

# Community Services Aged Care Work

## Qualification:

**CHC40102**

**Certificate IV in Aged Care Work**

## Attendance:

Participants will be required to undertake 400 nominal hours study including classroom sessions, self-directed study and workplace assessments. Workplace assessment will be arranged by the RTO for those students who are unemployed or employed in another industry.

## Course Overview:

Workers in these occupational groups work in residential facilities within defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's wellbeing through personal care and/or other activities of living. They may provide services to individuals with complex needs, and/or work with groups of older people, and may be required to supervise and/or co-ordinate a limited number of other workers. Workers at this level are required to have an understanding of indigenous culture and history and to work with local communities in the provision of services.

## Occupational Names may include:

- Day Activity Worker
- Support Worker
- Care Service Employee
- Field Officer
- In-Home Respite Carer
- Personal Care Giver
- Personal Care Worker/Assistant
- Care Assistant
- Community House Worker
- Community Support Worker
- Care Team Leader
- Accommodation Support Worker

## Entrance Requirement:

Year 10 or equivalent, PLUS Certificate III in Aged Care Work or equivalent qualification/work experience.

## Articulation:

When you finish this course, you may be eligible for advanced standing into Enrolled Nursing. This course aligns to the Community Services Training Package and has recognition across a range of community service sectors, including aged care, health and community services.

See attached a list of potential Community Services Job Pathways produced by the Industry Skills Council of Australia.

## Units of Competency - Compulsory:

CHCAC12C	Provide services to an older person with complex needs
CHCAC6C	Support the older person to meet their emotional and psychosocial needs
CHCAC7C	Plan and monitor service delivery plans
CHCADMIN3B	Undertake administrative work
CHCCOM3C	Utilise specialist communication skills to build strong relationships
CHCCS2C	Deliver and develop client services
CHCCS301A	Work within legal and ethical framework
CHCGROUP3C	Plan and conduct group activities
CHCINF2B	Maintain organisation's information systems
CHCOHS401A	Implement and monitor OHS policies and procedures for a workplace
CHCORG5B	Maintain an effective work environment

## Units of Competency – Electives:

CHCAC15A*	Provide care support which is responsive to the specific nature of dementia
CHCCS303A*	Provide physical assistance with medication
CHCPA02A*	Plan for and provide care services using a palliative approach
CHCCS304A(E)	Assist with self medication
CHCCS405A (E)	Work effectively with culturally diverse clients and co-workers
HLTFA1A (E)	Apply basic first aid

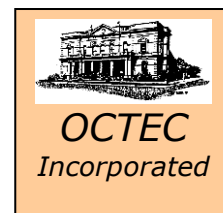
\* Elective unit essential for this course (E) Electives offered at specific locations



OCTEC  
Incorporated

*CHC40102 - Certificate IV in Aged Care Work*  
Information Sheet

# Community Services Aged Care Work



## **Legislative Framework**

People who work in the Community Services sector must comply with a range of legislation and regulations, including the Occupational Health and Safety Act 2000, the Privacy Act 1988, the Aged Care Act 1997, the Disability Services Act 1993, the Poisons Act 1964 and the Therapeutic Goods Act 1989. These have been passed to protect the rights of the aged and disabled who may be in care or who require services in their home. They also serve to guide workers behaviour to ensure a safe and equitable work environment.

People who work in the Community Services Sector are subject to a Criminal Record Check and can expect this will be undertaken prior to employment.

## **Process for Assessing Learning Needs**

It is the policy of OCTEC to ensure an assessment of learning needs is undertaken prior to the start of training. This will include possible self identification of special learning needs, the completion of an enrolment form to ascertain literacy and numeracy skills with an OCTEC staff member present, discussion with the relevant supervisor and if required, the giving of a short literacy and numeracy test.

## **Course Fees and Refund Policy:**

The standard course fee varies for full fee paying students. However, you may be exempt from this fee if the course is Government-funded. Alternatively, you may be able to use Government funding available to you personally if you are an unemployed job seeker or are returning to work, e.g. Job Seeker Account, Training Credits or Transition to Work funding.

If you need to pay the course fee, OCTEC will invoice you on commencement of the program or during the term of the program. Where you are unable to complete the program, you will be refunded on a prorata basis, ie. the refund will be based on the amount of training you have actually completed. Alternatively, with your agreement, OCTEC will create a training credit for the remainder of the course or to the value of the prorata refund, for use by you in a future OCTEC course. The refund or training credit will depend on you providing a valid reason for the withdrawal from the program.

**For further information please telephone Margaret Henry during office hours on (02) 63627973 or go to the OCTEC Website at [www.octec.org.au](http://www.octec.org.au)**