

SCHEDULE/TIMETABLE

CHC40312 Certificate IV in Disability

ADVANCED CAREER TRAINING 55 DENNIS STREET COLAC 3250				TRAINER NAME: NICK JENKIN PHONE: 5231 9500
Class times 5:30pm – 8:30pm (October, 2013 – June 2014)				
DATE	Units	Nom hours	No. of Sessions	MAIN TOPICS
Tues 17 th Sept	INDUCTION		1 x 2 hours 5:30 – 7:30pm	<ul style="list-style-type: none"> Student Enrolment (including RPL and Credit Transfer discussion) Induction Requirements Highlight section of student handbook re: bullying, expected behaviour Course Introduction
<ul style="list-style-type: none"> No classes will be held Tuesday 24th Sept & Tuesday 1st October. 				
Tues 8 th Oct	CHCAD401D Advocate for clients	20	1	<ul style="list-style-type: none"> Get to know your activities Setting class ground rules for behaviour Expectations for submission of assessments Set up meetings with students who want to apply for RPL & Credit Transfer – issue relevant documentation Assist clients to identify their own rights The role of an advocate Identifying the need for advocacy Advocate on behalf of clients Issue and discuss assessment, set due date Commence assessment tasks
Tues 15 th Oct	CHCDIS301C Work effectively with people with a disability	50	2	Session 1 of 2 <ul style="list-style-type: none"> Defining disability Types of disabilities and their requirements Ethics Access and equity principles
<ul style="list-style-type: none"> No classes will be held Tuesday 22nd October 				
Tues 29 th Oct	CHCDIS301C Work effectively with people with a disability			Session 2 of 2 <ul style="list-style-type: none"> Legislation and standards Service models Communication skills and tools Providing support <ul style="list-style-type: none"> Physical Advocacy Identifying situations of risk and indicators of abuse Skills practice Issue and discuss assessment tasks, set due date Commence assessment tasks
Tues 5 th Nov	CHCDIS411A Communicate using augmentative and alternative communication strategies	60	2	Session 1 of 2 <ul style="list-style-type: none"> Identifying communication abilities Consultation and referrals Augmentative and alternative communication strategies – developing, implementing The participation model Adjusting tools and programs

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Tues 12 th Nov	CHCDIS411A Communicate using augmentative and alternative communication strategies			Session 2 of 2 <ul style="list-style-type: none"> • Skills practice • Identifying barriers • Working with relevant others • Recording and reporting • Review and monitoring • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Tues 19 th Nov	HLTAP301B Recognise healthy body systems in a health care context	70	2	Session 1 of 2 <ul style="list-style-type: none"> • General overview of healthy body systems • Cardiovascular system • Respiratory system • Musculo-skeletal system • Endocrine system • Pronunciation/terminology practice throughout • Nervous system • Digestive system
Tues 26 th Nov				Session 2 of 2 <ul style="list-style-type: none"> • Urinary system • Reproductive system • Pronunciation/terminology practice throughout • Integumentary system • Lymphatic system • The special senses • Pronunciation/terminology practice throughout • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Tues 3 rd Dec	CHCCS400C Work within a legal and ethical framework	50	3	Session 1 of 3 <ul style="list-style-type: none"> • Relevant legislation and common law • Confidentiality • Policies and procedures – review, development and implementation • Ethics in disability work • Identifying and dealing with unethical issues
Tues 10 th Dec				Session 2 of 3 <ul style="list-style-type: none"> • Rights of clients • Recognising when client rights are not being upheld • Cultural diversity
Tues 17 th Dec				Session 3 of 3 (not assessable) <ul style="list-style-type: none"> • Defining medication <ul style="list-style-type: none"> ○ Abbreviations ○ Reading labels ○ Dosage • The 7 R's • Medication legislation – who can and can't assist and/or administer • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Christmas/New Year break				
Tues 7 th Jan	CHCCS411C Work effectively in the community sector	40	2	Session 1 of 2 <ul style="list-style-type: none"> • The community sector • Ethics re-cap
Tues 14 th Jan				Session 2 of 2 <ul style="list-style-type: none"> • Communication skills • Issue and discuss assessment tasks, set due date • Commence assessment tasks

