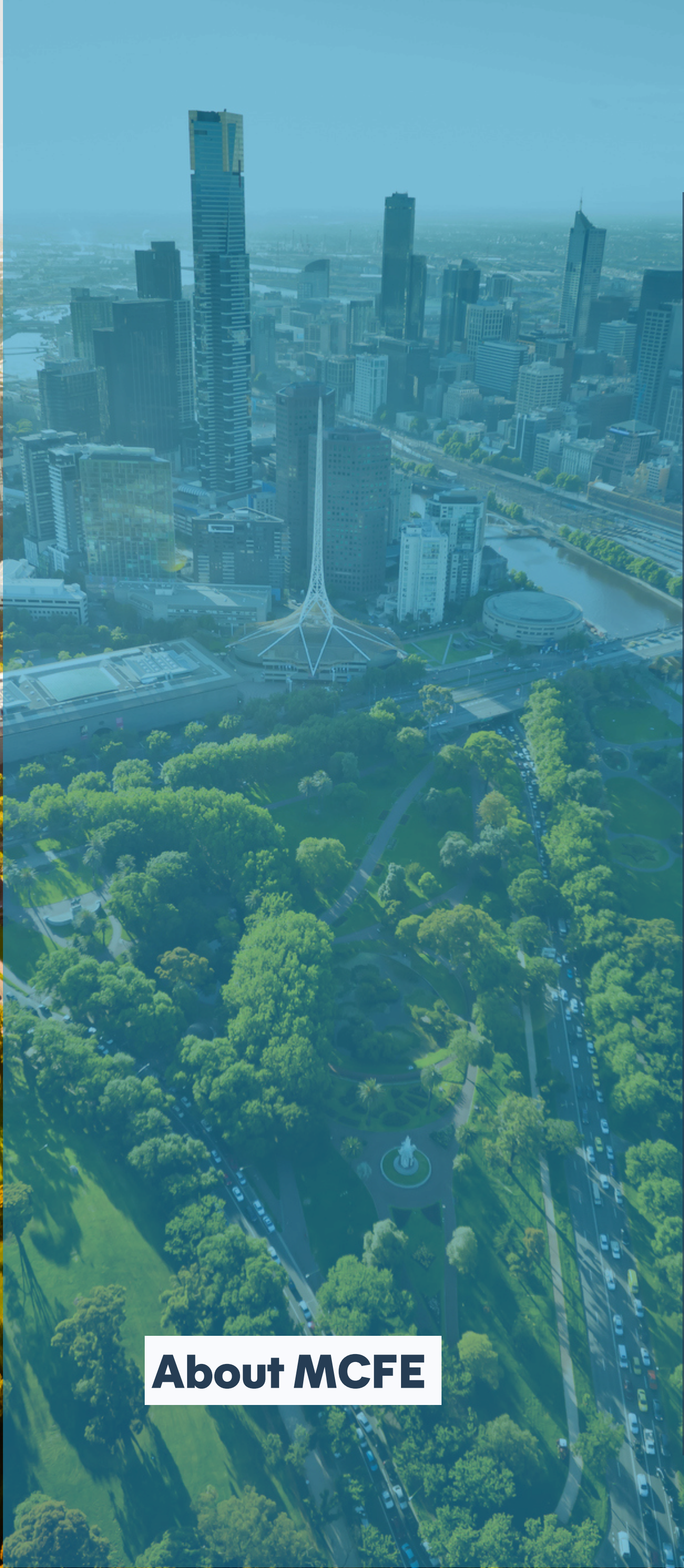




MELBOURNE  
COLLEGE  
OF FURTHER EDUCATION

**CHC33021**

**Certificate III  
Individual Support  
(Ageing and Disability)**



## 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, and 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 ways that best suits their lifestyle.

Our trainers are dedicated and highly qualified, with extensive practical industry experience, and are committed to providing quality outcomes to our students, ensuring that 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 (Ageing and Disability)

## 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 who 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

- 24 x 4-hour theory sessions
- 6 x 6-hour Classroom based practical skills classes

1 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.
- Police Check prior to undertaking placement
- Meet industry & workplace vaccination requirements

*Being able to meet these entry requirements is important to completing this course. If you have further questions about these requirements, please do not hesitate to contact us.*



## Locations

We offer courses all around Melbourne:

- Blended: live online + classroom practical
- West Melbourne



## Course delivery

In 2025 this course is offered on a fee-for-service basis to pre-organised groups. We will not be holding classes for individual enrolments.

