Limestone Coast Training

A Division of Limestone Coast Work Options Inc.

CHC33021

Certificate III in Individual Support

Student pre-enrolment information book

Contents

3 About us
4 What will I learn?
6 What to expect
8 Entry Requirements
9 Enrolment Application Process
10 USI - Unique Student Identifier
11 Fees & Payment Options
13 Eligibility for Funded Training
16 Reading, Writing, Numeracy & Digital Literacy Online Assessment
17 Quality Assurance
18 Student Support Services
19 Delivery of the qualification
23 Work Placement Requirements
24 Credit Transfer / RPL
25 Final Notes

Limestone Coast Training
A Division of Limestone Coast Work Options Inc.

Naracoorte: 73 Smith Street
Mount Gambier: 9 Wattle Street

Phone: 08 8762 0016
Email: admin@limestonecoasttraining.org.au

RTO Code: 40376

About us

- Limestone Coast Training is a not-for-profit Organisation
- We have been a Registered Training Organisation (RTO) since 2010
- We employ local people to deliver locally based training
- Our head office and administration is based in Naracoorte. We have trainers and training facilities based in both Naracoorte and Mount Gambier
- Comfortable training rooms equipped to support participation, collaboration and learner success
- A friendly and welcoming environment with locally based trainers and support staff
- Access to Wi-Fi and learning resources while attending classes
- Practical training spaces designed to simulate real workplace environments
- Access to kitchen and break facilities, providing a comfortable space for learners to relax, connect with fellow students and enjoy refreshments during class breaks

RTO Code: 40376

Naracoorte

73 Smith Street,
Naracoorte
Phone: 08 8762 0016

Mt Gambier

9 Wattle Street,
Mount Gambier
Phone: 08 8762 0016

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

What will I learn?

Certificate III in Individual Support can provide you with the skills and knowledge to work in either the Aged Care, Disability or Home and Community sector.

For some people, managing daily routines can become challenging. It is amazing what a difference it can make to a person's life to have someone lend a hand and a smile!

Career opportunities associated with this qualification include:

- Home Care Assistant
- Personal Care Assistant
- Residential Care worker
- Community Support worker

This qualification is a pathway to:

- Certificate IV in Disability
- Certificate IV in Aged Care
- and various higher education qualifications in the community services sector

Packaging Rules

The Certificate III in Individual Support (Ageing) or (Disability) has a total of 15 units, 9 core and 6 electives.

Core Units

CHCCCS031	Provide individualised support*
CHCCCS038	Facilitate the empowerment of people receiving support
CHCCCS040	Support independence and well being
CHCCCS041	Recognise healthy body systems
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS002	Follow safe work practices for direct client care

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

What will I learn?

Ageing specialisation elective units

CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach

Disability specialisation elective units

CHCDIS011	Contribute to ongoing skills development using a strengths-based approach
CHCDIS012	Support community participation and social inclusion
CHCDIS020	Work effectively in disability support

Other electives

HLTAID011	Provide First Aid
HLTHPS006	Assist clients with medication
CHCCCS043	Support positive mealtime experiences
CHCCCS001	Address the needs of people with chronic disease

For further information please visit

training.gov.au

If successful, students will be issued with their Certificate III in Individual Support (Ageing) or (Disability)

*You will also receive a non accredited Manual Handling Statement of Attendance on successful completion of CHCCCS031 Provide individualised support

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

What to expect

What to expect in the industry:

This qualification addresses working within clearly defined organisational guidelines and service plans. Either in a residential facility under direct / regular supervision or in people's homes without direct supervision.

Aged care duties may include:

- Personal care assistance
    - Showering, bathing or washing
    - Bed sponge
    - Personal hygiene
    - Dressing
    - Personal grooming
    - Toileting
    - Shaving
    - Continence and bowel care
- Meal assistance
- Mobility support
- Daily reporting / recording
- Support various behavioural challenges
- Support to manage different health care needs and conditions
- Working within a legal and ethical framework

Disability duties may include:

- Facilitate personal hygiene tasks
- Assist with daily living tasks
- Assist with skill development / maintenance
- Support community inclusion
- Assist / administer medication
- Daily reporting / recording
- Domestic assistance
- Shopping / outings / transportation
- Meal preparation

