

# HEALTH & COMMUNITY SERVICES CAREER STARTER

## Nationally Recognised Training

NATIONALLY RECOGNISED  
TRAINING



**ACACIA**  
EDUCATION & TRAINING



## COURSE OVERVIEW

This nationally accredited set of skills aims to address the skills and knowledge required for an entry level role in a health and community services setting.

To achieve the Health & Community Services Career Starter, the candidate must complete three (3) units of competency; refer to unit list on page 2.

Acacia Education & Training is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

## COURSE OUTCOME

The training reflects the role of workers in the community and/or residential setting who provide support under direct or indirect supervision in any community services or health context.

## ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.

## JOB OUTCOMES

This training applies to individuals who are looking to gain skills for a role within the care sector such as:

- ✓ **Aged Care Assistant**
- ✓ **Personal Care Assistant**
- ✓ **In Home Respite Worker**
- ✓ **Community Care Worker**

## COURSE DELIVERY



*\*Students must attend an in class practical training session..*

## COURSE DURATION

Students may have up to six (6) months to complete the course. However, if you are utilising NSW Government funding, these dates may vary.

Students will need to follow the training plan provided to them at commencement of training to ensure they complete the course in the required timeframe. Approximately fifteen (15) hours of study should be allocated for each unit.

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# ESSENTIAL SKILLS FOR THE WORKPLACE



## UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
HLTAID011	Provide first aid
CHCDIV001	Work with diverse people
CHCCCS015	Provide individualised support

## UNIT OVERVIEW

### HLTAID011 - Provide first aid

This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach.

**Knowledge Evidence examples:** Knowledge of the aged care sector; key issues facing older people; strategies that the older person may adopt to promote healthy lifestyle practices.

**Performance Evidence examples:** Students will be required to show evidence of responding to the goals and aspirations of at least 2 older people, 1 in a simulated environment and 1 in the workplace.

### CHCDIV001 - Work with diverse people

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations

**Knowledge Evidence examples:** Knowledge of concepts of cultural awareness, cultural safety and cultural competence and how these impact different work roles; features of diversity in Australia and how this impacts different areas of work and life.

**Practical Evidence example:** Students will be required to show evidence of having undertaken a structured process to reflect on own perspectives on diversity; recognised and respected the needs of people from diverse social and cultural backgrounds in at least 3 different situations.

### CHCCCS015 - Provide individualised support

This unit describes the skills and knowledge required to organise, provide and monitor support services within the limits established by an individualised plan.

**Knowledge Evidence examples:** Knowledge of roles and responsibilities of different people and the communication between them; legal and ethical requirements and how these are applied in an organisation and individual practice.

**Practical Evidence example:** Students will be required to provide evidence that they have used individualised plans as the basis for the support of 3 individuals

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## COURSE DELIVERY

This course can be delivered in a flexible program of **online, correspondence, mixed-mode** or **classroom\*** based learning.

**Theory:** Students may complete their assessments at their own pace. Support from a designated trainer is available via email, phone, SMS and video call.

**Practical:** This course includes a one day practical training session for the First Aid\* component.

*\*First Aid training must be carried out in the classroom. Where necessary, it is a requirement that students attend training on the allocated days. Classroom may be arranged on a case-by-case basis. Minimum numbers may apply. Ask us for more information.*

## CERTIFICATE

On successful completion of all assessments each participant will receive a Nationally Recognised Statement of Attainment in:

### Health & Community Services Career Starter

*The successfully completed units provide credit towards a range of qualifications in the CHC Community Services Training Package or HLT Health Training Package at Certificate IV and Diploma level.*

## COURSE FEES - \$249

**Subsidised Training:** Participants may be eligible to receive subsidised training or a fee reduction through the NSW Government Smart & Skilled program. Contact Acacia for further information on determining your eligibility or visit <https://smartandskilled.nsw.gov.au/are-you-eligible>.

*This training is subsidised by the NSW Government.*

## ELIGIBILITY

To be eligible to receive Smart and Skilled funding, applicants must meet the following criteria:

- living or working in NSW
- 15 years old or older and no longer at school
- an Australian citizen, Australian permanent resident, humanitarian Visa holder or New Zealand citizen.

## STUDENT SUPPORT

### Academic support

Students have access to trainer support throughout the duration of their course, whether they are learning via correspondence, online, or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

### Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

## APPLICATION TO ENROL

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in.

For information on the enrolment process and to apply please speak with your workplace coordinator, job service provider, contact us directly or use the online link on our website.

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