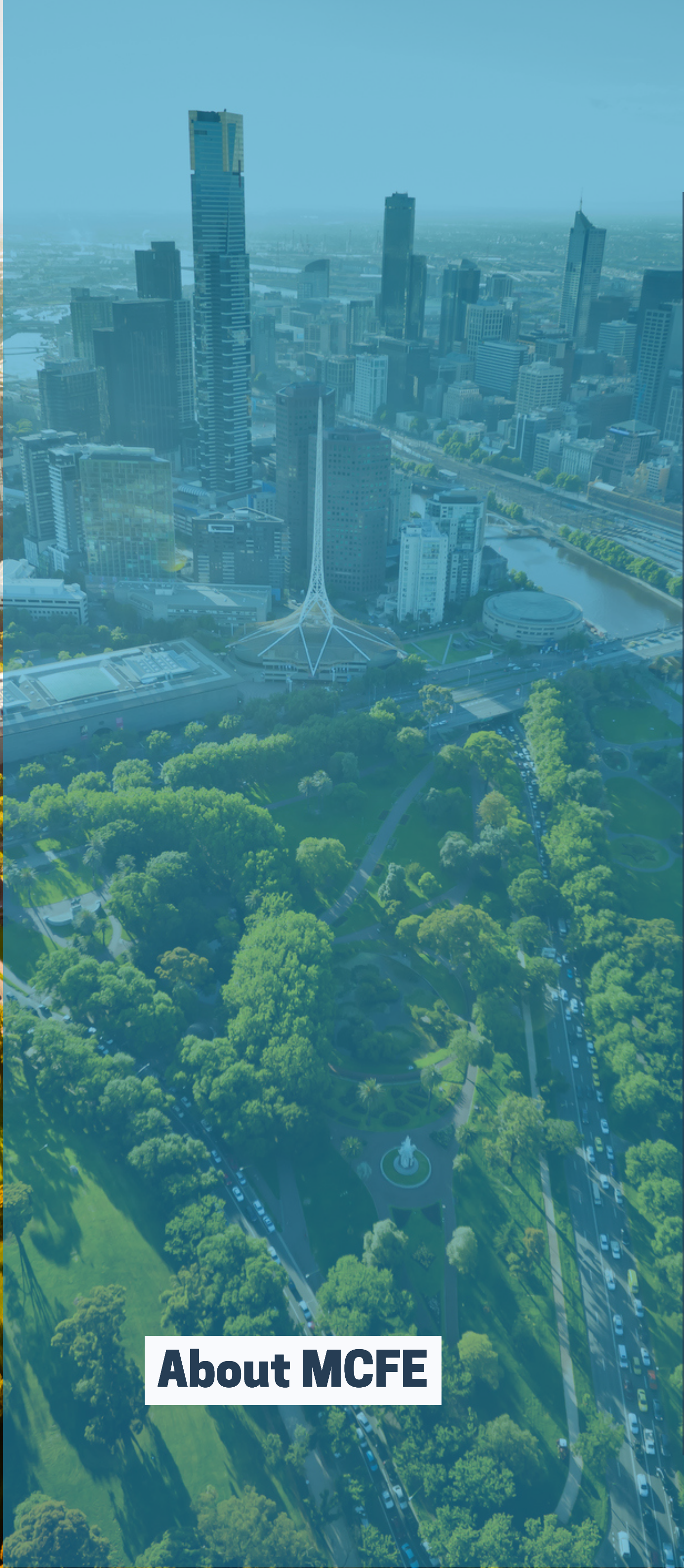




MELBOURNE
COLLEGE
OF FURTHER EDUCATION

CHC33021

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.

Job outcomes include:

- personal care assistant
- home carer
- nursing assistant
- community or resident support worker.

Duration delivery & assessment



12 months average duration



30 Sessions

- 23 x 4-hour theory sessions
- 6 x 6-hour Classroom based practical skills classes
- 1 x 8 hour first aid class
- 2 x assessor workplace visits



Assessments include; written and oral questions; projects; and observations of skills



120 hours of work placement in an aged care facility.



