

# COURSE INFORMATION SHEET

## CHC30213 Certificate III in Education Support



**PARTNERS  
TRAINING**

Community Services

RTO Code 21837



## Qualification description

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.

## Pathways

**Further study pathways** – This qualification will provide you with a pathway to CHC40213 Certificate IV in Education Support.

**Employment pathways** – Although it does not guarantee an employment outcome, completion of this qualification could lead to your employment in the education support industry in the following occupational titles:

- Education assistant
- Teacher assistant or aide
- Home tutor
- Language worker
- Indigenous language and culture teaching assistant
- Education support worker
- Support worker
- Multicultural aide
- Literacy worker

## Entry requirements

You are required to undertake a Pre Training Review prior to enrolment to identify competencies you have previously acquired and to ascertain your suitability and appropriateness for this qualification. The Pre Training Review is designed to ensure we can help you participate in and successfully attain your desired learning outcomes.

**Mandatory requirements** – This qualification requires you to hold a current and satisfactory police check and Working with Children Check to undertake workplace experience.

**Suitability requirements** – There are no suitability requirements for this qualification.

**Materials, equipment and resources** – You will need access to a computer with Internet.

## Training location

The training location for this course is

## Course duration and mode of delivery

This course is delivered using a blended delivery model of face-to-face, workplace experience and self-directed learning.

This course is scheduled for a period of up to 52 weeks including 18 training sessions x 6 hour sessions, a minimum 120 hours of workplace experience and holidays.

## Assessment requirements

Your timetable sets out the specific assessments that you will be required to complete to a satisfactory standard to be deemed competent in each unit of competency.

The Student Unit Guide and Workbook sets out in detail the assessment requirements for each unit of competency. At the commencement of scheduled delivery, your trainer will provide you with the Student Unit Guide and Workbook for each unit of competency.

## Workplace experience

You are required to undertake a minimum of 120 hours of workplace experience through work placement for new entrants or a third party report for existing industry workers in a relevant education support setting. Workplace experience is subject to a current and satisfactory police check and Working with Children Check.



## Qualification structure

To successfully complete CHC30213 Certificate III in Education Support you must complete the following units of competency.

	Unit code	Unit title	C/E	PR/CR
1.	CHCDIV001	Work with diverse people	C	-
2.	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	C	-
3.	CHCECE006	Support behaviour of children and young people	C	-
4.	CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	C	-
5.	CHCEDS002	Assist in implementation of planned educational programs	C	-
6.	CHCEDS003	Contribute to student education in all developmental domains	C	-
7.	CHCEDS004	Contribute to organisation and management of classroom or centre	C	-
8.	CHCEDS005	Support the development of literacy and oral language skills	C	-
9.	CHCEDS006	Support the development of numeracy skills	C	-
10.	CHCEDS007	Work effectively with students and colleagues	C	-
11.	CHCEDS008	Comply with school administrative requirements	E	-
12.	CHCEDS012	Set up and sustain individual and small group learning areas	E	-
13.	CHCEDS014	Support students with English as a second language	E	-
14.	CHCEDS015	Support development of student research skills	E	-
15.	CHCEDS016	Support learning for students with disabilities in a classroom environment	E	-
16.	CHCEDS017	Contribute to the health and safety of students	C	-
17.	CHCEDS018	Support students with additional needs in the classroom environment	C	-

LEGEND **C** = Core **E** = Elective **PR** = Pre-requisite **CR** = Co-requisite

## Fees and charges

Please contact us on 1300 664 601 for specific fee information for this course.

Further information in relation to fees and charges is set out in the Student Handbook and Student Fees and Charges Policy and Procedures available on our website and in hardcopy at each of our campus locations.

We are committed to levying and refunding student fees and charges in a transparent, fair and equitable manner. We are also committed to ensuring that you get what you pay for – the delivery of quality training and assessment services.

