CHC43015
Certificate IV in Ageing Support

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

ENTRY REQUIREMENTS
There are no pre-requisites for this qualification.
Preferred pathways into this qualification include:

- CHC33015 Certificate III in Individual Support or other relevant qualification/s **OR**
- With vocational experience assisting in a range of environments providing aged care services or support to individuals and/or teams but without a formal ageing support qualification.

EMPLOYMENT OPPORTUNITIES
Job roles and titles vary across different industry sectors. At the completion of this qualification, individuals will be able to manage in a wide range of organisational and industry contexts. Some job titles may include:

- Care Team Leader
- Personal Career
- Disability Support Worker
- Care Supervisor

CAREER PATHWAY
A number of career pathways are available to you typically with further study, such as personal care assistant, Residential care worker or Day activity worker.

SKILLS RECOGNITION
If you already have some training, work or life experience in residential aged care industry or a home and community care role you may be eligible to have your existing skills and knowledge recognised and apply for advanced standing for one or more units. Processes for recognition include:
- Credit transfer
- Mutual recognition
- Recognition by assessment

COURSE OUTCOMES
Gain the skills required to:

- Coordinate the delivery of the individualised plan
- Complete specialised tasks and functions within aged services
- Take responsibility for their own outputs within defined organisation guidelines
- Maintain quality service delivery through the development, facilitation

TARGET TRAINING

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NATIONALLY RECOGNISED TRAINING

DELIVERY ARRANGEMENTS

The Certificate IV program is typically delivered over a minimum 18 month period using a blend of on and off the job approaches. We combine group learning sessions with self-directed reading, summative assessment projects and research activities that combined we have allowed up to 1,140 hours for Certificate IV level. The qualifications can be fast-tracked, depending on current competencies of learner as well as their available time in completing the requirements. For learners completing the qualification via classroom/off the job arrangements, we have set a minimum of 36 hours of face-to-face group training sessions for Certificate IV level. In this way learners can learn from each other while being guided by the experienced facilitator.

PATHWAYS

This qualification can be completed via any of these pathways as follows. We offer flexibility with this qualification.

RPL

If you have skills and experience to meet all the competencies of any unit/s, and can demonstrate/document that competency, then you may apply for RPL (recognise prior learning). Please contact our office for more details of this assessment-only process and an application form. Learners should allow 360 hours to complete the qualification in this format; however, this is assuming that they are able to provide sufficient and current evidence.

GROUP SESSIONS

There may be a number of people in your organisation that can come together for a series of training sessions in your workplace, or an agreed alternate location. We have an 18 session ideal structure for Certificate IV however the amount of time face-to-face can be discussed and agreed depending on the current competencies of the participants and viability of them coming together. This involves a combination of summative and formative assessments that include research, written tasks and demonstration activities. Some of the units can be integrated via both training delivery and assessment task requirements.

FLEXIBLE

It may not be possible or preferential to co-ordinate face-to-face sessions so we can also assist you through the qualification via post, email and phone support. Learners should allow up to 1140 hours regardless.

BLENDED APPROACH

You may prefer a combination of face-to-face sessions supported by email support and telephone conferencing. We can structure a program by incorporating all of these options.

COURSE STRUCTURE

To achieve this qualification, 18 units must be completed, comprising **15 core units and 3** elective units. At least 2 electives must be selected from the list below. One elective may be selected from the list below or any other qualification offered by Target Training, ensuring it is relevant to work outcomes.

CORE UNITS

CHCADV001	Facilitate the interests and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE003	Coordinate services for older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support independence and wellbeing
CHCCCS025	Support relationships with carers and families
CHCDIV001	Work with diverse people
CHCLEG002	Manage legal and ethical compliance
CHCPAL001	Deliver care services using a palliative approach
CHCPRP001 partnerships	Develop and maintain networks and collaborative
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care

OTHER ELECTIVE UNITS – CHOOSE 2 MINIMUM

CHCCCS001	Follow safe work practices for direct client care
CHCDIV002 safety	Promote Aboriginal and/or Torres Strait Islander cultural
HLTAID003	Provide first aid
BSBFIM501	Manage budgets and financials plans
BSBLDR402	Lead effective workplace relationships
BSBMGT401	Show leadership in the workplace
BSBMGT406	Plan and monitor continuous improvement
BSBINM201	Process and maintain workplace information
BSBWOR204	Use business technology

LEARNING OUTCOMES
Here is a selection of units below. For more information on other units please contact us.

