



Education Support

Online Studies

CHC30213 Certificate III in Education Support

CHC40213 Certificate IV in Education Support

Introduction to Online Study

Before applying to study online in Education Support please read this information carefully which will help you decide whether studying online is the best option for you.

Studying online requires you to complete your course via an online platform, Blackboard, which contains all your study materials and assessments. You will be provided a login and password via email to access this material once you have been enrolled and made payment.

Online Study requires self motivation as it is your responsibility to manage your own work and to ensure you are reading the course content online and completing your assessments by the due dates. We encourage students to consider whether online study is a preferable mode of study. Please read the 'Informed Choices' information to ensure that this is the correct course for you: <https://www.northmetrotafe.wa.edu.au/informed-choices>

Lecturer Support:

You will have access to lecturers via Blackboard and they can help clarify your concerns, assist with course content, mark your assessments and provide you with feedback. It is always best to email your lecturer and include your student number so they can contact you to discuss questions if needed.

Live Collaborate sessions with your lecturers and fellow students are provided with each cluster or unit of study. These are timetabled and will be outlined in your Learning & Assessment Plan (which is a schedule to plan your studies and outlines assessment due dates). Participation is not compulsory however you MUST access the recordings of each session which will be available on Blackboard.

Course Structure:

Part Time Study (Certificate III & IV)

Qualifications are broken down into two stages/semesters. In addition to the online materials and assessments, students participate in work placements in a school or education support centre, under the supervision of a teacher. These courses have two mandatory work placements as per the course timetable.

Online Structured (Certificate III & IV)

The student will listen to, and participate in, weekly 'live' workshops via Collaborate as per the timetable. Alternatively, the student may listen to the workshops at home in their own time, and do the follow up activities from the Power Points presented during the session, however, they must keep to assessment deadlines as per the scheduled timetable/learning plan.

Please be aware:

- Students are required to complete their work placements in schools within the Perth Metropolitan area.
- Work placement days are Timetabled by TAFE and are not flexible.

- Students may be required to attend campus for assessment days. This will not amount to more than 3 days across the year of study.
- Assessment deadlines must be met in order to be allocated a work placement and therefore be able to pass the course. Deadlines are clear and transparent from the start of the course.
- All students must complete the 'formative assessments' and Discussion Board/Journals prior to submission of assessments.

Online Self-Paced (Online Flexi) (Certificate IV only)

The student works at their own pace, in their own time. The course content is provided to students through our online learning platform (Blackboard) in a flexible mode of delivery. Students work through materials provided online, with the support and guidance of an online lecturer. Online materials may include readings, videos, online discussion boards and collaborate sessions (facilitation).

Please be aware:

- Students are required to complete their work placements in schools within the Perth Metropolitan area.
- Work placement days are Timetabled by TAFE and are not flexible.
- Students may be required to attend campus for assessment days. This will not amount to more than 3 days across the year of study.
- Although the course is self-paced, there are assessment deadlines, which must be met in order to be allocated a work placement and therefore be able to pass the course. Deadlines are clear and transparent from the start of the course.
- All students must complete the 'formative assessments' and Discussion Board/Journals prior to submission of assessments.

| Course and units | Stages | Duration |
|--|---------------|-------------------------|
| CHC30213 Certificate III in Education Support | 2 | 2 Semesters |
| CHCEDS001 Comply with legislative, policy and industrial requirements in the education environment CHCPRT001 Identify and respond to children and young people at risk CHCECE006 Support behaviour of children and young people CHCEDS002 Assist in implementation of planned educational programs CHCEDS004 Contribute to organisation and management of classroom CHCEDS005 Support the development of literacy and oral language skills CHCEDS007 Work effectively with students and colleagues CHCEDS023 Supervise students outside the classroom CHCEDS008 Comply with school administrative requirements | 1 | Delivered in Semester 1 |
| CHCEDS003 Contribute to student education in all developmental domains CHCEDS006 Support the development of numeracy skills CHCEDS017 Contribute to the health and safety of students CHCEDS018 Support students with additional needs in the classroom environment CHCDIV001 Work with diverse people CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCEDS012 Set up and sustain individual and small group learning areas | 2 | Delivered in Semester 2 |
| HLTAID004 Provide an emergency first aid response in an education and care setting | External | |

| Course and units | Stages | Duration |
|---|----------|--------------------|
| CHC40213 Certificate IV in Education Support | 2 | 2 Semesters |
| CHCECE006 Support behaviour of children and young people CHCEDS023 Supervise students outside the classroom CHCEDS019 Support students' mathematics learning CHCEDS020 Support students' literacy learning CHCEDS021 Assist in facilitation of student learning CHCEDS032 Support learning and implementation of responsible behaviour CHCPRT001 Identify and respond to children and young people at risk CHCEDS001 Comply with legislative, policy and industrial requirements in the education environment | 1 | Stage 1 |
| HLTWHS001 Participate in workplace health and safety CHCPRP003 Reflect on and improve own professional practice CHCEDS024 Use educational strategies to support Aboriginal and/or Torres Strait Islander education CHCDIV001 Work with diverse people CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCEDS025 Facilitate learning for students with disabilities CHCEDS022 Work with students in need of additional support CHCEDS031 Provide support to students with autism spectrum disorder | 2 | Stage 2 |
| HLTAID004 Provide an emergency first aid response in an education and care setting | External | |