We levy fees to students at the time of enrolment. The fees charged for this course will vary depending on your location, eligibility for funding and individual circumstances at the time of enrolment.

We offer a variety of funding options which provide you with the opportunity to engage in affordable training. The funding options available will vary depending on your eligibility, location, qualification/units of competencies/modules and individual circumstances at the time of enrolment. We will determine your eligibility to access the available funding options at the time of enrolment and in accordance with the requirements of the applicable funding arrangements.

We also offer a variety of payment methods which are set out in our Student Fees and Charges Policy and Procedures.

The fees set out below are indicative only and may be subject to change given individual circumstances at the time of enrolment.

At the time of enrolment and no later than prior to course commencement, you are required to pay the Services Fee, any applicable Materials Fee and at least 10% of the Tuition Fee. You will also be required to enter into a deferred payment plan for the balance of the Tuition Fee if the full amount is not paid at the time of enrolment.



	<b>VTG Non-Concession</b> Max 603 SCH	<b>VTG Concession</b> Max 603 SCH	<b>Fee for Service</b>
<b>VTG Rate per SCH</b>	\$2.00	\$0.40	NA
<b>Tuition Fee</b>	\$1,206	\$241.20	\$3,425
<b>Services Fee</b>	\$75	\$75	\$75
<b>Materials Fee</b>	NA	NA	NA
<b>TOTAL</b>	<b>\$1,281</b>	<b>\$316.20</b>	<b>\$3,500</b>

Victorian Training Guarantee (VTG) (Victorian State Government subsidy)

Student Contact Hour (SCH)

Maximum government contribution per student = \$5 per SCH @ maximum 603 = \$3,015

**If you are an Eligible Individual and access your VTG entitlement, this training is delivered to you with funds made available by the Victorian and Commonwealth Governments.**

### Important information, policies and procedures

It is important that you read and fully understand the following information, policies and procedures available on our website and in hardcopy at each of our campus locations:

1. Student Handbook
2. Educational and support services – information set out in our Student Handbook
3. Recognition of Prior Learning and Credit Transfers – Recognition of Prior Learning and Credit Transfers Guide
4. Student Fees and Charges (including refunds) – Student Fees and Charges Policy and Procedures
5. Complaints and Appeals – Complaints and Appeals Policy and Procedures
6. Privacy – Privacy Policy and Procedures
7. Social Media – Social Media Policy and Procedures
8. Equal Opportunity, Fair Treatment, Access and Equity – Equal Opportunity, Fair Treatment, Access and Equity Policy and Procedures

### Third party details

**Organisation name:** Get Skilled Today

**Contact:**

**Phone:**

**Email address:**



### Contacts

**Training Coordinator:**

**Trainer:**

**Course ID:**

**Phone:** 1300 664 601

**Email:** [info@ptaust.com.au](mailto:info@ptaust.com.au)

**Website:** <http://www.partnersintraining.edu.au>

**Address:** **Head Office / Shepparton Campus**  
7 Telford Drive SHEPPARTON VIC 3630  
PO Box 6772 SHEPPARTON VIC 3632  
P 03 58 214 877 / F 03 58 218 577

Servicing Regional Victoria including Bendigo, Echuca and Wangaratta

**Melbourne Campus**  
Level 2 / 21 Moray Street  
SOUTHBANK VIC 3006  
PO Box 22 SOUTH MELBOURNE VIC 3205  
P 03 9696 7781

**Sale Campus**  
Level 1 / 111 Raymond Street  
SALE VIC 3850  
PO Box 256 SALE VIC 3853  
P 03 51 445 112 / F 03 51 446 112

**Morwell Campus**  
29 – 31 Rintoull Street  
MORWELL VIC 3841  
PO Box 3484 GIPPSLAND VIC 3840  
P 03 51 919 020

**The Institute of Hair and Beauty**  
9/11 Fraser Street  
SHEPPARTON VIC 3630  
PO Box 6772 SHEPPARTON VIC 3632  
P 03 58 220 499