CORE UNITS

CHCADV001   Facilitate the interests and rights of clients
1. Facilitate the realisation of client interests, rights and needs
2. Advocate in accordance with client preferences and requests to optimise client outcomes
3. Provide ongoing support to clients
4. Review progress

CHCAGE001   Facilitate the empowerment of older people
1. Develop relationships with older people
2. Provide services to older people
3. Support the rights of older people
4. Promote health and re-ablement of older people

CHCAGE003   Coordinate services for older people
1. Coordinate the delivery of the individualised plan
2. Liaise and negotiate with appropriate personnel and service providers
3. Support family and carers
4. Coordinate feedback

CHCAGE004   Implement interventions with older people at risk
1. Assist with the preparation for a risk assessment
2. Contribute to the identification of risks
3. Implement risk minimisation strategies
4. Monitor risk minimisation strategies

CHCAGE005   Provide support to people living with dementia
1. Prepare to provide support to those affected by dementia
2. Use appropriate communication strategies
3. Provide activities for maintenance of dignity, skills and health
4. Implement strategies which minimise the impact of behaviours of concern
5. Complete documentation
6. Implement self care strategies

CHCCCS006   Facilitate individual service planning and delivery
1. Establish and maintain relationships
2. Prepare for planning
3. Plan service delivery
4. Review service delivery implementation
5. Complete reporting requirements

CHCCCS011   Meet personal support needs
1. Determine personal support requirements
2. Maximise participation
3. Provide personal support
4. Complete reporting and documentation

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CHCCCS023   Support independence and wellbeing
1. Recognise and support individual differences
2. Promote independence
3. Support physical wellbeing
4. Support social, emotional and psychological wellbeing

CHCCCS025   Support relationships with carers and families
1. Include carers and family members as part of the support team
2. Assess and respond to changes in the care relationship
3. Monitor and promote carer rights, health and well being

CHCDIV001   Work with diverse people
1. Reflect on own perspectives
2. Appreciate diversity and inclusiveness, and their benefits
3. Communicate with people from diverse backgrounds and situations
4. Promote understanding across diverse groups

CHCLEG001   Work legally and ethically
1. Identify and respond to legal requirements
2. Identify and meet ethical responsibilities
3. Contribute to workplace improvements

HLTAAP001   Recognise healthy body systems
1. Work with information about the human body
2. Recognise and promote ways to support healthy functioning of the body

HLTWHS002   Follow safe work practices for direct client care
1. Follow safe work practices for direct client care
2. Follow safe work practices for manual handling
3. Follow safe work practices for infection control
4. Contribute to safe work practices in the workplace
5. Reflect on own safe work practices

CHCLEG002   Manage legal and ethical compliance
1. Identify legislative framework
2. Interpret legislative provisions and regulations
3. Use legal information
4. Maintain knowledge of legal information

CHCPAL001   Deliver care services using a palliative approach
1. Apply principals and aims of a palliative approach when supporting individuals
2. Respect the person's preferences for quality of life choices
3. Follow the person's advance care directives in the care plan
4. Respond to signs of pain and other symptoms
5. Manage own emotional responses and ethical issue

CHCPRP001   Develop and maintain networks and collaborative partnerships
1. Identify networking and collaboration needs and opportunities
2. Develop collaboration strategies
3. Work collaboratively
4. Represent the organisation
5. Maintain and enhance networks and collaborative partnerships

NATIONALLY RECOGNISED TRAINING

ELECTIVE UNITS

CHCCCS001   Follow safe work practices for direct client care
1. Determine the person's needs
2. Support the person in a holistic manner
3. Contribute to a coordinated service approach

CHCDIV002   Promote Aboriginal and/or Torres Strait Islander cultural safety
1. Identify cultural safety issues in the workplace
2. Model cultural safety in own work
3. Develop strategies for improved cultural safety
4. Evaluate cultural safety strategies

HLTAID003   Provide first aid
1. Respond to an emergency situation
2. Apply appropriate first aid procedures
3. Communicate details of the incident
4. Evaluate the incident and own performance

BSBFIM501   Manage budgets and financials plans
1. Plan financial management approaches
2. Implement financial management approaches
3. Monitor and control finances
4. Review and evaluate financial management processes

BSBLDR402   Lead effective workplace relationships
1. Collect, analyse and communicate information and ideas
2. Develop trust and confidence as leader
3. Develop and maintain networks and relationships
4. Manage difficulties into positive outcomes

BSBMGT401   Show leadership in the workplace
1. Model high standards of management performance and behaviour
2. Enhance organisation's image
3. Make informed decisions

BSBMGT406   Plan and monitor continuous improvement
1. Plan continuous improvement systems and processes
2. Monitor and review performance
3. Provide opportunities for further improvement

BSBINM201   Process and maintain workplace information
1. Collect information
2. Process workplace information
3. Maintain information systems

BSBWOR204   Use business technology
1. Select and use technology
2. Process and organise data
3. Maintain technology

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