



CERTIFICATE IV IN EDUCATION SUPPORT

Teacher Aide
Bridging Program
From Cert III to Cert IV

COURSE OUTLINE

www.adapteducation.com.au

1300 380 335

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COURSE OVERVIEW

Welcome to Adapt Education!

This course is suitable if you have recently completed the Certificate III in Education Support and are looking to upgrade to **CHC40213 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.

STUDY MODE

Self-paced study means that you can study at times and locations that suit you. No assessment due dates and no timetabled lectures or webinars. You can choose to study online using an interactive student portal or via correspondence with all materials posted out to you. Fast track your study or take your time – the choice is yours.

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.



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ONLINE OR CORRESPONDENCE?

For the theory component of your course, you may choose:

- Online: benefit from an easy to navigate elearning course. The online course is interactive, meaning less readings and more visually engaging resources.
- Correspondence: receive course resources in a hardcopy format. Resources are presented in a student portfolio for easy management. Assessment is provided on a USB stick.

PRACTICAL

This course requires that students' complete 100 hrs in a relevant industry area. Your hours may be achieved through existing employment arrangements 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. Students who have previously completed their hours may be required to complete more to enable the practical component of the units they are completing to be observed. Please ensure that you discuss your specific situation with us prior to or during your pre-enrolment interview.

GOVERNMENT FUNDING

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

- Higher Level Skills Subsidy (eligible QLD residents only)
- Centrelink (Education Supplement)

Higher Level Skills Subsidy - Eligibility Criteria:

- Be aged 15 years or above and no longer be at school
- Permanently reside in Queensland
- Be an Australian citizen or New Zealand citizen or Australian permanent resident (including those with a visa on the pathway to permanent residency).
- Not hold or be currently enrolled in a Certificate IV or higher level qualification (Does not include qualifications completed at school or abroad)

Students approved for the Higher Level Skills Subsidy will pay a student contribution fee. Concession card holders, Aboriginal or Torres Strait Islander people and will receive a concession.

PAYMENT

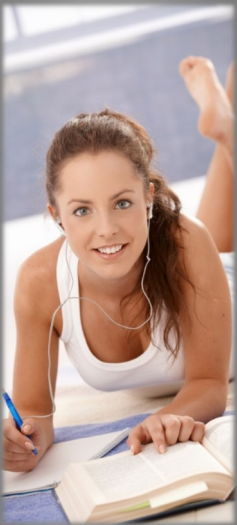
Payment plans are offered with no additional fees or charges. You can nominate the instalment amount and frequency you are comfortable with.

CHC40213 Certificate IV in Education Support—Bridging	Non-Concessional	Concessional
Standard course fee	from \$980*	from \$980*
For students who qualify for the Higher Level Skills Subsidy	\$500	\$480
Groups (4 - 10 students)	\$180	\$150
Groups (11+ students)	\$40	\$25

- It is recommended that you submit your academic transcripts from your Certificate III course prior to enrolling to confirm your eligibility for this program and to confirm a course price.*
- Price quoted is for self-paced, online or correspondence study. Please contact us for a quote on blended/classroom based options.
- Enrolments cannot be accepted from international students or those in Australia on a student or education visa.
- Additional fees apply if you are completing the first aid unit as part of your course.

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HOW TO ENROL

Read the Student Handbook and this Course Outline before you enrol:

1. Go to adapteducation.com.au/enrol-now to complete your enrolment online; OR
2. 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 conduct a pre-enrolment interview and to confirm your :

- Course Structure
- Gap Assessment
- Practical Placement arrangements

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.

STUDENT SUPPORT

Regardless of the study mode you select, you will have unlimited access to your trainer through phone, email and instant messaging. We pride ourselves on having quick response times to every query. Delivery and assessment of this course can be customised. Please discuss your options with Adapt to ensure that we have created the course that best suits you.

ASSESSMENT

Your assessment consists of two key areas:

- Theory assessment: text activities, written questions, projects, evidence portfolios.
- Practical assessment: includes demonstration of your skills in the workplace. Recorded as observations by your supervisor, practical placement person or trainer.

COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate IV in Education Support. All students completing or discontinuing their studies will be required to complete a student survey.

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