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

What to expect

- Provide companionship and conversation
- Entertainment – providing stimulating games or activities
- Supervising daily activities
- Support various behavioural challenges
- Working within a legal and ethical framework

Conditions:

- Majority of the work force is employed casually or initially employed casually
- Shift work - late / early, nights, weekends, short / long shifts
- Passive shifts in Disability (sleepover support shifts)
- Work independently and within a team
- Some job roles / employers require you to drive your own car to transport the people you are supporting

Attributes employers are seeking:

- Ability to develop positive and respectful relationships with the clients you are supporting and their families / carers
- Students who are prepared to take on the organisations vision and mission
- The right attitude – open to learning, positive, flexible, caring, compassionate and respectful
- Ability to build a rapport with the people you are supporting
- Ability to work in a team and independently
- Reflective skills

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Entry Requirements

There are no pre-requisites for this qualification.

Students must participate in our Enrolment Application process to be considered for a training place with our organisation.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Enrolment Application Process

We host a compulsory Enrolment/Information Session prior to every enrolment, this provides students with relevant information about the qualification so an informed decision can be made prior to enrolling. You will have the opportunity to meet staff and ask any questions online or in person.

It is an enrolment application process which includes: an interview with a Limestone Coast Training representative and Upfront Assessment of Need, these are used to determine your suitability and eligibility for this training.

To access funded training through the Government of South Australia you must participate in this process.

Your future entitlements may be impacted if you proceed with this training.

Steps involved in the enrolment application process / Upfront Assessment of Need:

1. Read information contained in this book
2. Complete the online registration link to register your interest and intent to attend the Information Session (If on a visa, email a VEVO notification.)
3. Attend compulsory Enrolment/Information Session
4. Participate in an interview with a LCT representative to discuss your suitability for the role and for being a learner/student with LCT. This includes completion of your training plan.
5. Complete online reading, writing, numeracy & digital literacy assessment.
6. Complete commencement form
7. Provide ID and concession card
8. Complete Student Information Session Checklist:

   Once all of the above steps are completed, we will contact you regarding your enrolment application. If successful, payment will be requested, once payment or confirmation of payment plan is received, we will proceed with processing your enrolment

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

USI

You will require a Unique Student Identifier (USI) prior to completing your enrolment.

usi.gov.au

If you have previous training relevant to this enrolment, we may request access to your USI Transcript for verification.

About us

What will I learn?

What to expect working in Aged Care or Disability

Entry Requirements

Enrolment Application Process

Unique Student Identifier (USI)

Fees & Payment Options

Eligibility for Funded Training

Reading, Writing and Numeracy Online Assessment

Quality Assurance

Student Support Services

Delivery of the qualification

Work Placement Requirements

Credit Transfer / RPL

Final notes

Fees and Payment Options

Fees:

Participant Fee	$550
Concession# Ageing	$454
Concession# Disability	$429

Other costs:

Employment Screenings

DHS Working with Children check

NDIS worker check Aged care sector check

National Police Certificate

*The type(s) is determined by the work placement host.

In addition to the screenings the following items may be required to gain work placement or employment:

- Immunisation records
- A physical assessment

Participant fees are non-refundable.

Fee Concessions#

If you're enrolling in subsidised training, you may be eligible for a fee concession if you:

- have a Health Care Card or Pensioner Concession Card
- have a Veteran's Affairs Card
- are in a South Australian detention centre and between 16 and 18 years of age or
- are a prisoner in a South Australian correctional institution

To claim a concession and pay reduced course fees, we will request a copy of your relevant concession card.

Please note the information provided is based on current funding arrangements, these are subject to change.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Fees and Payment Options

Payment Options:

If your enrolment application is successful, we will contact you and confirm payment method.

- Full payment upfront via Credit Card or EFT

OR

- Payment Plan available through **Debit Success** (fees and charges applicable*):
  - Weekly or fortnightly plans
  - Payment from a nominated bank account or credit card
  - Extra short course fees can be incorporated into your payment plan, this must be arranged at the time of enrolment

We do not proceed with processing your enrolment until payment is received in full or a payment plan is confirmed as being set up.

