



NATIONALLY RECOGNISED
TRAINING

CHC30221 CERTIFICATE III IN SCHOOL BASED EDUCATION SUPPORT

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JustCareers
TRAINING
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About this Course

This course is best suited for individuals who are interested in working as education support staff in schools, particularly, in the helping students with diverse needs.

This course is also designed for those who wish to contribute to the education success and wellbeing of students. It provides the knowledge and skills required for working effectively in a range of support roles within the education sector.

PRE-REQUISITES

There are no pre-requisites to this course.

DURATION & COURSE STRUCTURE

Whilst this course is somewhat self-paced with an estimated 12-15 hours of recommended self-paced study, the course has been designed to encourage the completion of the study and assessment requirements together with the other participants of the course and in line with the scheduled training sessions.

The nominal course duration is 12 months with an expected 1 day per week or fortnight of classroom attendance (face-to-face students only). This course is made up of five Modules. You have the ability to start the course at a time that suits you. The course consists of 15 units comprising 10 core

units and 5 elective units that have been carefully selected in line with employer needs and learner opportunities.

WORK PLACEMENT

The qualification includes five modules, each containing multiple units of competency which also requires the completion of 100 hours of work placement.

It is strongly recommended that you secure a workplace host (school) within the first term of your studies, with arrangements made before enrolment being even more beneficial. If you don't have a workplace, don't worry—we can assist you in finding a host. All your required insurances (volunteer insurance, certificate of currency), during your time at your host will be provided by Just Careers Training.



| Module # | Name | Number of Units |
|-----------------|-------------------------------|-----------------|
| Module 1 | Legal and Ethical obligations | 3 |
| Module 2 | Education programs | 4 |
| Module 3 | Student Development | 3 |
| Module 4 | Health & Safety | 3 |
| Module 5 | Support | 2 |

Course Content

The course is made of 15 Units of Competency organised into 5 Modules.

MODULE 1 LEGAL AND ETHICAL OBLIGATIONS

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, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers.

CHCEDS033 **Meet legal and ethical obligations in an education support environment**

This unit describes the performance outcomes, skills and knowledge required to identify and comply with legislation, policy and industrial instruments that relate to the education support worker role in school settings.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

HLTAID012 **Provide First Aid in an education and care setting**

This unit describes the skills and knowledge required to provide a first aid response to infants and children in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

This unit applies to a range of workers within an education and care setting who are required to respond to a first aid emergency, including asthma and anaphylactic emergencies. This includes early childhood workers and educators who work with school age children in outside school hours care and vacation programs.

This unit of competency may contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulations (2011).

MODULE 2

EDUCATION PROGRAMS

CHCEDS034 **Contribute to the planning and implementation of educational programs**

This unit describes the performance outcomes, skills and knowledge required to assist teachers in the planning and delivery of education programs. Classroom-level support is provided to ensure the learning environment is inclusive and relevant, and appropriately resourced and maintained. This includes routine classroom administration and operational functions.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

CHCEDS042 **Provide support for e-learning**

This unit describes the performance outcomes, skills and knowledge required to prepare for, implement and review student e-learning in the context of a pre-arranged course or program.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

CHCEDS036 **Support the development of literacy and oral language skills**

This unit describes the performance outcomes skills and knowledge required to establish program guidelines, provide support, and monitor progress when working with students who need support with their reading, writing and oral language skills.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

CHCEDS037 **Support the development of numeracy skill**

This unit describes the performance outcomes, skills and knowledge required to implement numeracy programs as identified by the teacher to assist students requiring numeracy support.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

MODULE 3

WORK SAFELY AND EFFECTIVELY

CHCEDS035 **Contribute to student education in all developmental domains**

This unit describes the performance outcomes, skills and knowledge required to support the physical, social, emotional, cognitive and language development of students with a focus on the inclusion of all students.

This unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional to support student education according to established curriculum. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

CHCEDS057 **Support students with additional needs in the classroom**

This unit describes the performance outcomes, skills and knowledge required to support students with recognised additional needs in classrooms, where there are students with a mix of abilities and needs.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

CHCEDS056 **Provide support to students with autism spectrum disorder**

This unit describes the performance outcomes, skills and knowledge to provide support to students who have educational needs associated with an autism spectrum disorder (ASD).