Recommended 15 hours of self-paced learning per week

Entry requirements

- The ability to travel to and from your placement – these shifts can include early starts
- Access to a computer and the Internet to complete your studies, and a camera if completing a blended class
- Digital skills
- 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

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:

- Blended: live online + classroom practical
- Werribee
- Dandenong
- West Melbourne



Course delivery



Choose the model that suits you:

- Classroom-based
- Blended (live online classes + classroom practical sessions)
- Traineeship - complete the course whilst employed as a registered trainee with your workplace

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

- CHCCOM005 Communicate and work in health or community services
- CHCLEG001 Work legally and ethically
- HLTINF006 Apply basic principles and practices of infection prevention and control
- HLTWHS002 Follow safe work practices for direct client care
- CHCDIV001 Work with diverse people
- CHCCCS038 Facilitate the empowerment of people receiving support
- CHCCCS031 Provide individualised support
- CHCCCS040 Support independence and wellbeing
- CHCCCS041 Recognise healthy body systems

Electives

- CHCAGE013 Work effectively in aged care
- CHCDIS020 Work effectively in disability support
- CHCAGE011 Provide support to people living with dementia
- CHCCCS001 Address the needs of people with chronic diseases
- CHCMHS001 Work with people with mental health issues
- HLTAID011 Provide first aid

Optional Electives

- 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!

Digital Resources & Digital Skills

All learning content is on Canvas our Learning Management System (LMS).

You have the option to complete digital assessments on Canvas or paper assessments (for an extra fee). If completing assessments on canvas we recommend using a computer, not a smart device. Paper assessments are only available for classroom-based training not blended classes.

If you are undertaking blended training you will need access to a device with a camera and microphone.

You will need to be able to; navigate the internet easily, use search engines for research, store passwords, file management, use word processing software, complete typed assessments online, and regularly correspond with your trainer online and via email.



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 \$250

Concession Government Funded \$50

Fee for Service \$4,000

Materials

Paper Material Fee \$150

No charge for Digital Materials

*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.

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.



Student support bookings

Students can request to repeat a classroom session with another class at no cost 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. One-on-one sessions are available with your direct trainer if extra assistance is required, these can incur a fee.



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



Check your eligibility for Skills First Funding

Skills First Funding Eligibility Criteria – Qualifications and Skill Sets

- Evidence of citizenship/residency, you must be either:
 - an Australian citizen;
 - a holder of a permanent visa; or
 - a New Zealand citizen
- You can enrol in a maximum of 2 funded qualifications and 2 funded skills sets in one year
- You can undertake up to 2 funded programs at one time
- At MCFE we require you to be 17 and over and not enrolled in high school to access funding

Cooling Off Period

- We report your government-funded place after attending your second session for qualifications and 24 hours for skill sets.

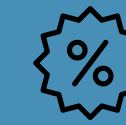


Discounts for Fee For Service Students (Not Funded)

We offer a range of discounts for fee for service tuition fees, for qualifications.

- 30% discount of total tuition fees, If you pay \$1400 up front
- 20% discount of total tuition fees, If you pay \$1000 up front
- 10% discount of total tuition fees, If you pay \$500 up front

For the discount to apply you must make the upfront payment before your second session.



Concession

If you are entitled to a concession we cannot charge more than 20% of our standard government-funded tuition fee. Skill Sets and programs at the Certificate IV level and below are entitled to a concession.

To be eligible for a concession you will hold a:

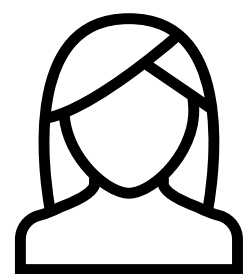
- Health Care Card issued by the Commonwealth;
- Pensioner Concession Card; or
- Veteran's Gold Card.

A dependant spouse or dependant child of a card holder is also entitled to the Fee Concession.

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:

- CHCSS00105 Palliative Approach Skill Set
- CHCSS00070 Assist Clients with Medication Skill Set
- 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.

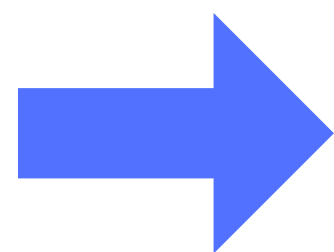
Get started



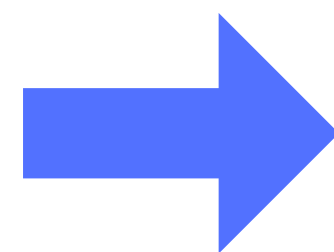
It's easy to get started at Melbourne College of Further Education



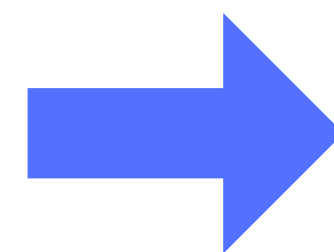
Enquire



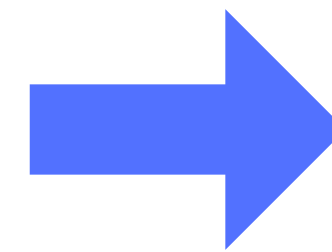
Attend
Information Session



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.

Varying enrolment times run online weekly, from Monday to Thursday with our Enrolment Officers.

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



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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