If you choose the payment plan option, an email will be sent from us to initiate the process. There will be a link in the email which you click on to enter your details and commence the payment plan. We receive email notification once the payment plan has been set up.

Example payment plan based on $550

This is a guide only, based on current establishment fee of $15, this is subject to change.

	Total per week (including billing fee)	Number of weeks	Establishment fee	Total Cost
Weekly	$47.94	12	$15.00	$590.28
Fortnightly	$95.88	6	$15.00	$590.28

Certificate and Statement of Attainments will not be issued until payment plan is paid in full.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Eligibility for Funded Training

We have access to State Government funding for eligible students.

You might be eligible for subsidised training if you live or work in South Australia, and are:

- an Australian or New Zealand citizen
- a permanent Australian resident or
- an eligible visa holder

You also need to be:

For adult learners

- 16 years or over and not enrolled at school or
- For those still at school

16 or turning 16 years of age in the current year of enrolment and enrolled in Year 11, 12 or 13 doing SACE or an equivalent or

- enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and SACE or school-based curriculum

If you are living in Australia under visa conditions, please supply a copy of your VEVO notification so we can determine eligibility for funding.

If you are registered with a Job Service Provider; your Job Seeker ID is required prior to enrolment.

If you are enrolled at school we will require a student online VET referral form from your school.

Further information regarding funding eligibility can be accessed via

finder.skills.sa.gov.au/get-support-for-training/check-my-eligibility

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Eligibility for Funded Training

Eligible visas

- All Permanent Residency Visas
- Skilled – Work Regional (subclass 491)
- Skilled – Regional (Provisional) Visa (subclass 489)
- Skilled Employer Sponsored Regional (subclass 494)
- Business Innovation and Investment (Provisional) Visa (subclass 188)
- Safe Haven Enterprise Visa (SHEV) (subclass 790)
- Bridging Visa A (subclass 010)*
- Bridging Visa E (BE) (subclasses 050 and 051)*
- Temporary Protection Visa (TPV) (subclass 785)*
- Bridging Visa B (BVB) (subclass 020)*
- Bridging Visa F (BVF) (subclass 060)*
- Partner Visa (Temporary) (subclasses 820 and 309)
- Temporary Humanitarian Stay Visa (subclass 449)
- Temporary Humanitarian Concern (THC) Visa (subclass 786).

*Individuals on bridging visas are only eligible where they are waiting on the outcome of an application for a permanent visa or one of the temporary visas listed above and below.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Eligibility for Funded Training

Visa holders with the following repealed provisional visas are also eligible for subsidised training:

- Skilled – Regional (Provisional) Visa (subclass 489)
- Skilled – Regional Sponsored Visa (subclass 475)
- Skilled – Regional Sponsored Visa (subclass 487)
- Skilled Independent – Regional (Provisional) Visa (subclass 495)
- Senior Executive (Provisional) Visa (subclass 161)
- Investor (Provisional) Visa (subclass 162)
- State/Territory Sponsored Business Owner (Provisional) Visa (subclass 163)
- State/Territory Sponsored Senior Executive (Provisional) Visa (subclass 164)
- State/Territory Sponsored Investor (Provisional) Visa (subclass 165).

To check your visa type, visit the Department of Home Affairs.

Department of Home Affairs

To check any work or study entitlement conditions attached to your visa, visit the Australian Government's Visa Entitlement Verification Online service.

Australian Government's Visa Entitlement Verification

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Reading, Writing, Numeracy and Digital Literacy Online Assessment

Prior to enrolment you are required to undertake reading, writing, numeracy and digital literacy assessment. These assessments take approximately 30 mins each, however there is no time limit.

The assessment/s enable early identification and planning for learning support/development if required.

You won't be required to complete the assessments if you:

- currently work in the aligned industry and have completed a Certificate IV or higher qualification aligned to the qualification you wish to enrol in
- not currently working in aligned industry and you have a Certificate IV or higher achieved within the last 5 years not aligned with the qualification you wish to enrol in

Evidence will be required.

At the Enrolment/Information Session we will provide a device for you to complete the online assessments. You are not permitted to use your mobile phone whilst undertaking the assessments.

- You will have access to an online calculator
- We will assist you with navigating the system
- There is a practice test available

PRACTICE ASSESSMENT

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Quality Assurance

Limestone Coast Training has an ongoing commitment to providing students with opportunity to access quality local training.