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

MODULE 4

STUDENT SUPPORT 1

CHCEDS059 **Contribute to the health, safety and wellbeing of students**

This unit describes the performance outcomes, skills and knowledge required to implement work health and safety policies and procedures to support the health, safety and wellbeing of students in an educational environment.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary and secondary schools, as defined by State/Territory legislation.

HLTWHS001 **Participate in workplace health and safety**

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

CHCEDS060 **Work effectively with students and colleagues**

This unit describes the performance outcomes, skills and knowledge required to generate positive, respectful and effective interactions with students and colleagues.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary and secondary schools, as defined by State/Territory legislation.

MODULE 5

STUDENT SUPPORT 2

CHCEDS061 **Support responsible student behaviour**

This unit describes the performance outcomes, skills and knowledge required to support and guide responsible and positive behaviour of students.

The unit applies to education support workers who operate under the guidance and supervision of a teacher or other educational professional. They work mainly with students in classroom settings in primary and secondary schools, as defined by State/Territory legislation.

CHCPRT001 **Identify and respond to children and young people at risk**

This unit describes the skills and knowledge required to support and protect children and young people who are at risk of harm. This work occurs within legislative and policy frameworks and carries a duty of care responsibility.

This unit applies to workers in a range of job roles providing services to children and young people including in community services and health contexts.

Course Duration & Delivery Information

This course is available in Face-to-face classes.



FACE TO FACE CLASSES

Course Duration

Face to Face - 1 session weekly or fortnightly (12 months to complete) and includes 100 hours of work placement in an ACARA School.

**Additional support options available contact our office for further details*

If interactions with others is a key component in your learning style, then Face to Face learning is the best delivery mode for you.

This option involves attending and completing your learning and assessment materials in one of our scheduled courses at our various locations. Once you have been booked into the program, you will receive a confirmation email confirming you scheduled day and time of commencement and also your facility location.



On the first day you will receive further information including:

- Confirmation of Enrolment Letter
- Finalised Training Schedule
- Notification of Enrolment and Invoice (if applicable)
- Assessment Guide, Requirements and progress tracker
- Work placement Supporting Documents

Choose face to face classroom option if:

- You prefer face to face based learning with a physical trainer
- You are able to attend one of our various sites for training

Outcome

The qualification is nationally recognised. Upon successful completion of the course assessments you will be awarded a:

CHC30221 Certificate III in School Based Education Support

Participants who exit the training program without completing all assessments will be issued with a Statement of Attainment for those units in which they have demonstrated competency on request.

Assessment Information

Your training is competency based, meaning that you will need to provide evidence that you have met the required competency.

This evidence will be generated and or collected by:

- Tasks and assignments you undertake during your self paced study
- Work placement supported by qualified workers in SCHOOLS. (Minimum of 180 Hours work placement)

The result is that the assessor will assess your evidence and assess your competence. There is no such thing as “pass” or “fail” in this type of training, rather aiming to reach the required competency.

Modules are made up of units. Units are attained by completing all the assessment and evidence requirements. Each assessment and evidence requirement for a Unit of Competency is marked as “Satisfactory” or “Not Satisfactory”.

Achieving a result of “Satisfactory” for all the assessment and evidence requirements of a unit is required to achieve a result of “Competent” for the Unit of Competency.

Where a result of “Not Satisfactory” is achieved then your trainer will assist you in getting to the required result of “Satisfactory”.

In the event of being deemed Not Satisfactory and a resubmission is required a fee of \$10 is payable before a resubmission will be viewed for remarking.

Where a result for a Unit of Competency is “Not Yet Competent”, then your trainer will assist you in meeting all the requirements of the Unit within the required time.

Multiple support sessions are provided within your training plan.

Other Important Information

ENROLMENT

In order to undertake this, course you will be required to complete our Application and Enrolment form available on the internet. This is also available from our Enrolment Officer, please call one of our friendly staff on 1300 558 241 and request an enrolment form to be sent to you.