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Tues 21 st Jan	CHCDIS410A Facilitate community participation and inclusion	60	2	Session 1 of 2 <ul style="list-style-type: none"> • Assisting clients to identify <ul style="list-style-type: none"> ○ strengths, interests, abilities and support requirements ○ appropriate social networks ○ barriers to participation and inclusion • Community inclusion and participation • Accommodating individual choices • Identifying and networking with relevant services • Person centred plans – developing and implementing • Developing strategies to address barriers, increase community participation and minimise isolation
Tues 28 th Jan				Session 2 of 2 <ul style="list-style-type: none"> • Address transport and travel issues • Identifying and reducing risk • Review and evaluation processes • Issue and discuss assessment, set due date • Commence assessment tasks
Tues 4 th Feb 2014	CHCWHS312A Follow WHS safety procedures for direct care work	30	2	Session 1 of 2 <ul style="list-style-type: none"> • What is WHS? • Employee and employer rights and responsibilities • Hazard identification and risk analysis • Manual handling <ul style="list-style-type: none"> ○ What is it? ○ Skills practice
Tues 11 th Feb				Session 2 of 2 <ul style="list-style-type: none"> • Fire safety re-cap • Infection control <ul style="list-style-type: none"> ○ Standard precautions ○ Additional precautions • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Extra day to be confir med	Agency visit – the exact date this occurs may vary depending upon agency and timetabled dates	0	1	<ul style="list-style-type: none"> • Tour of facility • Look at range of equipment including hoists • Interact with clients or observe (as appropriate) <i>Students must have clear police checks and completed excursion forms to be able to attend</i>
Tues 18 th Feb	CHCICS402B Facilitate individualised plans	50	3	Session 1 of 3 <ul style="list-style-type: none"> • Establishing appropriate relationships • What is an individualised plan? (Will be a re-cap for some students) • The planning process • Developing an individualised plan
Tues 25 th Feb				Session 2 of 3 <ul style="list-style-type: none"> • Determining associated risks and developing mitigation strategies • Implementing the plan
Tues 4 th Mar				Session 3 of 3 <ul style="list-style-type: none"> • Reviewing the plan • Reporting and recording requirements • Issue and discuss assessment tasks, set due date • Commence assessment tasks

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Tues 11 th Mar	CHCICS305B Provide behaviour support in the context of individualised plans	35	2	Session 1 of 2 <ul style="list-style-type: none"> • Daily lifestyle routines • Identify opportunities for skill development and maintenance • Identifying and reporting changes in a person's needs • Providing an appropriate environment (re-cap) • Behaviour support plans • Providing support through positive and adaptive strategies
Tues 18 th Mar				Session 2 of 2 <ul style="list-style-type: none"> • Monitoring effectiveness of strategies • Strategies to reduce risk • Recording and reporting • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Tues 25 th Mar	CHCICS305B Provide behaviour support in the context of individualised plans	35	2	Session 1 of 2 <ul style="list-style-type: none"> • Daily lifestyle routines • Identify opportunities for skill development and maintenance • Identifying and reporting changes in a person's needs • Providing an appropriate environment (re-cap) • Behaviour support plans • Providing support through positive and adaptive strategies
Tues 1 st Apr				Session 2 of 2 <ul style="list-style-type: none"> • Monitoring effectiveness of strategies • Strategies to reduce risk • Recording and reporting • Issue and discuss assessment tasks, set due date • Commence assessment tasks
No classes will be held Tuesday 8 th & 15 th April.				
Tues 22 nd Apr	HLTHIR403C Work effectively with culturally diverse clients and co-workers	20	1	<ul style="list-style-type: none"> • What is cultural diversity? • Anti-discrimination and EEO legislation • Communication skills • Cross-cultural misunderstandings • Inclusive work practices • Issues facing Indigenous Australians <ul style="list-style-type: none"> ○ Health ○ Cultural ○ Historical • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Tues 29 th Apr	CHCDIS405A Facilitate skills development and maintenance	50	2	Session 1 of 2 <ul style="list-style-type: none"> • Assessing learning abilities • Identifying skills development and/or maintenance opportunities • Developing person centred plan • Implementing person centre plan • Identifying incidental opportunities for learning
Tues 6 th May				Session 2 of 2 <ul style="list-style-type: none"> • Referrals • Evaluating skills development/maintenance • Reviewing person centred plan • Issue and discuss assessment tasks, set due date • Commence assessment tasks

