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 Melboune, Vic, 3003
1300 368 883
info@mcfe.com.au
www.mcfe.com.au
Monday - Friday 9:00am - 4:00pm
MCFE is a division of iAscend Polytechnic Pty. Ltd. RTO no. 21340

CHC40221

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.

Entry requirements

- 18 years of age and over
- Complete a pre-training review & language literacy and numeracy test (entry AQF level 3)
- Have access to a computer and the internet
- Intermediate digital literacy skills (navigate the internet, use word, upload and download, make online bookings, complete online assessments on a learning management system, use email)
- Obtain a Working With Children Check (WWCC) prior to undertaking placement
- Ability to undertake 100 hours practical placement at an approved primary or secondary school
- Ability and time to travel to and from practical placement and skills sessions (placement must be in Victoria)
- Self-motivated and organized to complete this course if enrolling as a self -paced student

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.

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).

Locations

We offer courses all around Melbourne:

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

Course Delivery Models Available

We have 3 options for how you can undertake this course:

1. Classroom-based: Face-to-Face Theory + Practical Skills (average duration 10 months)
2. Class-based Blended: Online Zoom classes + Practical Skills (average duration 10 months)
3. Self-Paced Model: Online Theory + Practical Skills (average duration 6-12 months)

Course duration is up to 12 months depending on the delivery model selected and student commitment.

Check the timetable to determine which class-based delivery modes are available.

Further details on the next page.

Who will benefit from this course?

- Anyone looking to become a teacher's aide, education assistant, education support worker, integration aide, 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.

Class-Based Model

10 months average duration

26 Sessions
- 22 x theory sessions
  - 1 x 5-hour class per week
- 3 x 6hr Classroom-Based Practical Skills Sessions
- 1 x 8hr first aid for education and care class
- 100 hours of practical placement
- 1 x assessor workplace visit

*No classes on school holidays

Assessment includes:
- Online Theory questions using Canvas, our Learning Management System
- Oral questions
- Projects
- Observations of skills
- Logbook

Recommended 15 hours of self-paced learning per week

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

You can commence placement in your final group of units, you must have completed all theory for your previous groups and have attended at least 1 skills assessment.

Self- Paced Model

6-12 months average duration

- Onboarding session (Online)
- Self-paced theory
- Study plans available for 6-month fast track or 12-month standard duration
- 3 x 6hr Classroom-Based Practical Skills Sessions
  - These can be booked after all theory for the group is completed.
- 1 x 8hr first aid for education and care class
- 100 hours of practical placement
- 1 x assessor workplace visit

Assessment includes:
- Online Theory questions using Canvas our Learning Management System
- Oral questions
- Projects
- Observations of skills
- Logbook

Self-paced learning hours will depend on your level of availablity and commitement

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

You can commence placement after you have competed all theory and skills assessments, with the exception of first aid.

Onboarding Session

To commence your course you will book an onboarding session with an Education Support trainer. In this session, they will show you how to use the systems, navigate our learning management system, submit assessments, and seek help. They will explain your desired study plans and provide you access to your first group of units.

Practical Placement

This course requires a placement of 100 hours in an Australian primary or secondary school. Placement times will generally be Monday to Friday between 8.30 am and 4 pm, however, these could differ from school to school.

When you can start placement will depend on your delivery model. You will need to complete a placement agreement and have your school approved BEFORE starting your hours.

You will require your own mode of transport to get to and from shifts at the school. You should meet current industry vaccination requirements and hold a working with children check.

A trainer and assessor will conduct a workplace visit and observations. You must leave enough hours for placement after classes are completed to book in your visit.

MCFE can provide support to help you find a placement, if after 3 attempts you have not found a suitable school. MCFE placement schools will be within Metro Melbourne and limited to schools we have regular contact with. Further conditions may apply.

Travel Fees

Fees are charged for practical placement visits greater than 50km from the head office address in West Melbourne or your face-to-face class location.

Visits are limited to Victoria locations.

