



GOVERNMENT OF  
WESTERN AUSTRALIA



Central  
Regional



Course

# Pre-Enrolment Guide

Training Area:

**Education Support**

Training Product:

**CHC40221**

**Certificate IV in School  
Based Education Support  
(General)**



# Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





# Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

# Course Information

## CHC40221 Certificate IV in School Based Education Support

<b>Release number</b>	1
<b>Required number of units for course completion</b>	<b>Total number of units = 17</b> 13 core units plus 4 elective units
<b>Duration</b>	6 months
<b>Location</b>	Geraldton
<b>Delivery mode</b>	Classroom

### IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

- Be able to work with others and relate to and respect people from a range of ages, cultures and backgrounds
- Have a kind and enthusiastic nature to work with and support children with additional needs
- Have strong communication and listening skills
- Have adequate literacy and numeracy skills to support student learning
- Have basic problem-solving skills and the ability to respond to immediate safety risks
- You can take directions and follow instructions
- Be aware you may be exposed to sensitive topics and challenging behaviours which may be upsetting or triggering for some individuals
- Can carry out personal care and toileting duties for students as required
- Have sound computer skills
- Understand the importance of maintaining personal and professional boundaries
- Have physical ability to work a full school day, with varied indoor and outdoor activities
- Be able to undertake mandatory work placement outside of schedule classes.

Be able to obtain a Work with Children clearance and a National Police History Check (over 18s). **Please note:** Any criminal conviction will appear on your National Police Certificate and may affect an organisation's decision whether to accept you for Work Placement

### Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study-

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings. They complete general administrative as well as operational tasks to support students with learning under the guidance of a teacher or other educational professional. Work requires use of discretion and judgement within the boundaries of established policies and procedures.

Education support workers work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

To achieve this qualification, the individual must have completed a total of at least 100 hours of work in a classroom environment catering to primary or secondary school students, within at least one school in Australia

as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study:

Job roles:

- Education Assistant/ Teacher's Assistant (Mainstream)
- Education Assistant/ Teacher's Assistant (Special Needs)
- AIEO (Aboriginal/Islander Education Officer)
- Aboriginal Teachers Assistant

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

## National Course Entry Requirements

There are no entry requirements for this qualification.

## 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.

**Before you enrol**, 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 learning options may be better suited to you at this time.

For this course, the method of LLND review will be through the LLN Robot.

### What happens after your LLND review

After the LLND review, the Student Business Systems Team will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

**Completion of CHC30221 is required before enrolment into this pathway CHC40221 course is considered.**

## Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website.

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements are available under the Fees and Payment Options section in the Student Handbook on our website. Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

## Learning Resources

You will need the following learning resources for your course:

### Textbook

“**Supporting Education**” by Karen Kearns (4<sup>th</sup> edition). This can be purchased via hard copy or digital copy through Cengage Australia.

### Online learning materials

Students will access their learning materials through the designated online learning management system Blackboard. Once enrolled, lecturers will provide access to the relevant units. During their duration of enrolment, students can access the Office 365 Microsoft suite, free of charge.

Each unit will include:

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

Access to these materials will be available for the duration of your enrolment period. Students are encouraged to regularly log into the platform to stay up to date with announcements, resources, and deadlines.

## Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

### Stationery and Technology

- Basic stationery supplies (pens, notebooks, folders).
- A laptop or computer with reliable internet access for off-campus study.

### Uniform Requirements

- Students must wear the **CRTAFE uniform** during work placements.
- Uniform includes:
  - CRTAFE polo shirt (available from **Totally Workwear** for \$35.00).
  - Neat black dress pants (length no shorter than just above the knee).
  - Closed-in, non-slip shoes.
  - A wide-brim hat for recess or lunch duty.

### Personal Protective Equipment (PPE)

- As required by workplace health and safety standards during practical activities.

### Working With Children Check (WWCC)

- Students aged 18 and over must apply for a WWCC clearance.
- Cost: \$11 for volunteers and students on unpaid placements.
- Lecturers will complete the relevant section of the application to ensure the student rate applies.
- For students already employed in the industry, renewal costs \$87.

### Education Department Screening

- Students aged 18 and over must apply for a screening number from the WA Department of Education Screening Unit.
- Cost: \$46 for a full screening (this allows students to work as relief while studying).
- Students to complete application through the Department of Education website.

