INFORMATION BOOKLET
CERTIFICATE IV IN DISABILITY

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Contents

Contents .................................................................................................................. 2

Introduction ............................................................................................................. 3

Why Study at Melbourne Polytechnic ..................................................................... 3

Employment Pathways ............................................................................................. 3

Entrance Requirements ............................................................................................ 4

Selection Process/Criteria ....................................................................................... 4

Course Structure (days are subject to change) ....................................................... 5

Course Outline ......................................................................................................... 6

Assessment ............................................................................................................... 6

Course Aims ............................................................................................................. 6

Adult Learning Model .............................................................................................. 7

Skills Recognition .................................................................................................... 8

Work Placement ....................................................................................................... 8

Police Checks .......................................................................................................... 8

Course Fees ............................................................................................................. 9

Eligibility/Ineligibility for Government Subsidised Course Fees.......................... 9

Fee Waivers and Exemptions from Ineligibility (all subject to change in 2013) ... Error! Bookmark not defined.

Fee Costings ............................................................................................................ 10

General Information ............................................................................................... 10
Introduction

This qualification is designed to provide the skills and knowledge required to work within the disability services sector, including accommodation settings, employment, recreation, adult day support services, advocacy, respite and peer support programs. It addresses work in community residential homes, training centres, respite services, employment and community based supports.

The Australian Qualifications Framework nationally recognised courses that Melbourne Polytechnic offer are designed to develop students’ understanding of issues relevant to the various settings in community services and to enhance the practical skills needed to deliver individualised services for people.

Why Study at Melbourne Polytechnic

The Community Health and Wellbeing Department (Disability and Aged Care Studies) at Melbourne Polytechnic (Preston Campus) is located in Building E, Room 120, 77 St Georges Road. It has a solid reputation for:

- Teaching staff that all have extensive, direct experience in the Disability sector as well as teaching/training qualifications.
- Strong connections and networks with Disability agencies
- Providing a supportive environment to maximise student learning
- Linking students, where appropriate, with other services at Melbourne Polytechnic such as Study Skills and Student Services, including Disability Support Services.
- Producing students who are independent learners and well prepared for working life
- High employment rates among graduating students from the Certificate IV in Disability Studies and significant numbers of students going on to further study.

Employment Pathways

The Certificate IV Disability is generally regarded by employers as a desirable (and sometimes mandatory) entry-level qualification.

Direct Support Worker:

- Apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to achieve their goals.
- Work as part of a team and liaise with other professionals and other service agencies
- May work without direct supervision and may be required to supervise and/or coordinate others.

Graduates may be employed in government and community services organisations. Graduates may work with people with a range of disabilities, including physical, sensory, intellectual, acquired brain injury and multiple disabilities.
Employment roles may include:

Certificate IV level

- Disability Support Worker
- Outreach worker
- Disability officer – day support
- Lifestyle support officer
- Residential care officer
- Senior personal care assistant
- Band 1 Instructor
- Individual support workers
- Qualified Disability Development & Support Officer (DDSO1Q).
- Project officer

It should be noted by people who are interested in entering the disability sector, that employers place a strong emphasis on the following personal attributes/attitudes:-

1. A strong commitment to supporting people with a disability.
2. A strong commitment to social justice, human rights and attitudes to provide people with disabilities with services that uphold their rights, promote choice, equality, dignity and respect.
3. Ability to work independently and co-operatively as an effective team member.
4. Excellent communication and interpersonal skills, with the ability to liaise with a diverse range of people, including, but not limited to, varied cultural backgrounds.
5. Sound oral and written communication skills.

Entrance Requirements

All applicants must be a minimum of 18 years old at the commencement of the course.

Students are expected to possess appropriate literacy skills for both the demands of the training and the workplace. Applicants who can demonstrate relevant skills and knowledge developed from pertinent life experience will also be considered.

Selection Process/Criteria

Once you have read through your information booklet and would like to proceed to apply to enrol in the course you need to contact the Community Health and Wellbeing office to book your interview time (9269 8438) or book and interview via the Melbourne Polytechnic website. All applicants must attend a small group interview and suitable applicants will be offered a place in the course.

All interviewed applicants are advised in writing by Melbourne Polytechnic as soon as possible and successful applicants are given enrolment details. This course can now be a “rolling” enrolment. What we mean by that is you can enrol any time however classes do start in February for first semester and July for second semester. **Students are required to enrol and pay fees prior to attending their first class. Failure to enrol on the designated enrolment date may forfeit your position in the course and the place may be offered to another applicant.**
There are three components that we assess in the selection of suitable applicants for our courses.

