

Course **Pre-Enrolment Guide**

Training Area:

Health and Care Services

Training Product:

**CHC33021-AE04
Certificate III in Individual
Support (Ageing)**

CHC33021-AE04 Certificate III in Individual Support (Ageing)

Release number	1
Required number of units for course completion	Total number of units = 15
Course Duration	12 Months
Location/s	Geraldton
Delivery mode	Face to Face - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities. In some courses there may be a requirement to undertake some of the training and/or assessment in a workplace. Recognition of Prior Learning - If you think you have existing experience, knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website here.

Course Description

This qualification reflects the role of individuals in the community, home or residential care setting who work under supervision and delegation as a part of a multi-disciplinary team, following an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

These individuals take responsibility for their own outputs within the scope of their job role and delegation. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

To achieve this qualification, the candidate must have completed at least **120** hours of work as detailed in the Assessment Requirements of the units of competency.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Course Considerations

Before enrolling in the **Individual Support (Ageing)** course, please ensure you understand the physical, emotional, and professional requirements of working in this field. This career is highly rewarding but also demanding, and it requires resilience, adaptability, and a genuine commitment to supporting the ageing population and their families.

Physical capability:

- Lifting or repositioning clients safely (often using hoists or manual handling techniques)
- Standing or walking for long periods during shifts
- Helping with personal care tasks like bathing, dressing, and toileting

Emotional and mental requirements:

- Demonstrating empathy and patience
- Managing stress and emotional strain, especially when dealing with illness or end-of-life care
- Communicating clearly and calmly with residents, families, and team members
- Handling challenging behaviours (e.g., confusion, aggression) professionally

Environmental requirements:

- Working outdoors
- Exposure to heat, cold and noise
- Working with clinical waste
- Dealing with potential hazards

Cultural and Social aspects:

- Respecting residents' cultural backgrounds, traditions, and beliefs
- Providing culturally appropriate care (e.g., diet, religious practices)
- Supporting social inclusion and reducing isolation among residents
- Communicating respectfully and effectively with people from diverse linguistic backgrounds
- Being aware of family dynamics and involving families in care decisions where appropriate
- Promoting dignity, independence, and person-centred care

Course fees

For information about fees, refer to the Course Website.

Courses | Central Regional Tafe

Course Pathways

Pathways into the qualification, may include:

- Completion of a Certificate II or III in General Education
- Completion of a Certificate I in NOW (New Opportunities for Women)
- Completion of a Certificate II or III in EAL
- Completion of Year 10, 11 or 12
- Entry via alternative pathway, including completion of LLND quiz

Pathways from this qualification, may include:

- Be eligible for entry into the Certificate IV in Ageing Support or Certificate IV in Preparation for Health and Nursing Studies
- Seek further studies in fields such as: Ageing Support, Disability, Nursing, Social Science, Social Work
- As this course contains several units from nationally endorsed training packages (CHC and HLT), credit transfer is available in relation to any qualifications or courses that include these units.

Further details can be found on our website [here](#).

National/State Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a **Unique Student Identifier (USI)** to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Language, Literacy, Numeracy and Digital (LLND) Requirements

CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other courses may be better suited to you at this time.

For this course, the method of LLND review will be a LLND quiz.

Learning resources and equipment

Learners will need to provide the following resources to participate in this program:

- Stationery – Notebooks, pens, highlighters, and other basic writing materials.
- Clothing for Placement – Long cotton drill pants (required for compliance with workplace health and safety standards) and a CR TAFE uniform.
- Device Access – A computer, laptop, or tablet, phone with internet access to:
 - i. Access Blackboard (Learning Management System)
 - ii. Engage in the dedicated Blackboard Group (if applicable)

Classroom laptop banks are available but limited in numbers.

- Headphones or earbuds and microphone (as required) – For participation in online classes or video-based learning content.

Note: Students who do not have personal devices may access the Cibatek Centre at the CRTAFE Geraldton campus, which provides 24/7 access to computers and internet services.

Learners will be provided with the following resources by CRTAFE:

- Printed materials (learner guides, fact sheets, handouts)
- Customised Power Points
- Web links
- Internet access
- Blackboard LMS
- College library

Learners will have full access to college suites of applications, including:

- Microsoft 365 - Word, PowerPoint, Excel, Teams
- Adobe

Online learning materials

Students will access their learning materials through the designated online learning management system Blackboard/CANVAS. Once enrolled, lecturers will provide access to the relevant units.

Each unit will include:

- Learning resources to support your study.
- Assessment tasks and submission guidelines.

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website. Library staff are available to assist you as required.

Work Placement

This course will involve **120 hours** over the duration of enrolment and is attached to **CHCCCS040 Support independence and wellbeing**.

Host employers will be provided with specific activities that CRTAFE recommends students complete while on work placement. These activities are aligned too the outcomes of the course. The workplace will provide opportunities for these activities to be undertaken and will provide supervision, guidance, and feedback to students on the performance of these tasks.

The work placement will be organised in consultation with the student, lecturers, and workplace personnel. All workplaces will be checked for suitability and to ensure they have the required personnel, facilities, equipment and work activities to allow the student to meet the outcomes of the work placement. The facilities and equipment will be documented on the Workplace Facilities and Equipment Checklist for each workplace.

Students will be assigned a workplace supervisor and performance will be monitored by CRTAFE lecturers in consultation with workplace supervisors.

Workplace activities that contribute to the outcomes of the program will be documented in either a hard copy or electronic logbook.

For information on the colleges insurance policy regarding students conducting industry placement or work experience please refer to the Industry Placement Manual (TA011M1) and the Policy and Procedure for Students Undertaking Industry Placement Programs (TA011P).

Depending on your clinical placement you may be required to provide the following evidence/documentation:

You will be advised of these requirements once placement has been organised

National Police Clearance: Students must provide a current National Police Clearance from WA Police that does not identify any offences that would prevent the students working in the health care sector.

Immunisation Record: Students may be asked to provide evidence of immunisation status and may be required to have additional evidence of immunisations depending on their workplace requirements.

Vaccination and Screening Documentation – As per clinical placement requirements (e.g. NDIS screening, influenza vaccination, immunisation status).

First Aid and CPR- As per clinical placement requirements

Timetable and Training Hours

All units are delivered concurrently incorporating underpinning knowledge relating to workplace safety and relevant legislations that provide the foundation for units relating specifically to the specialist areas of this course. By delivering all units concurrently, students are able to build and incorporate skills and knowledge in a holistic manner. Students are required to successfully complete practical assessments in a simulated environment (at CRT Geraldton) prior to commencing work placement.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am- 12:00 pm			H Block Classroom		
12:00 pm - 12:30 pm LUNCH BREAK					
12:30 pm- 3:00 pm			H Block Classroom		

Assessment Methods

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Further information

More information can be found in our Student Handbook, available for download off our website [here](#).

Contacts:

Lecturer Name: Health and Care Services

Phone number: 9956 2821

Email: AgedCare.AlliedHealth@crtafe.wa.edu.au

Building: H block

Alternatively, you may contact the college on 1800 672 700 or enquire via our website enquiry form [here](#).



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