

CHC33021 – Certificate III in Individual Support (Disability) Traineeship with Training Unlimited.



Overview of the CHC33021

The CHC33021 Certificate III in Individual Support (Disability) is the most up-to-date Traineeship for the Disability Sector. It includes the reviews started by the Department of Training and Workforce Development in the Units of Competence selected and created specifically for the sector, after receiving feedback and consultation from experts in the industry.

The CHC33021 Certificate III in Individual Support (Disability) also ensures that learning and experience in the workplace meets the NDIS Standards and expectations of the sector to the highest degree and has considered the feedback of the Royal Commission.

The CHC33021 Traineeship Program has a sign up period of 18 months from the Department of Training and Workforce Development, we typically see students complete within this timeframe, with some completing in closer to 12 months. An option to extend for 6 months towards the end of the nominal term is available for students who do require more time.

Overview of Training Unlimited

Training Unlimited is a boutique RTO that has been in operation for over 20 years. We have 3 specialty areas covering Retail, Early Childhood Education and Care & Aged / Disability Care.

We also have a range of online learning materials that support people from a variety of sectors, many of which include CPD points for Nurses in Australia. More information is provided in the *PD for staff and Trainees* section of this document.

We are proud of our Training Materials and the support we can give to the sectors we work with, and this comes across in our passion and commitment to supporting our students in getting the best possible experience, with the most up-to-date knowledge we can provide. Our Training Specialists all hold the same, if not higher qualifications than we deliver, and of course we all hold our Certificate IV in Training and Assessment.

We strive to remain connected to our industries and undertake several working hours each year to ensure our experiences are the most relevant for our students.

Units included in the Traineeship;

1. CHCCCS031 – Provide individualized support
2. CHCCCS040 – Support independence and wellbeing
3. CHCCOM005 – Communicate and work in health or community services
4. CHCDIV001 – Work with diverse people
5. CHCLEG001 – Work legally and ethically
6. HLTWHS002 – Follow safe work practices for direct client care
7. CHCCCS041 – Recognise healthy body systems
8. CHCPAL003 – Deliver care services using a palliative approach
9. HLTINF006 – Apply basic principles and practices of infection prevention and control
10. CHCCCS038 – Facilitate the empowerment of people receiving support
11. CHCDIS011 – Contribute to ongoing skills development using a strengths-based approach
12. CHCDIS012 – Support community participation and social inclusion
13. CHCDIS020 – Work effectively in disability support
14. CHCDIS044 – Follow established person-centred behaviour supports
15. CHCCCS035 – Support people with autism spectrum disorder

Details of the Traineeship (How to get trainees in your organisation)

A worker undertaking a Traineeship will be a person employed by the host organisation, and under the education of the RTO, in this case – Training Unlimited. The student and the organisation will have to follow the below steps to commence a Traineeship.

1. Discussion between the potential Trainee and the organisation representative about the desire or request to undertake a Traineeship.
2. Student to book a meeting with a Training Unlimited representative to discuss the Traineeship Program and requirements. *Details listed below under tab [Traineeship Program and Requirements](#) for reference.
3. Book a meeting with the AASN (Australian Apprenticeship Support Network) representative to facilitate the sign-up process.
4. Inform Training Unlimited once the sign-up process has been completed so that LLN and Enrolment forms can be sent
5. Once the TCID (Training Contract ID number) has been approved, the student can commence their traineeship.

Training and visit details

Students undertaking a Traineeship will be visited at various locations (work depending) every 4-6 weeks depending on their progression and level of assistance required.

If the student is progressing quickly and requests more regular visits this will be factored in by their Trainer.

If a student is progressing slowly they will be offered more regular support sessions and visits, though these may be outside of their working hours so as to not negatively impact the running of the facility and the care of the residents.

Support sessions are also offered via MS Teams and group support sessions are often facilitated at central locations that students can attend outside of their working hours. These sessions are in addition to the already scheduled visits and are not a replacement for face-to-face support.

When a visit is booked, the student is sent a calendar invitation to confirm the date and time, and the organisation representative is included in the invitation so that they are aware of the Trainers visit and presence at the place of work.

After every visit or meeting with the student, the Trainer is required to update the Training Plan of the student and will send this document to the organisation representative for an electronic signature (AdobeSign).

Trainee education support

As each trainee may progress at a different rate we are committed to providing support at the level the student is at. This may mean inviting the student to 1:1 or small group sessions outside of their working hours for additional support or having their trainer spend additional time with them in the workplace, especially when covering an unfamiliar topic in the Traineeship, or a topic the student may be struggling with.

At Training Unlimited we are committed to the student journey so we make ourselves available to give support in as many ways as possible including emails, phone calls and text messages to our work phones, meetings via MS teams within extended work hours to accommodate the students working hours, as well as regular face-to-face support.

For support students are encouraged to contact their primary trainer, however if they are not reachable they can contact the Department Head, State Manager and/or CEO.

PD for staff and Trainees

Training Unlimited also offer a variety of online Training (PD) options for staff and trainees to assist in maintaining compliance.

There are over 50 topics listed within our PD training options and they are priced at \$49 per person.

Traineeship Program and Requirements

A person can undertake the Traineeship *Fee Free in 2023/2024* provided they meet the study requirements of an Australian Apprentice or Trainee. These requirements are set by the Department of Training and Workforce Development. Eligibility for a *Fee Free Traineeship* are checked by the AASN (Australian Apprenticeship Support Network) at time of Traineeship Sign Up.

For a person wanting to undertake a Traineeship in 2024 or onwards can pay a maximum of \$400 per calendar year if **they are under the age of 25 or hold a concession card / healthcare card**.

A person wanting to undertake a Traineeship in 2024 or onwards can pay a maximum of \$1,200 per calendar year if they are **over 25 and do not hold a concession card / healthcare card**.

Trainees may also be eligible for Incentive Payments from the State and Federal Government as support while undertaking a Traineeship. These Incentive Payments can change over time and will be confirmed by the AASN Representative at the time of signing up.

The Organisation undertaking a Trainee can also be eligible for Incentive Payments from the State and Federal Government at certain stages of the Trainees progression (i.e., after 6 months, after 12 months etc.) however these can also change over time and will be confirmed by the AASN Representative at the time of sign up.

Important: Trainees must be working a minimum of 15 hours per week / 60 hours per month to be eligible for a Traineeship. Eligibility based on new worker or existing worker status can be discussed with the AASN at the sign up.

Note: New staff employed by the host organisation can be signed up for a traineeship, however given they may not have any experience in the industry it's important to communicate this to the Training Unlimited Representative so that additional support can be given at the beginning of their program.

Requirements for the Organisation

There are very few things the Organisation needs to do to support the Trainee during their work and study.

Provided the student is able to work the minimum hours and has exposure to the normal running of a Disability Support Organisation and is allowed a portion of time off the floor to visit with their trainer the Organisation Representative is mainly responsible for signing the Training Plans that are sent through and communicating with the RTO if there are any of concerns with the students work or progression.

Communication

At Training Unlimited we believe communication is the pinnacle of success and this includes communication between the RTO and the organisation representative.

In light of this, Training Unlimited automatically sends progress reports monthly to inform the organisation about the progression of their staff undertaking a Traineeship.

Regular verbal feedback will also be provided to the Organisation Representative at the completion of each visit where appropriate so all parties are kept up to date with the students progress.