

CHC30213 Certificate III in Education Support (Online)

This qualification consists of competency in **12 core** and **5 elective units**. On successful completion of all **17 units** you will receive a **Certificate III in Education Support**.

It is strongly recommended students enrol in only one cluster per intake, unless otherwise advised. Please follow the below Order of Study when enrolling.

POS	Unit code	Unit name	Unit type	Unit hours	Textbook/ Resources	Study Schedule	
Must complete all units listed below							
VPC240	Students must be enrolled in VPC for the duration of their studies. Students must complete a mandatory minimum requirement of 100hrs of placement at a Primary or Secondary School as either a volunteer or employed Teacher aide. Employed workers must contact the Education Support Team					<input type="checkbox"/> Completed	
Introduction to Education Support	CHCEDS001	Comply with legislative, policy and industrial	core	35	Supporting Education, The Teaching Assistant's Handbook, 3rd Edition. By Karen Kearns, Publisher – Cengage. ISBN: 9780170419642 All other electronic resources are available through the Connect learning management system	<input type="checkbox"/> Completed	
Legal & Ethical	CHCPRT001	Identify and respond to children and young people at risk	elective	40		<input type="checkbox"/> Completed	
	CHCEDS017	Contribute to the health and safety of students	core	30		<input type="checkbox"/> Completed	
	HLTWHS001	Participate in work health & safety	elective	20			
Diversity	CHCDIV001	Work with diverse people	core	20		<input type="checkbox"/> Completed	
	CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	core	40			
	CHCEDS024	Use Educational strategies to support Aboriginal and/or Torres Strait Islander education	elective	55			
Literacy & Numeracy	CHCEDS005	Support the development of literacy and oral language skills	core	55		<input type="checkbox"/> Completed	
	CHCEDS006	Support the development of numeracy skills	core	50			
	CHCEDS018	Support students with additional needs in the classroom	core	30			
Vocational Placement – mandatory 100 hours must be completed and submitted by week 9 of the Behaviour and Development cluster							
Behaviour & Development	CHCEDS003	Contribute to student education in all developmental domains	core	50	<input type="checkbox"/> Completed		
	CHCECE006	Support behaviour of children and young people	core	30			
	CHCEDS025	Facilitate learning for students with disabilities	elective	50			
Educational Practice	CHCEDS002	Assist implementation of planned educational programs	core	40		<input type="checkbox"/> Completed	
	CHCEDS004	Contribute to organisation and management of classroom or centre	core	30			
	CHCEDS007	Work effectively with student and colleagues	core	40			
	CHCEDS013	Use an e-learning management system	elective	30			
Textbooks can be purchased from Qld Textbook Warehouse by visiting www.qtw.com.au or phoning 1800 611 300, as this is an external provider TAFE takes no responsibility in pricing.							

All information was accurate at the time of publication,
v5.2 20/01/2020

IMPORTANT INFORMATION



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.