Course Cost:

The total fees for each qualification are outlined below, however you will pay for one stage of units every 6 months:

| Course | Full Fees | Concession |
|---|------------|------------|
| CHC30213 Certificate III in Education Support (TFR) | \$1,127.76 | \$503.04 |
| CHC40213 Certificate IV in Education Support | \$3,240.00 | \$1,151.40 |

*These costings are **approximate only**.*

Payment Options are:

- Pay in Full
- Set up a Payment Plan
- Third Party Payments (paid by your employer or other agency)

For more information on our payment options please visit our website at

<https://www.northmetrotafe.wa.edu.au/futurestudents/feespaymentoptions>

Entry Requirements

Certificate III in Education Support:

- OLNA or NAPLAN 9 Band 8

- C Grades in Year 10 English & Maths or equivalent
- Certificate I or Certificate II

We recommend students have good reading and writing skills and are confident using a computer.

Certificate IV in Education Support

- C Grades in Year 11 WACE General English and OLNA or NAPLAN 9 Band 8
- C Grades in Year 11 English & Maths or equivalent
- Certificate II or Certificate III

We recommend students have good reading and writing skills and are confident using a computer.

Students may be directed to come into campus sit the BKS (Basic Key Skills Builder), to ascertain if the student reaches the required adult literacy and numeracy benchmarks to work in Western Australian schools. This will be at the discretion of the Principal Lecturer.

Students need to have the ability to undertake research and apply themselves to self-directed learning activities. We recommend this path for students who have confident study skills, solid literacy levels and life experience and/or industry background.

Work Placement

Work Placement is compulsory for students undertaking the Education Support qualifications. The training package requires you be assessed on your skills in a work place setting.

If you are employed as an Education Assistant, you are able to complete your work placement in your place of employment. During your Orientation session you will be given more information regarding your work placement as per the timetable.

Prior to your Work Placement you are required to obtain and submit the following documents through Blackboard:

- Working with Children Check <https://workingwithchildren.wa.gov.au/>
(This form will be provided at Orientation and must be signed by your lecturer)
(For students who cannot attend orientation the WWCC will be posted)
- Nationally Coordinated Criminal History Check: <https://www.education.wa.edu.au/nchc>
(You can apply for these Screening Documents as a student for reduced fees. Please note this document needs to be certified following instructions)

PLEASE NOTE: We cannot assess your Work Placement regionally. You will be required to complete your Work Placement in the metropolitan area.

First Aid

All students enrolled in Education Support are to obtain First Aid training externally. It is your responsibility to organise and pay for the training as it not available in the online course. The First Aid unit required to complete your course is **HLTAID004: Provide an emergency first aid response in an education and care setting**

Skills Recognition

Recognition of Prior Learning (RPL)

RPL is usually successful if you are working in the Education Support sector for the last 3 years. An Assessor will match your skills and knowledge to the requirements of the qualification. To apply for RPL please visit our website

<https://www.northmetrotafe.wa.edu.au/recognition-prior-learning-rpl-self-assessment-checklist> If you have any additional questions regarding RPL please email your query to Advanced.Standing@nmtafe.wa.edu.au

Credit Transfer

Credit transfer recognises formal education that you have previously undertaken. There is no charge for processing a credit transfer application. To apply for a credit transfer you can provide a certified copy of your Academic Record or add permission to your USI for NMTAFE to access your transcripts on the USI Website (usi.gov.au). If you are interested in receiving a credit transfer please email online.educationsupport@nmtafe.wa.edu.au.

How to Apply & Enrol

New Students

Once you have decided to apply for the course you will need to complete the online application form on our website <https://www.northmetrotafe.wa.edu.au/specialty-programs-and-courses/online-study-and-application>

If you are applying for Certificate IV Education Support please ensure you choose either the **Online Collaborate course** OR the **Online Flexi course option** – see our Course Structure section on page 2 for course delivery details. **IMPORTANT** – once you have selected your course option you cannot change between Collaborate and Online.

When you are filling out your application it is important to complete ALL sections of the form including your **USI (Unique Student Identifier)**. You can create or search for your USI at <http://www.usi.gov.au>. The USI will remain with you for life and enables you to access and retrieve your training records from any registered training organisation.

Please make sure you complete your online application by the Applications Close dates indicated in these **2021 Intake periods**

For Term date information www.northmetrotafe.wa.edu.au/important-information/key-dates.

| 2021 Intakes | Applications Open | Enrolments Start | Application Close |
|--------------|-------------------|-----------------------|-----------------------|
| Semester 1 | Week 3 of Term 4 | 4 Weeks before Term 1 | 2 Weeks before Term 1 |
| Semester 2 | Week 3 of Term 2 | 4 Weeks before Term 3 | 2 Weeks before Term 3 |

Once your application has been received and assessed you will receive an email confirming your acceptance and your payment options will be emailed to you at a later date. ***Your place in the course will only be confirmed upon receiving payment*** and you will receive your Orientation information once you have arranged payment.

Continuing Students

Continuing students will be emailed at the end of each semester with an enrolment estimate and payment options to continue in the next semester units. ***Your place in the course will only be confirmed upon receiving payment.***