

## 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

\$870 or \$380 concession (including tuition \$610/\$120, materials \$140, use of resources & facilities \$120).  
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 Education Support CHC30808 2010



Through ECEC, RTO No 6475



## Course Aims

To prepare individuals pursuing a career as a teacher's aide to gain a formal qualification; teachers and parents seeking to gain a better understanding of children with learning difficulties.

## Career opportunities

This course is suitable for people wanting to pursue a career in the education industry as a classroom assistant or integration aide.

## Pathways

This course leads to a variety of classroom support positions and further study, eg Certificate IV in Education support.

## Entry requirements

Prerequisites for entry to this course are literacy and numeracy skills to meet demands of the workplace. You must provide a satisfactory police check and Working with children check for the course work placement and to be employed in positions relating to this qualification.

## Delivery/Attendance

One day per week for approximately 8 months, no classes in school holidays or 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 Education Support- CHC30808

### Unit Code

### Title

#### Core

CHCCHILD301A  
CHCEDS301A

Support behaviour of children and young people  
Comply with legislative, policy and industrial requirements in the education environment

CHCEDS303A  
CHCEDS312A  
CHCEDS313A  
CHCEDS314A  
CHCEDS316A  
HLTOHS300A

Contribute to student education in all developmental domains  
Work with diversity in the education environment  
Communicate with students  
Work effectively in an education team  
Comply with school administrative requirements  
Contribute to OHS processes

#### Literacy & numeracy electives

CHCEDS305A  
CHCEDS306A  
CHCEDS307A  
CHCEDS308A

Support the development of reading skills  
Support the development of writing skills  
Support the development of numeracy skills  
Support the development of oral language skills

#### Work with students with disabilities electives

CHCDIS301A  
CHCEDS315B  
CHCEDS310A

Work effectively with people with a disability  
Support students with additional needs in the classroom  
Support learning for students with disabilities

## 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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TRAINING