1. Written applications. These must be brought with you to the interview. They are assessed by staff with consideration given to sentence construction, logical flow of information, competent literacy skills and awareness of current issues in the Disability sector.

2. Oral communication. Applicants’ ability to articulate responses to questions/discussions within the group interview

3. Teamwork and interpersonal skills. Applicants’ ability to listen to instruction and work/communicate collaboratively as a team to achieve desired outcomes.

Consideration is also given to applicants who possess the following:-

- An awareness of community and client group needs and issues, service provision requirements and current issues in the sector
- Level of commitment, interest and sensitivity to potential people with disabilities and their needs
- An awareness of and commitment to values and attitudes consistent with principles including social justice, human rights, equal opportunity, Empowerment/Advocacy
- Demonstrated potential to undertake roles and responsibilities of workers in the field, upon completion of the course. This includes effective communication, interpersonal skills and an ability to work well in teams

Applicants who meet special entry requirements are encouraged to apply. (i.e. mature age, Aboriginal, people from CALD backgrounds & people with a disability)

Preference will be given to applicants who have previous relevant field experience on a paid or voluntary basis or with relevant life skills.

**Course Structure (days are subject to change)**

**Part time**

- 1 year part time two days a weeks (Monday & Tuesday Feb to June then Thursday & Friday July to December)
- 200 hours of on-the-job training is a requirement for successful completion of the course (for further information on placement refer to page 8)

**Full time**

- 6 months - Four days per week Monday’s, Tuesday’s 9.30am – 4.00pm; Thursday’s 1.30pm – 9.00pm; Friday’s 9.30 – 4.30pm
- 200 hours of on-the-job training is a requirement for successful completion of the course (for further information on placement refer to page 8)
Course Outline
The Certificate IV in Disability incorporates the following units from the Community Services Training Package:

Compulsory Units
CHCCS400C Work within a relevant legal and ethical framework
CHCCS411C Work effectively in the community sector
CHCDIS301C Work effectively with people with a disability
CHCDIS302A Maintain an environment to empower people with disabilities
CHCDIS405A Facilitate skills development and maintenance
CHCDIS410A Facilitate community participation and inclusion
CHCDIS411A Communicate using augmentative and alternative communication strategies
CHCICS402B Facilitate individualised plans
CHCICS305B Provide behaviour support in the context of individualized plans.
CHCWHS312A Follow WHS safety procedures for direct care work

Elective Units (Disability) (Subject to change)
CHCCS305C Assist client with medication
CHCICS401B Facilitate support for personal care needs
HLTAP301B Recognise healthy body systems in a health care context
HLTFAID003 Provide first aid
HLTFS207C Follow basic food safety practices

Assessment
Students are assessed in a variety of modes including on-the-job demonstration of skills and knowledge, written pieces, case studies, role plays, employability skills (such as communication and teamwork) and classroom activities.

Students will receive feedback on assessment items in line with competency based training. Students are assessed as competent or not yet competent

If a piece of work is assessed as “Not Yet Competent” the student will be given the opportunity to resubmit the work once only. If a resubmitted piece of work is assessed as ‘Not Demonstrated” the student is required to re-enrol in the relevant unit and repeat that part of the course.

All assessment items for all units must be satisfactorily completed to pass the course.

Course Aims
The Certificate IV in Disability aim to provide students with the opportunity to build specialised knowledge, skills, and to foster the development of attitudes as follows:
Knowledge
Students will develop an understanding of:
• Legislation & policy relating to the sector
• The disability sector and its purpose
• Occupational Health & Safety requirements

Skills (incorporating Employability skills)
Students will be able to:
• Work effectively with a group - colleagues, clients and other professionals
• Act professionally and ethically when dealing with clients, their families, other professionals and the public
• Carry out administrative responsibilities
• Provide appropriate support
• Provide accurate information and referral
• Plan and organise

Attitudes
The courses will foster the development of the following attitudes:
• A commitment to social justice & Human Rights
• Respect for the individual
• Sensitivity to the needs, abilities and potential of the individual
• Empathy toward the client and their family and the relationship between them
• Receptiveness to change
• Commitment to working as part of a team
• Mature approach to work
• Openness to learning

Adult Learning Model
This course requires a mature approach to learning and interacting with other people, staff and students.

• Students and staff are both responsible for creating a positive learning environment for all.
• Teaching style is interactive; some lecture, some tutorial style & lots of opportunity for discussion.
• There is a lot of group work and experiential learning that also takes place in the classroom.
• Students are responsible to a large extent for their own learning and a positive approach to their work.
• As much as possible students are expected to participate in all class activities and interactions.
• There is an expectation that students enrolled in the course achieve a minimum 80% attendance.
• Respect for others in the classroom is expected:
  – All students have a right to express their views in a safe environment
  – Discriminatory views are not acceptable as they are not part of a safe learning environment. Examples include racism, sexism, homophobia, ageism.
Please note:

Study Skills Support and Student Services are available at Melbourne Polytechnic to assist students with academic and/or personal support needs.

