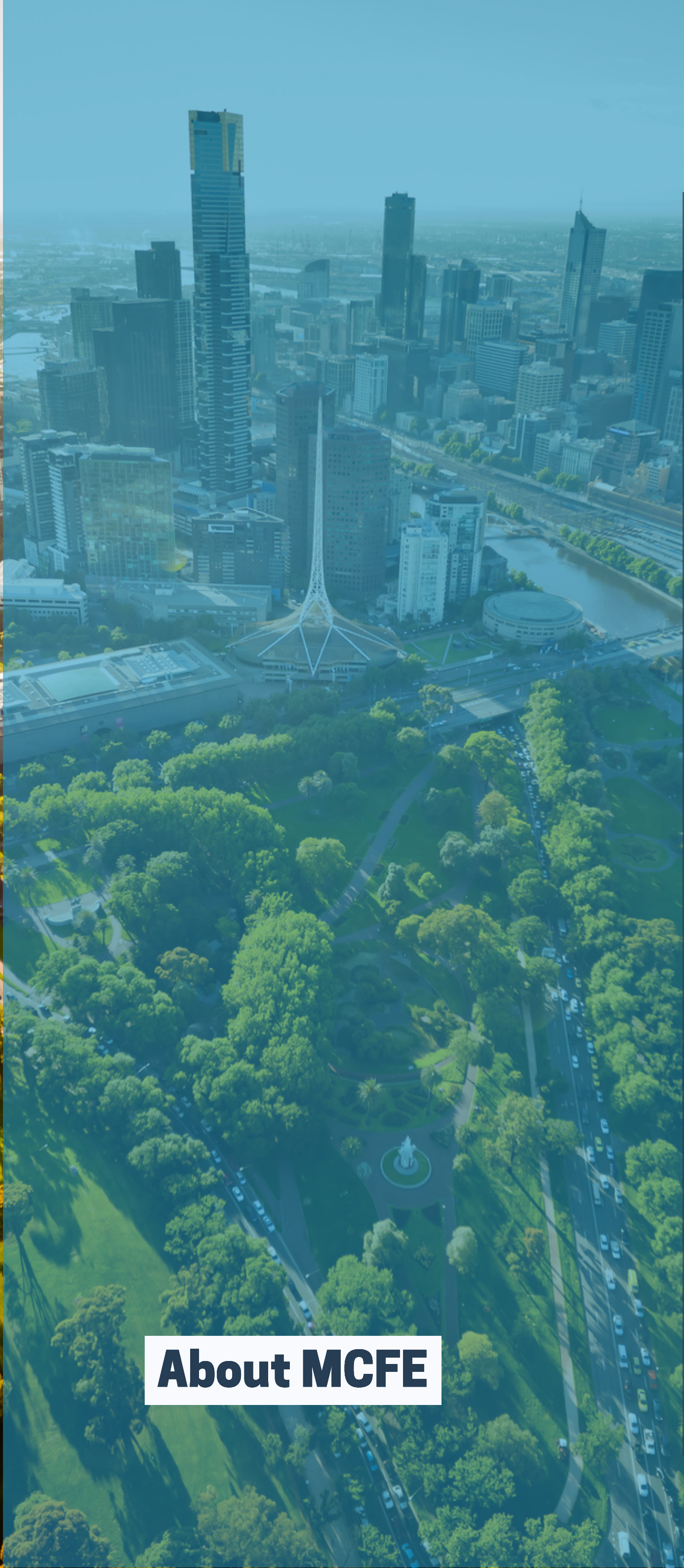




MELBOURNE  
COLLEGE  
OF FURTHER EDUCATION

**CHC40221**

**Certificate IV in School  
Based Education 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](mailto:info@mcfce.com.au)  
[www.mcfce.com.au](http://www.mcfce.com.au)

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

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

# School Based Education Support

## Course overview

Education support workers work mainly with students in classroom settings in primary or secondary schools. They assist teachers and support student learning in a range of classroom settings under the guidance of a teacher or other educational professional. Workers may be involved in facilitation of learning for a range of instructional groupings, including for those students in need of additional support.

Job outcomes include; education assistant, education support worker, teachers aide, integration aid, support worker, home tutor, and multicultural worker.

## Duration delivery & assessment



10 months average duration

26 Sessions



- 22 x theory sessions - 1 x 5 hour class per week
- 3 x 6hr skills assessment sessions
- 1 x 8hr First aid for education and care class
- 2 x assessor workplace visits



Assessments include written and oral questions, projects, role plays and observation of skills



Recommended 15 hours of self-paced learning per week



100 hours of work placement within an Australian primary or secondary school.

