

Work as a personal or in-home carer...

Home and Community Care Workers provide direct care and support to some of the most disadvantaged members of our community, specifically the elderly and disabled. The standard of care and support you provide as a Home and Community Care Worker critically affects the quality of life, wellbeing and safety of your client.

The Certificate III in Home and Community Care provides you with the skills to carry out activities related to the maintenance of an individual's personal care or other life activities. It is the perfect course if you would like to begin working in a personal care capacity, or already have experience working in a personal care role and would like to formalise your skills and knowledge.

What you will learn

During the course you'll learn how to work effectively in a personal care role including:

- ✔ Participating and working successfully in a home and community care environment.
- ✔ Working effectively and safely with a range of clients requiring personal care.
- ✔ Communicating appropriately with clients and colleagues.
- ✔ Developing an appreciation of diversity, especially in relation to culture and ability.

Roles you can perform with this qualification

After finishing your qualification, you have a sufficient level of skill and knowledge to perform the following roles in a community services environment:

- ✔ Carer
- ✔ Personal Care Worker or Assistant
- ✔ Community Care Worker
- ✔ Home Care Worker
- ✔ Disability Support Worker
- ✔ Respite Worker or Carer
- ✔ Community Support Worker

Units covered in the course

The following units are completed during the course:

Certificate III in Home and Community Care	
Course Code: CHC30308 Internal Code: HCCB	
Unit Code	Unit Title
CHCCS400A #	Work within a relevant legal and ethical framework
CHCCS411A #	Work effectively in the community sector
CHCCOM302C*	Communicate appropriately with clients and colleagues
CHCHC311A*	Work effectively in a home and community care environment
CHCCS401B *	Facilitate responsible behaviour
HLTHIR403B #	Work effectively with culturally diverse clients and co-workers
CHCAC318A #	Work effectively with older people
CHCICS304A #	Work effectively with carers
CHCAC319A*	Provide support to people living with dementia
CHCICS301A*	Provide support to meet personal care needs
CHCOHS312A #*	Participate in safety procedures for direct client work
CHCDIS301A #	Work effectively with people with a disability
CHCICS303A #	Support individual health and emotional well being
CHCICS302A	Participate in the implementation of individualised plans

Units marked with an * require assessment in a workplace environment during a work placement.

Units marked with a # require completion of a practical component in a simulated work environment.

The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment you complete throughout your studies will contribute to your final award. The Institute periodically revises its curriculum to comply with industry changes and any changes, upgrades or expansions will be instigated in such a way that your studies are affected as little as possible.

How you will complete the Certificate III in Home and Community Care

After enrolling into your course with the Institute, you are progressively provided with a workbook for each of the units of the course. You complete the workbooks in the order shown in the table above. The workbooks cover the theoretical information you need to know before moving onto demonstrating your competency in a simulated setting and the workplace.

Some units of the Certificate III in Home and Community Care require you to demonstrate various skills in a simulated setting, either at a seminar, private assessment or by sending in a video recording of your skills demonstration. The following four practicals need to be completed during the course:

Practical Name	When to Complete	Duration (if completed via seminar)
Legal and Ethical Frameworks	Complete after workbook for Unit CHCCS400A is competent	1 day
Working in the Community Sector	Complete after workbook for Unit CHCCS411A is competent	1 day
Working with Diversity	Complete after workbook for Unit HLTHIR403B is competent	1 day
Working in Aged Care and Home & Community Care	Complete after workbook for Unit CHCOHS312A is competent	2 days
Working with People with Disability	Complete after workbook for Unit CHCDIS301A is competent	1 day
Supporting Wellbeing	Complete after workbook for Unit CHCICS303A is competent	1 day

To assist with transitioning your knowledge and skills into the workplace, the course also requires the completion of a work placement. If you have not worked in a community services role previously, we recommend you start your placement once you have successfully completed **all workbooks up to unit CHCOHS312A** and the *Legal and Ethical Frameworks*, *Working in the Community Sector*, *Working with Diversity* and *Working in Aged Care and Home & Community Care* practicals.

Mutual Recognition

If you have completed another nationally recognised training program that contains any of the units in the Certificate III in Home and Community Care, you will receive recognition for the relevant units. To apply for mutual recognition, simply download a copy of the Credit Transfer and Recognition of Prior Learning (RPL) Kit from the Institute's website at www.aics.net.au.

How long will my course take?

Whilst you can study at a pace that suits you, students progressing steadily through their course complete the qualification in approximately 8 months.

If your course is funded by Centrelink or another funding program, you'll need to progress through your course in accordance with the timeframes indicated on your Course Planner provided with your first Study Pack. On a full time study workload you will complete the course in 8 months.

