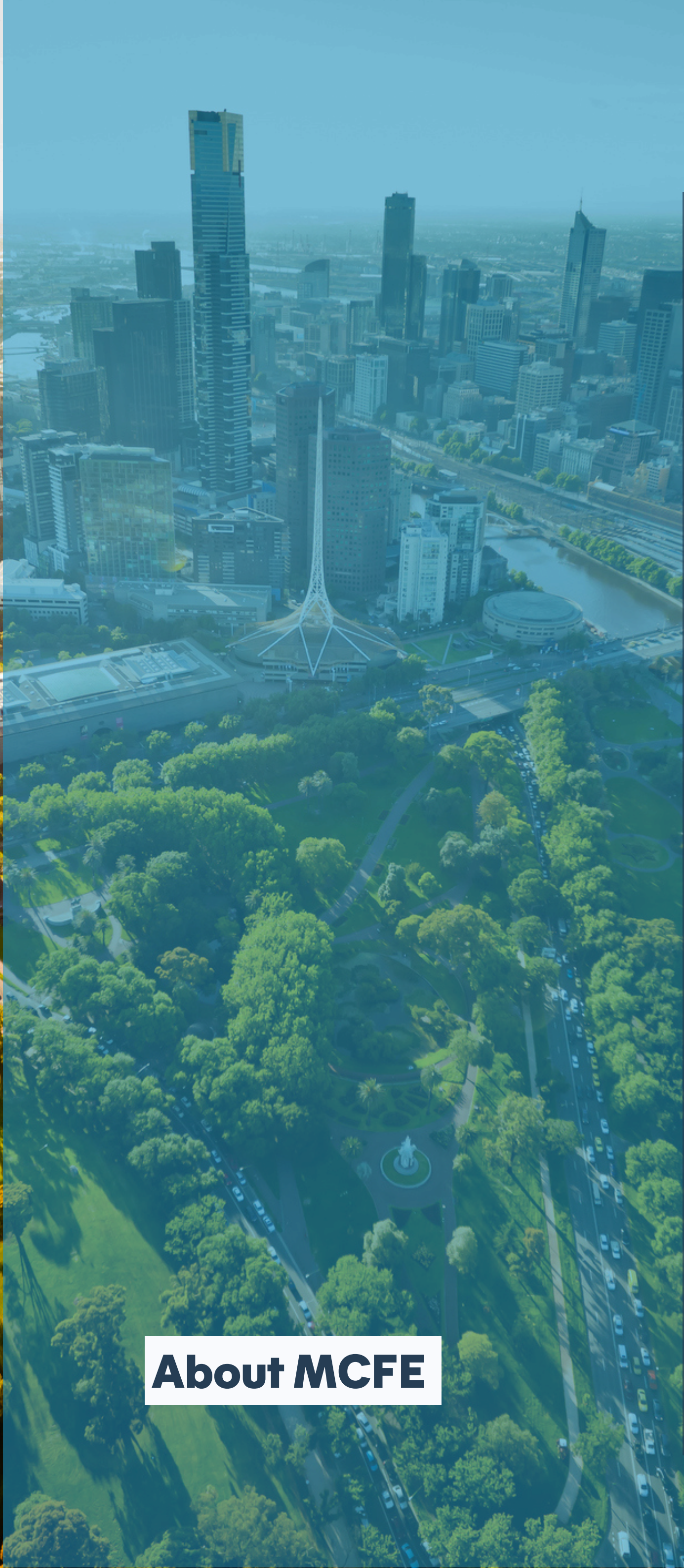




MELBOURNE  
COLLEGE  
OF FURTHER EDUCATION

**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, 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](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 the 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 do not hesitate to contact us.*



## Locations

We offer courses all around Melbourne:

- Blended: live online + classroom practical
- West Melbourne
- Fawkner
- Somerton
- Sunbury



## Course delivery

Delivery options can include:

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

Check the timetable to determine which delivery modes are available.

## 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

CHCDIV001 Work with diverse people

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

CHCEDS033 Meet legal and ethical obligations in an education support environment

CHCEDS045 Support student mathematics learning

CHCEDS046 Support student literacy learning

CHCEDS047 Assist in facilitation of student learning

CHCEDS048 Work with students in need of additional learning support

CHCPRP003 Reflect on and improve own professional practice

CHCEDS051 Facilitate learning for students with disabilities

CHCEDS056 Provide support to students with autism spectrum disorder

CHCEDS058 Support the implementation of behaviour plans

CHCEDS059 Contribute to the health, safety and wellbeing of students

CHCPRP003 Reflect on and improve own professional practice

CHCPRT001 Identify and respond to children and young people at risk

### 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 during 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 Fees



Category	Tuition Fee	Payment Plan
Skills First Funded	\$400	\$40 per week - 10 weeks
Skills First Funded Concession	\$80	NA
Fee for Service (FFS)	\$4,000	\$100 per week - 40 weeks

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 completed 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, manage files, 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.



#### 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.



#### 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.

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.



#### 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 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.

\*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. Funded places are limited, if a funded place is not available you can still enrol as a fee for service student and access a payment plan. 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.**

## 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.

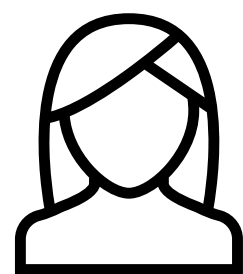
A dependant spouse or dependant child of a card holder is also entitled to the Fee Concession.

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

# Student journey



## Come with 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 in School-Based Education Support after completion of her Certificate III. Melbourne College of Further Education (MCFE) has a clear path to guide her on this journey.



### Enrol & start learning

Sarah attends an information session and enrolls in the Certificate IV in 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

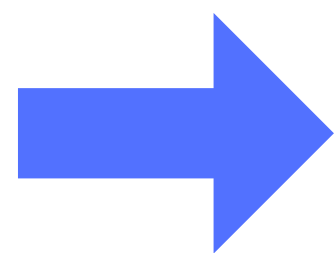
Wanting to continue working towards her original goal of supervisory positions in early childhood education, Sarah decides to enrol in the CHC50121 Diploma of Early Childhood Education and Care after completing her Certificate III in Early Childhood Education and Care and her Certificate IV in School-Based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

Get started

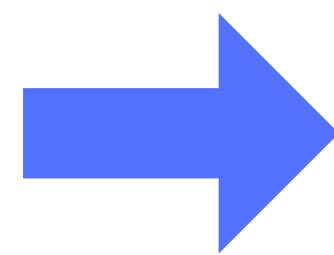
## It's easy to get started at Melbourne College of Further Education



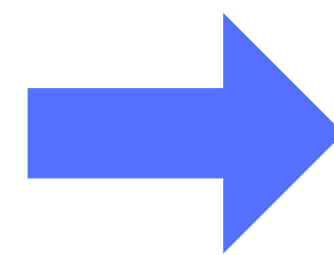
Enquire



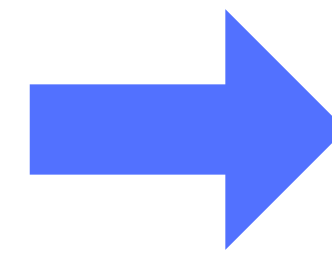
Attend Online  
Information Session



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

**You can book an information session by calling us on 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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