Limestone Coast Training has policies and procedures which it adheres to.

Student Handbook

Please refer to the Student Handbook for relevant polices and information relating to your training.

This has been provided to you via email on initial enquiry and is available on our website:

Student Handbook

Complaints and appeals

Complaints and appeals

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Student Support Services

Our trainers and administration team are here to support you on your learning journey.

As part of the Up Front Assessment of Need we assess supports that may be required, if where it has been determined that Limestone Coast Training does not have the resources available to support the learner's needs, Limestone Coast Training will not proceed with the enrolment.

If you are finding it hard to keep studying or keep up with your training

Support and Wellbeing Services (SWS) are available and offer one-on-one. You can contact an SWS case manager yourself or your training provider can refer you.

Support and Wellbeing Services aim to support you to stay in training and finish your studies by:

- Supporting you to tackle life issues that might stop you from training
- Offering support to develop your study skills
- Finding support services in your community
- Helping you to understand the training system
- Supporting you after you finish study while you move to further study or into work

Please contact SWS for further information.

Support and Wellbeing Services

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Delivery of the qualification

Limestone Coast Training offers face-to-face Individual Support classes in Naracoorte and Mount Gambier.

Day Classes

- Scheduled once per week from 9:00am to 4:00pm
- As a guide, this qualification may be completed within 12-18 months. However, learners who are highly motivated and able to dedicate additional time to their studies may be able to complete the qualification in a shorter timeframe
- Provides the opportunity to learn in a supportive classroom environment with direct access to a trainer
- Allows learners to participate in discussions, practical activities and group learning with fellow students
- Enables learners to ask questions and receive immediate feedback and clarification
- Dedicated class time is available to work on assessments with trainer support
- Up to 10 hours per week may be required outside of class time for independent study and assessment completion (varies between learners)

Evening Classes - Mount Gambier

- Scheduled once per week from 6:00pm to 9:00pm
- As a guide, this qualification may be completed within 12-18 months. However, learners who are highly motivated and able to dedicate additional time to their studies may be able to complete the qualification in a shorter timeframe
- Offers flexibility for learners who are unable to attend during standard business hours
- Provides the opportunity to learn in a supportive classroom environment with direct access to a trainer
- Allows learners to participate in discussions, practical activities and group learning with fellow students
- Enables learners to ask questions and receive immediate feedback and clarification
- Pre-reading of learning materials is recommended prior to attending each session to maximise participation and learning outcomes
- Up to 13 hours per week may be required outside of scheduled classes for independent study and assessment completion (varies between learners)

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Delivery of the qualification

Benefits of Attending Face to Face Classes

Attending scheduled face to face classes provides learners with:

- Regular in person contact with qualified trainers
- Opportunities to ask questions and receive immediate feedback
- Additional support with understanding course content and assessments
- Practical demonstrations and activities to reinforce learning
- Interaction with other learners to share experiences and knowledge
- Increased motivation, accountability and engagement throughout the qualification
- The opportunity to build friendships and develop supportive peer networks with other learners undertaking similar studies
- Valuable connections within your local community, including fellow students who may already be working in the industry or seeking employment opportunities within the care sector
- A collaborative and supportive learning environment that encourages participation, discussion and professional growth

Blended Study Mode

This study mode provides flexibility while ensuring learners receive regular trainer support.

- Complete online learning activities and theory assessments at a time convenient to you
- Content delivery is provided through live online classes via Microsoft Teams on Tuesday evenings from 6:00pm to 9:00pm, facilitated by a qualified trainer
- Learners will be provided with a class schedule outlining the sessions available to attend. Attendance will vary depending on the units being delivered and may not occur every week. For example, some classes may occur fortnightly, while others may be scheduled across consecutive weeks

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Delivery of the qualification

Blended Study Mode *continued*

- Learners are strongly encouraged to read the relevant learning resources prior to attending each online class to maximise participation and understanding
- Online Support Sessions are available via Microsoft Teams on Tuesdays from 3:30pm to 5:30pm for learners requiring additional assistance, clarification, or motivation. Attendance at support sessions is optional
- As a guide, this qualification may be completed within 12-18 months. However, learners who are highly motivated and able to dedicate additional time to their studies may be able to complete the qualification in a shorter timeframe
- Trainer support is available via phone, email, Microsoft Teams, or face-to-face appointment (within business hours)