## Entry requirements

- The ability to travel to and from your placement
- Access to a computer and the internet to complete your studies.
- Developed digital skills
- Obtain a Working With Children Check (WWCC) prior to commencing your placement
- The required Language, Literacy and Numeracy skills to complete a Certificate IV 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.*



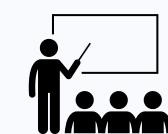
## Locations

We offer courses all around Melbourne:

- Blended: live online + classroom practical
- West Melbourne
- Werribee
- Hoppers Crossing
- Fawkner
- Roxburgh Park
- Caroline Springs
- Clyde North
- Dandenong



## 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 a teacher's aid, education assistant, education support worker, integration aid, support worker, home tutor or multicultural worker.
- Anyone looking to work during the school terms and school hours
- Current childcare workers looking to extend their existing skills and knowledge and broaden their career pathways





## Units

Total number of units = 17

13 core units

4 elective units, consisting of:

-at least 2 units from the list below at training.gov.au

-up to 2 units from the electives listed below, elsewhere in the CHC Community Services Training Package, or any other current Training Package or accredited course

### Core Units

CHCEDS048 Work with students in need of additional learning support

CHCDIV001 Work with diverse people

CHCEDS033 Meet legal and ethical obligations in an education support environment

CHCEDS059 Contribute to the health, safety and wellbeing of students

CHCEDS047 Assist in facilitation of student learning

CHCEDS046 Support student literacy learning

CHCEDS045 Support student mathematics learning

CHCPRP003 Reflect on and improve own professional practice

CHCEDS051 Facilitate learning for students with disabilities

CHCPRT001 Identify and respond to children and young people at risk

CHCEDS058 Support the implementation of behaviour plans

CHCEDS056 Provide support to students with autism spectrum disorder

CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

### Electives

CHCEDS060 Work effectively with students and colleagues

HLTWHS001 Participate in workplace health and safety

HLTAID012 Provide First Aid in an education and care setting

CHCEDS061 Support responsible student behaviour

### Extra Electives - Delivered with First Aid in an Education and Care Setting

HLTAID009 Provide cardiopulmonary resuscitation

HLTAID011 Provide first aid

*Units are clustered for more streamlined delivery and assessment.*

*If you have completed the CHC30121 Certificate III in Early Childhood Education and Care you will be able to credit transfer the following units:*

- *HLTAID012 Provide First Aid in an education and care setting*
- *CHCECE054 Encourage an understanding of Aboriginal and/or Torres Strait Islander peoples' cultures*
- *CHCPRT001 Identify and respond to children and young people at risk*
- *HLTWHS001 Participate in workplace health and safety*

*You will be provided with a timetable showing a delivery structure in your information and enrolment session.*



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 \$200**

**Concession Government Funded \$40**

**Fee for Service \$5,000**

### Materials

**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.**

### Digital Resources & Digital Skills

All learning content and assessments are on Canvas our Learning Management System (LMS) for this course.

When enrolling in this course you must have access to a laptop or desktop computer and the internet. 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.

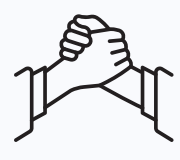
## How do we support our students?

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.



### 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.



### 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.



### 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.

## 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.

# 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.

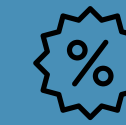


## Discounts for Fee For Service Students (Not Funded)

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:

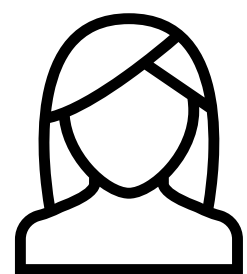
- Health Care Card issued by the Commonwealth;
- Pensioner Concession Card; or
- Veteran's Gold Card.

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

# Student journey



## Come with Sarhon her journey through Melbourne College of Further Education



### Sarah's pathway

Sarah is currently working as an early childhood educator and is close to finishing her Certificate III in Early Childhood Education & Care. Sarah has decided she would like to expand her options and work as an Education Assistant. She would like to complete Certificate IV of School-Based Education Support after her Cert III. Melbourne College of Further Education has a clear path to guide her on this journey.



### Enrol & start learning

Sarah attends an information session and enrolls in the Certificate IV of School-Based Education Support course at MCFE and begins studying.



### Placement & extra qualifications

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

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

- BSBSS00095 Infection Control Skill Set



### Complete qualification

Sarah finishes her qualification with MCFE and is now qualified for a number of roles within the Education industry in both early childhood, primary and secondary positions.



### Continue Studying

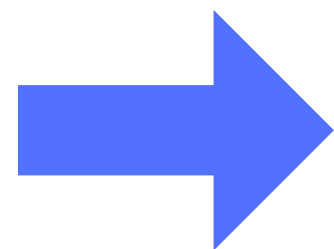
Wanting to continue working towards her original goal of supervisory positions in Early Childhood Education, Sarah decides to enrol in the CHC50121 Diploma of Early Childhood Education and Care after completing her Cert III in Early Childhood Education and Care and her Certificate IV in School-Based Education support.

Get started

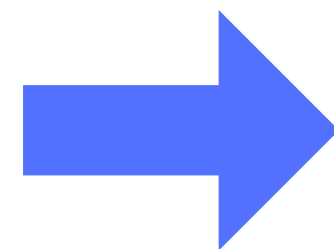
## It's easy to get started at Melbourne College of Further Education



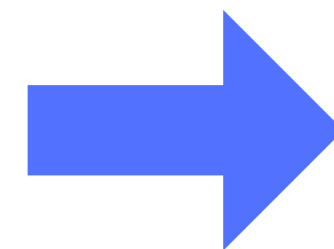
Enquire



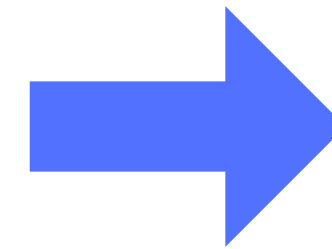
Attend Online  
Information Session



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](http://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 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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