Fees are:
- $3 per kilometre over 50 kilometres from the head office address or face-to-face class location. Charged for travel two ways.

Plus, if applicable:
- Visits 300 kilometres + from head office address, an extra $150 accommodation fee.

This course is divided into 3 groups plus practical placement.

Group 1 - Working safely in a school environment
- 6 theory assessments
- 1 x 6-hour practical skills session
- 1 x 8-hour first aid class (this can be completed at any stage throughout your course)

Group 2 - Facilitating student learning
- 5 theory assessments
- 1 x 6-hour practical skills session

Group 3 - Facilitating student learning
- 5 theory assessments
- 1 x 6-hour practical skills session

Booking Practical Skills Sessions - Self-Paced Students
Practical skills sessions will generally always be held at our West Melbourne Campus, only 400 meters from North Melbourne train station. You can only attend the class if you have completed all theory assessments for the group. Generally skills sessions will be programmed during the Victorian school holidays, however, additional sessions may be available throughout the term.

Student Support
- Assessment feedback is provided by your assessor via Canvas our LMS when assessments are submitted
- Class-based: In-class support and feedback with your trainer
- Self-paced: Onboarding session at commencement
- Self-paced: You can request 2x 1 -hour Zoom help sessions per group with a trainer for extra support.
- Home Course: there is a dedicated Home Course that provides very detailed instructions and information for all aspects of your course delivery and assessment.

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. You will be provided with a discount if your credit transfer is applied at enrolment.

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

Nationally Recognised Training

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.

Other Information

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.

Third Parties / Brokers
Our approved third parties/brokers can refer students to this course, they are listed on our webpage. MCFE staff members will undertake ALL of the following:

- Complete pre-training reviews, enrolment and assess individual capabilities to undertake this course
- Undertake training and assessment activities and sign off competency

Student Handbook
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.

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

Fees & How to Pay

Enrolment Fee:

- $100
- paid at enrolment and non-refundable)

Tuition Fees:

- $3910
- Priced at $230 per unit
- If you have a Credit Transfer (CT), you will be discounted per unit at enrolment.

How to pay
1) Via payment plan
2) Up-front payments for each group - 10% OFF

Payment Plans

- Students can access payment plans by signup up to GoCardless, we will deduct $78.20 per week over 50 weeks.
- If you complete the course in less than 12 months you will need to make the final payment before receiving any certificates.

Up-front Payment

- If you would like to pay for each group upfront we can give you a 10% discount.
- Upfront payments will be made via Stripe/credit card before accessing the content for each group.
  - Group 1 - $1610 (7 units) - Discounted price $1449
  - Group 2 - $1150 (5 units) - Discounted price $1035
  - Group 3 - $1150 (5 units) - Discounted price $1035

Cooling Off Period
If you request to cancel/withdraw from your program during the cooling off period, we will not report your enrolment, access your funding or charge tuition fees. The cooling off period is the 2nd session for class-based training or 2 weeks after commencement for self-paced courses.

Formal withdrawal must be lodged/emailed via enrolments@mcfe.com.au within this set timeframe. Students will be sent their tuition fee payment links after the cooling off period has ended.

When to pay your fees

- You will be sent an invoice with a payment link after the cooling off period ends.
- Pay the fee or sign-up for the direct debit within 5 days of receiving the invoice.
- If you do not pay or are late paying we will pause access to your course.
- If you are late making the up-front payment, you will not receive the 10% discount for that group.

For details on our refund policy and other fees and charges that may be applicable, view the Statement of Fees and Charges under the Student Information tab on our website.

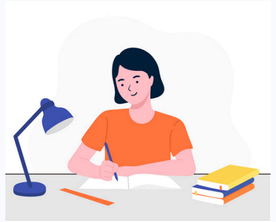
Its easy to get started with MCFE

Enquire

Phone or Online Information Session

Enrol

Receive Welcome Course Information



Start Studying

Student journey

Come with Sarah 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 enrols 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 enrols 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.

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