

## COURSE OUTLINE: CHC40213 CERTIFICATE IV IN EDUCATION SUPPORT

### BRIDGING PROGRAM

Learn

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Succeed



Study Options

Online

Correspondence

Self-Paced

Welcome to Adapt Education (RTO#32452)! Thank you for considering us in the very important task of up-skilling you or your staff. Please read this course outline and the student handbook prior to enrolling. These documents contain information crucial for successful study in this course.

#### **About the Bridging Program**

This course is suitable if you have recently completed the Certificate III in Education Support and are looking to upgrade to the Certificate IV in Education Support. You may or may not be currently working as a teacher aide. Upgrading to the Certificate IV may lead to the following benefits: improved employment/promotion opportunities, increased level of skills and knowledge, increase in pay scale, pathway to higher education in university.

#### **Entry Requirements**

You must have completed the Certificate III in Education Support within the last five years. It is expected that you will have well developed written, verbal and numeracy skills and basic computer operating skills. A working with children check (also known as a blue card in Qld) must be obtained if you are engaging in a vocational placement. Refer back to our website for links to each State or Territory agency responsible for administering working with children checks.

#### **Course Structure**

The Certificate III & Certificate IV in Education Support qualifications have a lot of overlap. Instead of completing all 17 units in the Certificate IV, you just complete the gaps between the Certificate III and the Certificate IV.

In order to achieve this qualification students' will typically complete a gap assessment and 3 – 6 units. The number of units you need to complete will depend on the elective units you have previously completed in your Certificate III.

Below is a break-down of how the course may be structured.

**Credit Transfers:** Some units from your Certificate III will come straight across to your Certificate IV. No further assessment will be required for units receiving a credit transfer.

**Recognition of Prior Learning (RPL):** Some of the units in the Certificate IV cover similar concepts and criteria to units in the Certificate III. We have identified which parts of these units have been addressed in the Certificate III and where there are gaps. We have developed a **gap assessment** document that consists of written questions and tasks to address these gaps.

**Learning and Assessment Pathway:** There are some units in the Certificate IV that cover new concepts and learning areas. You will be enrolled into these units and will complete all learning and assessment for them.

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## Assessment

For units that you are completing the learning and assessment for, your assessment will consist of the following:

**Theory assessment:** This may include text activities, written questions, case studies, projects, evidence portfolios.

**Practical assessment:** this will include the completion of observation checklists by a qualified teacher.

This course requires that students' complete 100 hrs in a relevant industry area. Your hours may be achieved through existing employment arrangements (i.e. you currently work as a teacher aide) or through a vocational placement. Adapt Education can arrange your placement for you or you can choose to make your own arrangements. You may do your placement as a full time block or part time (e.g. 2 days per week) at any stage throughout your course. Hours completed through previous vocational placements or volunteer work within the last 12 months may be counted towards your 100 hrs. Please refer to your trainer to discuss your specific situation.

## Study Mode

This course is offered self-paced, meaning you can study at home with no classes or assessment timeframes to be locked into. Unlimited support is provided by your expert trainer through email, phone and Skype.

## Duration

You will have 12 months to complete this program. Please note that students receiving government funding may be obligated to complete the program in a set time frame.

## Government Funding

**This course is approved for funding through the following agencies/programs:**

- Higher Level Skills Program (eligible QLD residents only)
- Education Supplement (for eligible Centrelink customers)

Contact us or complete our eligibility checklist and we will let you know if you may attract funding to complete this course.

## Higher Level Skills Program

To be eligible for the Higher Level Skills subsidy you must:

- be 15 years of age or older and no longer at school
- permanently reside in Queensland
- not hold or be currently undertaking a certificate level IV or higher qualification. This does not include qualifications completed while at secondary school or abroad.
- be an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Students approved for the Higher Level Skills subsidy will pay a student contribution fee.

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**Course Resources**

For units you are completing the learning and assessment for, you may opt to receive your course resources by correspondence (hard copy) or online.

- **Online** – benefit from an easy to navigate elearning course. The online course is interactive, meaning less readings and more visual and audio style resources.
- **Correspondence** - receive course resources such as textbooks and assessments in a hardcopy format. Resources are presented in a student portfolio for easy management. Assessment is provided on a USB stick.

**Payment**

Fees quoted below are per student. All course resources (textbooks, workbooks, essential readings, additional readings, etc.) are inclusive of your course fee.

Course	Cost \$
CHC40213 Certificate IV in Education Support – Bridging Program. Fees will vary depending on the electives completed in your Cert III. Contact An Adapt Education staff member to obtain a quote.	Starting from \$980
CHC40213 Certificate IV in Education Support – Bridging Program Subsidised through the Higher Level Skills Program (for Eligible QLD residents)	\$500

**Payment plans** are offered at no additional cost! All Fees quoted above can be incorporated into a payment plan.

Upon enrolment you will be prompted to select your payment plan preferences. The payment plan consists of two components - an upfront payment and a regular (weekly, fortnightly or monthly) instalment amount (for example \$500 upfront, then \$100 a fortnight until the balance is paid). You can select the upfront payment amount and the instalment amount that you are comfortable with.

**Student Support**

Regardless of the study mode you select, every student studying with Adapt has unlimited access to their trainer through phone, email and Skype contact. Each trainer has significant industry experience and will prove to be a valuable support network for you throughout the course.

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### **How to Enrol**

Below is a step-by-step guide on how to enrol in the Certificate IV in Education support – Bridging Program.

### **Before Enrolling**

Read the Student Handbook and this Course Outline

### **Enrolling**

You have 3 different ways to enrol:

1. Go to [adapteducation.com.au/enrolnow](http://adapteducation.com.au/enrolnow) to complete your enrolment online OR
2. Download an Enrolment Form from our website and return by email or post OR
3. Call us on 1300 380 335 to enrol over the phone

### **Course Commencement**

Upon receipt of your enrolment form an Adapt Education staff member will contact you to:

- Obtain a copy of your academic transcripts from your Certificate III course
- Discuss whether a vocational placement will be required
- Agree on a suitable course commencement and induction date

On receipt of the upfront payment:

- You will be emailed the gap assessment
- Online students: You will receive an email with instructions and login details for the units you are completing the learning and assessment for
- Correspondence students: You will receive via post a portfolio with all resources for the units you are completing learning and assessment for

### **Course Induction**

All Adapt Education students will receive a course induction. Inductions may be completed face-to-face, on Skype, or over the phone. During your induction, your trainer will: take time to explain how to navigate your course resources and assessments; and provide you with some guidance on the depth and content expected in some of the different assessments.

### **Contact Details Adapt Education (RTO#32452)**

PO Box 5830 Manly QLD 4179

1300 380 335

[info@adapteducation.com.au](mailto:info@adapteducation.com.au)

[www.teacheraidcourse.com.au](http://www.teacheraidcourse.com.au)

[www.adapteducation.com.au](http://www.adapteducation.com.au)