- 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

- CHCCCS031 Provide individualised support
- CHCCCS038 Facilitate the empowerment of people receiving support
- CHCCCS040 Support independence and wellbeing
- CHCCCS041 Recognise healthy body systems
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- 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

## Electives

### AGEING SPECIALISATION

- CHCAGE011 Provide support to people living with dementia
- CHCAGE013 Work effectively in aged care
- CHCPAL003 Deliver care services using a palliative approach

### DISABILITY SPECIALISATION

- CHCDIS011 Contribute to ongoing skills development using a strengths-based approach
- CHCDIS012 Support community participation and social inclusion
- CHCDIS020 Work effectively in disability support

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

**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 Fees



Category	Tuition Fee	Payment Plan
Skills First Funded	NA	NA
Skills First Funded Concession	NA	NA
Fee for Service (FFS)	\$4,000	\$100 per week - 40 weeks

In 2025 there is no access to a Skills First Funded place for this course.

Other fees and charges may apply, refer to the statement of fees on our website. To secure your place in the class a \$100 enrolment fee will be charged.

### Digital Resources & Digital Skills

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

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

### 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 an associated cost. Please refer to the statement of fees and charges. If your new course has a unit with the same code that you have previously completed, 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?

Should you need support with progress throughout your course (including finding a placement) or other personal issues, our student services officer can help or direct you.



### Student support bookings

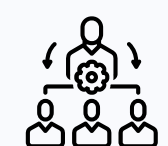
Students can request to repeat a classroom session in another class at no additional cost. MCFE trainers offer open reflection classes at each location.



### Trainers / Assessors

Trainers are available for questions and additional help 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 concluded, via phone call or email.

At MCFE we 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 trainer if extra assistance is required. This may incur a fee.



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 is available for any queries you may have in relation to your class or course, from Monday – Friday from 9:00am – 4:00pm (public holidays excluded).

# Fee & 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:
  - 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 calendar year
- You can undertake up to 2 funded programs at one time
- To access funding, at MCFE we require you to be 17 and over and not enrolled in high school.

### Further Information

- Funding rules may differ slightly for courses on the foundation's skills list and apprenticeships.
- You must be physically present in Victoria whilst participating in training and assessment.

### Cooling-Off Period

- Your enrolment is reported & confirmed after you attend your second qualification session, and after 24 hours for skill sets.

## In 2025 this course does not have access to Skills First Funding at MCFE.

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

If you pay \$1000 up front, you will receive a 25% discount.

Up-front is when fees are paid prior to your first class, and you have signed the direct debit payment plan prior to your course starting.

### Enrolment Fee

Enrolment fees will be charged to secure your place in the class. Your enrolment will not be processed until this payment is completed.

### Fee Waiver

A fee waiver is when we do NOT charge any government-funded tuition fees, material fees & enrollment fees are still applicable. A fee waiver must be granted in the following scenarios, refer to the website for more information on eligibility for a fee waiver:

- Skills First Aboriginal Access fee waiver'
- Judy Lazarus Transition Centre
- Young people on community-based orders

### Concession

If you are entitled to a concession, you will be charged no 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 must hold a:

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

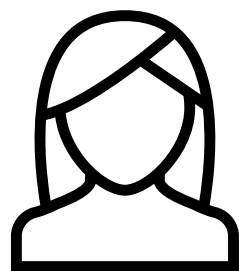
A dependant spouse or dependant child of a card holder is also entitled to the Fee Concession.

Further concessions may be granted under the Asylum Seeker VET Program.

## 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 (Ageing and Disability) and start working in aged care support in the community. Melbourne College of Further Education (MCFE) 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:

- 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.

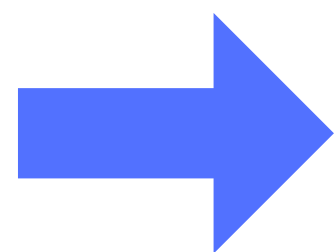
Get started



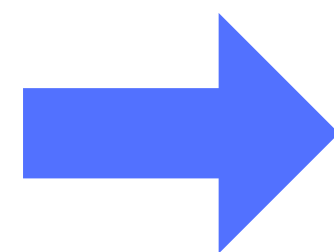
## It's easy to get started at Melbourne College of Further Education



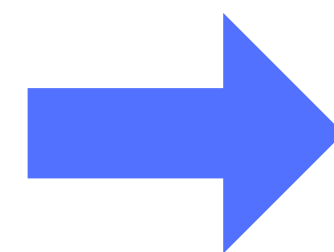
Enquire



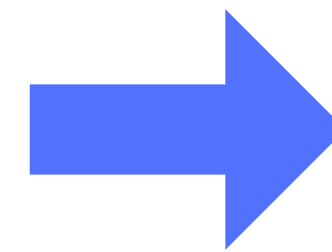
Attend  
Information Session



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 with our Enrolment Officers run online each week from Monday-Thursday.

**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 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 our website under the student information tab.

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