

## Recognition of Prior Learning

### Definition

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

### Policy

Continuing Education and Arts Centre of Alexandra (CEACA Inc.) ensures that an individual's prior learning is recognised irrespective of how or where the learning has taken place. Applications for RPL will be managed and assessed by a person or persons with relevant qualifications.

### Principles

Individuals who are granted RPL will be issued with the relevant qualifications as appropriate.

There will be two types of applications;

- A) Standard exemptions/Credit for previous formally recognised training
- B) Recognition of work and life experiences, including non-formally recognised training.

Charges levied for a (B) type RPL application include an administration fee and an assessment fee.  
See Skills recognition pamphlet

### RPL will be granted for

~ Modules where it can be substantiated that the applicant has achieved the key learning outcomes/units of competence.

### Procedure

Applications for RPL should be lodged to the CEACA office with relevant documents attached. See skills recognition pamphlet.

An assessment and verification of the application will be undertaken. Applicants may appeal a decision. Appeals should be lodged with CEACA Inc.

### Course Fees for 2010

\$995 or \$350 concession (including tuition \$765/\$120, materials \$120 and use of resources and facilities \$110). A \$200 deposit must be paid on enrolment to secure your place.

### Refunds

Will be given depending on timing of withdrawal. An administration fee of \$20 will be charged. Please see refund policy & student handbook.

### Contact us

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# Nationally Accredited

## Certificate III in Aged Care CHC30208 2010



RTO No. 3730



December 2009

## Course Aims

To prepare those wishing to pursue employment as a Personal care worker, especially in residential facilities.

## Career opportunities

Assistant in Nursing, Support Worker, Carer, Personal Care Assistant, Home Care Assistant, Nursing Assistant, Community Support/Care Worker, In Home Respite Worker, Personal Care Giver/Worker

## Pathways

Employment or further study eg Certificate IV in the Community Services field.

## Entry requirements

Prerequisites for entry to this course are literacy skills to meet demands of the workplace. You must provide a satisfactory police check and First Aid Level II for the course work placement and to be employed in most positions relating to this qualification.

## Delivery/Attendance

One day per week for 9 months, no classes in school and public holidays. Refer to timetable. Additional time will be needed for study out of class time, plus work placement.

## Course Materials

The course materials are included in your fees.

## Use of Facilities at CEACA

Students are entitled to free use of computers and internet for work related to their course.

## Tutors

Tutors for the course have a mixture of Teaching, Industry Experience and Workplace Training Qualifications. They are available by arrangement for additional assistance outside scheduled class times.

## Certificate III in Aged Care – CHC30208

### Unit Code

### Title

#### Core

CHCAC317A

Support older people to maintain their independence

CHCAC318A

Work effectively with older people

CHCAC319A

Provide support to people living with dementia

CHCCS411A

Work effectively in the community sector

CHCICS301A

Provide support to meet personal care needs

CHCICS302A

Participate in the implementation of individualised plans

CHCICS303A

Support individual health and emotional well being

CHCOHS312A

Follow safety procedures for direct care work

CHCPA301B

Deliver care services using a palliative approach

HLTAP301A

Recognise healthy body systems in a health care context

#### Elective

CHCAC316B

Provide food services

CHCCS400A

Work within a relevant legal and ethical framework

CHCGROUP302D

Support group activities

CHCDIS301A

Work effectively with people with a disability

## Assessment

An assessment is made for each module.

This may take the form of:

- ~ an assignment to be completed and handed in for assessment
- ~ specific tasks to be carried out under observation from the tutor
- ~ short question and answer test
- ~ project design and production by a group



Adult Education in  
the Community



Victorian Registration &  
Qualifications Authority



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