



## Customised Training Pty Ltd

CHC30808

### Certificate III in Education Support

#### Course Overview

This qualification covers workers in a range of education settings including public and independent schools and community education settings that provide assistance and support to teachers and students under broad based supervision.

#### Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate III in Education Support (CHC30808).

#### Course Requirements

14 units of competency must be completed including 8 compulsory units and 6 elective units.

Core units (Complete all)	
Code	Unit Title
CHCCHILD301A	Support behaviour of children and young people
CHCEDS301A	Comply with legislative, policy and industrial requirements in the education environment
CHCEDS303A	Contribute to student education in all developmental domains
CHCEDS312A	Work with diversity in the education environment
CHCEDS313A	Communicate with students
CHCEDS314A	Work effectively in an education team
CHCEDS316A	Comply with school administrative requirements
HLTOHS300A	Contribute to OHS process

#### Specialist Streams

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

Code	Unit Title
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
HLTHIR404B	Work effectively with Aboriginal and/or Torres Strait Islanders

The following elective is required in some jurisdictions to meet legislative requirements for mandatory reporting of child abuse:

Code	Unit Title
CHCCHILD401A	Identify and respond to children and young people at risk

#### Literacy and numeracy electives

Code	Unit Title
CHCEDS305A	Support the development of reading skills
CHCEDS306A	Support the development of writing skills
CHCEDS307A	Support the development of numeracy skills
CHCEDS308A	Support the development of oral language skills

## CHC30808 Certificate III in Education Support

### Specialist Streams Continued...

<b>Electives for work with students with disabilities</b>	
<b>Code</b>	<b>Unit Title</b>
CHCDIS301A	Work effectively with people with a disability
CHCEDS403A	Support students with additional needs in the classroom
CHCEDS404A	Support learning for students with disabilities

<b>Education Support Electives (Select 6 electives)</b>	
<b>Code</b>	<b>Unit Title</b>
CHCCS312A	Use electronic learning materials
CHCCS411A	Work effectively in the community sector
CHCDIS301A	Work effectively with people with a disability
CHCDIS411A	Communicate using augmentative and alternative communication strategies
CHCEDS302A	Facilitate implementation of planned education programs
CHCEDS304A	Contribute to organisation and management of classroom or centre
CHCEDS310A	Support learning for students with disabilities
CHCEDS311A	Contribute to the safety and health of students
CHCEDS315A	Support students with additional needs in the classroom
CHCEDS319A	Search and assess online information
CHCEDS320A	Set up and sustain individual and small group learning areas
CHCEDS321A	Use an e-learning management system
CHCEDS322A	Support students with English as a second language
CHCEDS323A	Support development of student research skills
LMFFT4011A	Purchase materials and consumables

<b>Information Technology Electives</b>	
<p>Trainees must select 160 – 190 hours from the following list of Units of Competency or up to 2 units may be substituted with Units of Competency from the Information Technology Training Package at the Certificate III level to suit the particular needs of the trainee or the workplace.</p>	
<b>Code</b>	<b>Unit Title</b>
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBWOR204A	Use business technology
ICAU1128B	Operate a personal computer
ICAU1130C	Operate a spreadsheet application
ICAU1132B	Operate a presentation package
ICAU1133C	Send and retrieve information using web browsers and email
ICPMM263B	Access and use internet

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.



## CHC30808 Certificate III in Education Support

### Vocational Outcomes

This course aims to provide access to employment as School Services Officers, Literacy Assistants, Integration Aide, Teachers 'Aide Special, Teachers 'Assistants, Special Education Assistants and other non-teaching positions designed to support educational programs in schools and other educational institutions.

### Delivery Strategy

Customised Training offers this qualification under a variety of learning and assessment strategies including classroom based delivery, on the job training and distant learning. Participants will receive learner guides and will be required to complete written assessment tasks.

### Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

### Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding yourself a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Education Support (CHC41708) or you may want to consider a higher education degree or diploma. A helpful career website to refer to is [www.myfuture.gov.au](http://www.myfuture.gov.au)

### Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

**For more information, please contact CTCS today.**

### Customised Training Pty Ltd

Level 1, The Business Block  
11b Gell Street  
Bacchus Marsh Vic 3340

email: [info@ctcs.com.au](mailto:info@ctcs.com.au)  
web: [www.ctcs.com.au](http://www.ctcs.com.au)

tel: (03) 5367 1630  
fax: (03) 5367 1607

ABN: 88 112 522 077  
ACN: 112 522 077