## CR TAFE online library resources

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 [here](#). Library staff are available to assist you as required.

## Work Placement

To achieve this qualification, the individual must have completed a total of at least 100 hours of work in a classroom environment catering to primary or secondary school students, within at least one school in Australia as detailed in the Assessment Requirements of units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Together, you and your lecturer will organise a work placement to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all of the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

## Work Experience

Work experience is a valuable part of this course. Although there are 100 mandatory work placement hours, your lecturer has recommended one day a week of work experience for the duration of your course to help you develop practical skills and complete some assessment tasks in a real-world setting.

## Other Study Options

This course offers other study options (listed below) so you can choose the approach that best suits your needs. Please contact our Student Business Systems for information on the alternate delivery modes and/or study hours.

### Delivery options

Self-paced external - Online

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

### My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

## Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing 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](#).

## Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

**Note:** CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

## Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

## Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

### Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

### Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

## Contact:

### Lecturer contact details:

Name: Michelle Forrester

Phone number: (08) 9956 2777

Email: [michelle.forrester@crtafe.wa.edu.au](mailto:michelle.forrester@crtafe.wa.edu.au)

Building: H Block

Availability: Monday - Friday

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or [enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au).

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to [www.jobsandskills.wa.gov.au](http://www.jobsandskills.wa.gov.au).

## Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

## Further Resources and Information

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

## Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

## Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 am-12:00 pm	8.15am Work placement day (either Mon, Tues, Thurs or Fri)		9:00 – 12:00pm Lecture H103		
<b>12:00 pm - 12:45 pm LUNCH BREAK</b>					
12:45 pm-2.25 pm	Work placement day (either Mon, Tues, Thurs or Fri) 3.15pm		12.45pm-2.45pm Lecture H103		

### Assessment Methods

For this course, assessments may include the following:

- 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.

### Overview of Training Hours

The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
	CHCDIV001	Work with diverse people [AVC09]						0.00			Core	Credited units from Cert III	
	CHCEDS033	Meet legal and ethical obligations in an education support environment [ODK32]						0.00			Core	Credited units from Cert III	
	CHCEDS048	Work with students in need of additional learning support [ODK19]						0.00			Core	Credited units from Cert III	
	CHCEDS056	Provide support to students with autism spectrum disorder [ODK64]				0.00		0.00	0.00		Core	Credited units from Cert III	
	CHCEDS059	Contribute to the health, safety and wellbeing of students [ODK45]						0.00			Core	Credited units from Cert III	
	CHCPRT001	Identify and respond to children and young people at risk [WG802]						0.00			Core	Credited units from Cert III	
	HLTWHS001	Participate in workplace health and safety [WG738]						0.00			Elective	Credited units from Cert III	
Stage 1	CHCEDS045	Support student mathematics learning [ODK58]	10.00			0.00		10.00	7.00	Face To Face	Core	Core Units	
	CHCEDS046	Support student literacy learning [ODK62]	10.00			0.00		10.00	7.00	Face To Face	Core	Core Units	
	CHCEDS052	Deliver elements of teaching and learning programs [ODK28]	10.00			0.00		10.00	5.00	Face To Face	Elective	Elective Units	
Stage 2	CHCEDS047	Assist in facilitation of student learning [ODK50]	10.00		100.00	0.00		110.00	7.00	Face To Face	Core	Core Units	
	CHCPRP003	Reflect on and improve own professional practice [AVB48]	10.00			0.00		10.00	7.00	Face To Face	Core	Core Units	
	CHCEDS049	Supervise students outside the classroom [ODK68]	10.00			0.00		10.00	2.00	Face To Face	Elective	Elective Units	
Stage 3	CHCEDS051	Facilitate learning for students with disabilities [ODK76]	10.00			0.00		10.00	7.00	Face To Face	Core	Core Units	
	CHCEDS058	Support the implementation of behaviour plans [ODK23]	10.00			0.00		10.00	7.00	Face To Face	Core	Core Units	

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
Stage 4	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures [ODK39]	10.00			0.00		10.00	10.00	Face To Face	Core	Core Units	
	CHCEDS050	Support Aboriginal and/or Torres Strait Islander education [ODK20]	10.00			0.00		10.00	10.00	Face To Face	Elective	Elective Units	
		<b>Total</b>	100.00	0.00	100.00	0.00	0.00	200.00	69.00				



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[enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au)



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