Applicants with disabilities can also gain assistance from Disability Support Services with both their application and their studies.

Skills Recognition

Skills recognition involves the formal acknowledgement of equivalent training, relevant prior study, work experience and relevant life skills. The two components of skills recognition are:-

1. Recognition of Prior Learning (RPL). This is the acknowledgement of skills and knowledge obtained through other areas such as formal training/education, relevant work experience and or life experience. Applicants would need to provide documented evidence of competence.

2. Credit Transfers. Students who have completed the same or equivalent unit/subject/studies are eligible for a direct credit transfer. In this case you must bring your original academic transcript to validate your qualification to enrolment day.

Successful course applicants will be provided with further details about the skills recognition process with their Letter of Offer.

Work Placement

- Students must complete 200 hours of work placement. Part time students will complete placement during their second semester of study. Full time students will complete placement during their six months of study. This is usually undertaken at an individually negotiated time.

**NOTE: You cannot finish your course without successfully completing a work placement**

The minimum attendance for work placement is 24 hours (3 days) a week. This means that your 200 hours takes between 4 - 6 weeks to complete. Students may work outside regular working hours during placement times to fit in with the regular working hours of the agency.

Please note placement is undertaken at the same time as study.

Police Checks

A police check through Victoria Police is a mandatory requirement to undertake placement to complete this course. In the event of an unsatisfactory police check, you will be referred to the program co-ordinator. A further agreement must be signed by the applicant to ensure that they are fully aware that securing placement may be difficult and therefore could jeopardize course completion.

Police checks must be submitted at the commencement of the course and as police checks are only valid for six months, students must recheck at the commence of the course. NB. A working with children check may also be a requirement for placement.
Course Fees

Course fees are made up of three separate costs:

- Tuition
- Student Amenities & Services
- Materials – There is only one textbook that is required to be bought for the course. Further workbooks and handout materials are provided in all other units and the Community Health and Wellbeing Department charge a minimal materials fee to contribute to the cost of these.

Eligibility/Ineligibility for Government Subsidised Course Fees

Students are eligible for a government funded place if:

- They do not have an equivalent or higher Australian qualification to the one in which they are enrolling. For example if you already have satisfactorily completed a Certificate IV and you want to do another Certificate IV you are not eligible for a government subsidised place. However if you already have satisfactorily completed a Certificate IV but are enrolling to do a Diploma then you will be eligible for a government subsidised place as you are “up-skillling”.

  AND you must hold one of the following documents as evidence of your citizenship/residency:

- Green Medicare Card
- Australian birth certificate
- Current Australian Passport
- Current New Zealand Passport
- Naturalisation Certificate
- Permanent Resident documentation
- Asylum Seeker Resource Centre Referral Form
- Victim of Human Trafficking Australian Red Cross Referral

Please note that these eligibility requirements apply to government subsidised places only, it does not exclude you from applying if you are not eligible for one of these places.

All fees are payable at time of enrolment. Failure to pay on enrolment date may forfeit your position in the course and the place may be offered to another applicant. There are many payment options available and these will be provided to you on enrolment day.

Please read on for further details about fees.
Fee Costing’s

- Part time for 2015 semester 1 & 2 (one year)
  - $3,619- (eligible)
  - $6,343- (ineligible)
  - $923- (concession)

- Full time for 2015 (six months)
  - $3,619- (eligible)
  - $6,343- (ineligible)
  - $923- (concession)

Payment Options Assistance (if required):

- VET fee HELP is available for concession and eligible students
- Instalment payment plans are available for tuition fees for ineligible students

General Information

Checklist/Timeline:

- Places are strictly limited, do not delay your application
- Applications open throughout the year
- Ring Community Health and Wellbeing Office 9269 8438 to book for interview
- All applicants must complete the application form and **must** bring this with you to interview
- All interviewed applicants are advised in writing by Melbourne Polytechnic as soon as possible and successful applicants are given enrolment details.

- Enrolments throughout the year.
- Students are expected to enrol prior to attending their first class. Failure to enrol at designated enrolment date may forfeit your position in the course and the place may be offered to another applicant.

We wish you the best of luck with your application and look forward to having the opportunity of assisting you in your studies at the Community Health and Wellbeing Department. If you should have any further questions in the meantime, please do not hesitate to call us, to assist you. - 9269 8438