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Tues 13 th May	CHCICS301B Provide support to meet personal care needs	50	2	Session 1 of 2 <ul style="list-style-type: none"> • Personal care work • Cultural considerations • Maximising client participation • Providing personal care support • Skills practice • Providing personal care support continued
Tues 20 th May				Session 2 of 2 <ul style="list-style-type: none"> • Skills practice continued • Recognising changes • Recording and reporting • Safety re-cap • Issue and discuss assessment tasks, set due date • Commence assessment tasks
Tues 27 th May	CHCDIS409B Provide services to people with disabilities with complex needs	75	2	Session 1 of 2 <ul style="list-style-type: none"> • Defining complex care issues • The impact of dual diagnosis and complex care issues • Using assessment tools • Seeking advice • Developing a service delivery plan • Negotiating and establishing goals
Tues 3 rd June				Session 2 of 2 <ul style="list-style-type: none"> • Accessing resources and community support agencies • Coordinating delivery of the service plan • Monitoring and reviewing the delivery plan • Support for carers • Issue and discuss assessment, set due date • Commence assessment tasks
Tues 10 th June	CHCDIS302A Maintain an environment designed to empower people with disabilities	90	2	Session 1 of 2 <ul style="list-style-type: none"> • Defining empowerment • Identifying and discussing options • Enhancing communication of the person's needs • Developing strategies to promote independence
Tues 17 th June				Session 2 of 2 <ul style="list-style-type: none"> • Participation in forums • Compensatory aids and modifications • Policies, legislation and compliance • Feedback mechanisms • Issue and discuss assessment tasks (including practical placement), set due date • Commence assessment tasks
HLTFA311A Apply First Aid And HLTFS207C Follow Basic Food Safety Practices				<p>Each Certificate IV in Disability student is required to hold a current Level 2 First Aid including CPR and a current Food Handling Certificate.</p> <p>These short courses are delivered by Advanced Career Training here in Colac during the day at no extra charge for Cert IV Dis students. Dates are advertised on our website www.actraining.org.au</p> <p>Please forward plan to attend and book a place for each. Note on your registration that you are a current student.</p>

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	Final Session	0	1	<ul style="list-style-type: none"> Catch-up session to complete any outstanding assessment tasks – if required
June - July 2014	5 Weeks Work Placement – 100 Hours			Trainer/assessor must conduct observation assessments with each student while on placement.
	Completed practical placement log and all units must be assessed as competent for students to receive their certificates			

Students please note:

- This timetable/schedule was correct at the time of printing. It may change based on trainer availability, public holidays and unforeseen circumstances. Advanced Career Training reserves the right to change this timetable. Every effort will be made to inform students, in a timely manner, of any changes
- Trainers may negotiate a slightly longer timeframe with their groups for submission of assessments
- CHCDIS302A is connected to the Practical Placement. A final assessment decision cannot be made until students have:
 - provided a current Police Check
 - completed their practical placement
 - had an observation assessment conducted by their trainer while on placement and
 - Submitted their practical placement log.
- Please check all dates on this document to ensure you are available to attend class.
- You will receive separate certificates for
 - HLTF311A Apply First Aid
 - HLTFS207C Follow basic food safety practices
- Before you receive your certificate for your qualification the following is required:
 - You must submit all assessment tasks for every unit
 - All units must be assessed and deemed as competent by your trainer
 - ACT head office must process your results, compliance check your student file and then print your certificate.

After you submit your final assessment task it will take **at least four (4) weeks** before you receive your certificate.