provide feedback on your assessments at your next session or, if face to face classes have finished, via phone call or email.



Dedicated Placement Coordinator

Our Placement Coordinator, will work closely with you to offer assistance in finding placement, if required. Whilst we cannot promise to find you placement, we pride ourselves on offering as much support as possible with this process.



One on One student support bookings

One on one sessions are available with your direct trainer if extra assistance is required. Students can also request to repeat a classroom session and MCFE offers open reflection classes run by trainers at each location. MCFE can offer support to students who need additional language, literacy or numeracy support. These services can vary depending on individual student requirements.



Administration team

The administration team located at our Head Office are available from Monday – Friday from 9:00am – 4:00pm (public holiday excluded) for any queries you may have in relation to their class or course. The team are always willing to assist as much as we can.

Funding information

Skills First funding



Most of our courses are eligible for Victorian government funding via the Skills First program. If you are eligible for a government subsidised place, this funding will cover the tuition fees for your course. Material fees will need to be paid by the student directly to MCFE.

There are limitations to using Victorian government funding, you need to make sure you are using your funding for the right course, as it may affect your access to future government funding.

Please note that eligibility exemptions may apply and you could still be eligible for Skills First funding. Please contact us for further information

Check your eligibility



- You must be an Australian Citizen, a New Zealand Citizen or a permanent resident
- You can undertake up to two government-subsidised programs at one time
- You can enrol in a maximum of two government-subsidised qualifications in one year
- You can only ever begin a maximum of two government-subsidised qualifications at the same qualification level
- You must be up-skilling to a higher qualification than you already hold (unless under 20 at the 1st of this year)

**Funding rules may differ slightly for courses on the foundations skills list and apprenticeships.*

If you are unsure about your eligibility , please contact us and we can assist you further.

Job Trainer funding



MCFE currently has access to limited Job Trainer places for CHC33015 – Certificate III in Individual Support

If you are not eligible for Skills First funding for one of the programs above because you did NOT meet the “upskilling” requirement or “two at a level in a life time”, you may be eligible for an exemption under the Job Trainer fund.

Other eligibility criteria and/or exemptions may apply. Students can only access the JobTrainer initiative once. Different criteria applies if you are recommencing a previous JobTrainer enrolment. Contact our office for further information.

Student journey



Come with Seema on her journey through Melbourne College of Further Education



Seema's pathway

Seema has decided she would like to study a Certificate III in Individual Support and start working in aged care support in the community. Melbourne College of Further Education has a clear path to guide her on this journey.



Enrol & start learning

Seema attends an information session and enrolls into the Certificate III in Individual Support at MCFE and begins studying.



Placement & extra qualifications

Seema starts placement whilst studying, so she can have most of her hours completed when the theory classes finish.

Seema also decides she wants some extra qualifications to boost her resume. She enrolls in some additional courses at MCFE:

- BSB41419 Certificate IV Work Health & Safety
- BSBSS00095 Infection Control Skill Set



Complete qualification

Seema finishes her qualification with MCFE and is now qualified for a number of roles within the industry.



Continue Studying

Seema has decided she would like to study nursing. With the qualifications obtained from Melbourne College of Further Education, she can decide to commence further study to reach her goal.

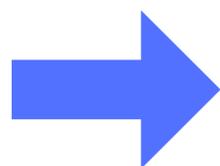
Get started



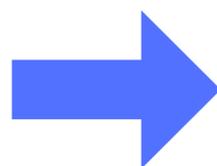
It's easy to get started at Melbourne College of Further Education



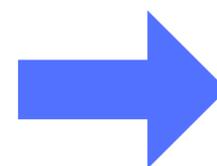
Enquire



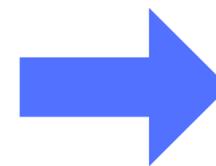
Attend Information Session



Enrol



Receive Welcome Pack



Start Studying

Information sessions



Our information sessions are a fantastic opportunity to learn everything you need to know about this course.

More info can be found on the Information Session PDF in your email.

You can book an information session by calling us at 1300 368 883 or online at www.mcfecollege.com.au/information



Information session times

Every Thursday 10:00am - 12:00pm

with Training Manager [Rebecca McPhee](#)

Unique Student Identifier (USI)



A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. If you're at university, TAFE or nationally recognised training, you need a USI. Without one, you can't get Commonwealth financial assistance or your qualification or statement of attainment.

If you do not currently have a USI you can visit the following website and follow the prompts to obtain one.

<https://www.usi.gov.au/students/get-a-usi>

Further Student Information



View our student handbook on our website for information about; your rights & obligations, fees, payment terms, cancellations, refunds, complaints, support services and much more.

Information relating to fees, charges, payment plans and skills first funding is also available on the website under the student information tab.

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