Compulsory Attendance Requirements

- Practice and simulated assessments are required. Arranged by appointment and conducted on Fridays in either Mount Gambier or Naracoorte

The following practical training sessions require full-day attendance:

- Manual Handling for Support Staff (non-accredited): 9:00am to 4:00pm
- HLTHPS006 Assist Clients with Medication (if selected as an elective): 9:00am to 5:00pm, delivered over two days
- HLTAID011 Provide First Aid: 9:00am to 4:00pm

Blended Study Commitment

Learners should allow up to 16 hours per week outside of scheduled classes for independent learning, assessment completion, and revision. The actual time required will vary depending on individual learning needs, experience, and study habits.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Delivery of the qualification

Suitability for Blended Study Mode

Applications for Blended Study Mode will be assessed to ensure learners are likely to succeed in this delivery format. Consideration may be given to:

- Learner location and proximity to training and assessment venues
- Current employment and personal commitments
- Availability to attend scheduled online classes and practical sessions
- Previous study and training experience
- Self-motivation and ability to work independently
- Access to a suitable computer or device, reliable internet connection, and basic digital literacy skills required to participate in online learning and Microsoft Teams classes

This assessment helps ensure learners are enrolled in the study mode most suitable to their circumstances and support needs.

Accessing Online Classes and Support Sessions

Access to Microsoft Teams classes and support sessions will be available once you are enrolled and have access to your aXcelerate Learner Portal. Links to scheduled classes and support sessions will be provided through the portal.

It is your responsibility to ensure your device is suitable for the operation of Microsoft Teams and include:

- A reliable internet connection
- A working microphone
- A working speaker or headset
- A webcam (video capability)

Online Theory Learning (Applies to All Study Modes)

Regardless of whether you are enrolled in face-to-face, evening or blended delivery, the theory components of this qualification are completed online through our student management system.

Learners will require:

- A laptop or tablet (mobile phones are not recommended)
- Access to a reliable internet connection
- Access to an email account
- Basic digital literacy skills

Internet access is available while attending classes; however, learners must have internet access available for study outside of class.

All devices should be brought to class fully charged.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Work Placement Requirements

Minimum of 120 hours are required within the industry of the qualification.

- If you work in the industry, you can count your paid hours towards the required hours (evidence will be required)
- If you do not work in the industry, LCT will assist you in gaining work placement or support you to negotiate a placement
- Trainers must be able to observe you performing specific tasks in your job role or on work placement
- You will be required to be observed working with two different clients (ageing), and multiple observation dates may be required
- You must be working with three different clients (disability). Alternative placement arrangements may be required if this is not achievable in your current employment/placement

Placement providers have specific requirements they require students to meet. This is determined by the placement provider and may include:

- Minimum days of the week and hours of work per day
- Screenings
- First Aid
- Through their Eyes
- Up-to-date Immunisations Records - including Covid 19 and Flu vaccinations
- Manual Handling
- Overseas Declaration

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Credit Transfer / RPL

Credit transfer

Credit transfer is if you have completed a unit with another training provider that can be transferred to another training provider. The unit code must be exactly the same as the unit you wish to credit transfer for. Application form to be completed.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is a process that assesses your competency - acquired through formal and informal learning - to determine if you meet the requirements for a unit of study. You can use a variety of documentation to apply for RPL. This includes but is not limited to: records of completed training, assessment items, assessment records or declarations from your employer. RPL (Recognition of Prior Learning) is available through an application process, initial conversations about RPL can be had with your trainer.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes

Final notes

We thank you for the opportunity to provide this information and look forward to potentially supporting you to achieve this qualification in the future.

About us
What will I learn?
What to expect working in Aged Care or Disability
Entry Requirements
Enrolment Application Process
Unique Student Identifier (USI)
Fees & Payment Options
Eligibility for Funded Training
Reading, Writing and Numeracy Online Assessment
Quality Assurance
Student Support Services
Delivery of the qualification
Work Placement Requirements
Credit Transfer / RPL
Final notes