Once you have submitted this and paid the required fees (or entered into a Payment Plan) then you will have commenced your course.

Enrolment forms and fee arrangements must be finalised prior to commencing your course. While it would be ideal to do this prior to the first day of the course, some arrangements can be made to commence after the formal and advertised start date.

You will be asked to provide some form of ID which includes a photo, name and address.

FEE INFORMATION

Fee information for this course, including payment plans available can be found on our website or from our office.

Fee includes an enrolment fee of \$290 (non refundable) which is payable prior to commencement.

Payment options include payment in full 50% of pay in full is non refundable upon commencement of module 2 or 45 days which ever comes first.

Or

Pay in instalments which is evenly divided across 6 payments totalling the advertised price.

RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

CREDIT TRANSFER (CT)

Just Careers Training recognises all Statements of Attainment and Qualification issued by other RTO's in Australia. If you have completed some units of this program previously through another training program (the same course) then you may be able to gain credits for this (Credit Transfer) and this may also shorten the requirements and the duration for achieving this qualification.

LANGUAGE LITERACY & NUMERACY REQUIREMENTS

The course is delivered in English, to be able to successfully complete the training programs participants must be able to read and write

English to a sufficient standard to work with the supplied texts. Participants may also be requested to undertake a Language Literacy and Numeracy assessment.

PARTICIPANT SUPPORT & REASONABLE ADJUSTMENTS

Your trainer will provide you with classroom, telephone and email support.

Classroom Support:

Support Sessions are scheduled with the training plans. Additional sessions can be organised with the trainer.

Email support is available on support@justtraining.com.au and this form of support is unlimited and telephone support is also available by appointment. There is a limit to telephone support of up to 2 hours for each module. (30 mins max per session).

Additional phone support may be purchased. Visits to our training office or one on one training in the workplace or another suitable site may also be arranged (subject to trainer availability and for a fee).

JUST CAREERS TRAINING offers support to all Participants with their learning needs; we can tailor or adjust the training and assessment program to assist people with learning issues and to more limited degree personal issues. Any enquiries should be addressed to the staff of Just Careers Training. Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

EXTENSION FEES

You may be entitled to one free extension of up to 1 month; this request must be made in writing before the end of your 12 months. Additional extensions (or if your extension is not approved by the trainer) may be purchased at a fee of \$200 for a 2 month extension (minimum fee is \$150).

REFUNDS, WITHDRAWALS AND CANCELLATIONS

- The enrolment fee is non refundable and non transferable (to another person) once you have enrolled into our programs and you have been issued with an Enrolment Acceptance Notice (EAN) or a Confirmation email.
- The course fees applicable are in line with the Modules. Once a fee for a Module becomes payable then there can be no refunds for cancellation.
- The fee for Module 1 is \$290 and is non refundable once you have received your EAN or Confirmation email.
- The fee for Module 2, 3 and 4 is the balance of the fees divided by 3.
- Commencement of a Module (2, 3 and 4) is defined as the date that the module is accessed online or on the date the Module was due to commence (the first of the dates) based on the longest duration of 12 months. For example if your course has 3 modules then Module 2 will be deemed as commenced 4 months after initial commencement.
- If you withdraw (in writing as per the procedure in this information brochure) before the commencement of a Module (2, 3 and 4) then any fees paid for that module will be refunded
- If you are paying by Payment Plan then the Payment Plan will be terminated once outstanding fees have been paid.
- Should Just Careers Training Pty Ltd not be able to deliver the intended program for any unforeseen circumstances, then options will be made available to the student including a refund of any Modules paid for but not commenced.

WITHDRAWAL PROCESS

If you decide to withdraw from your course, then our Enrolment Officer will need to interview you to ascertain the reason and if there is any way that we can assist you in continuing your learning journey. This may include extensions of time and other available support mechanisms.

If you still want to withdraw then you will need to submit an email to our Enrolment Officer with all your details, the details of your course and your trainer and the date of withdrawal.

We will respond to your request in writing and include any outstanding fees that may apply.

ACCESS AND EQUITY AT JUST CAREERS TRAINING

We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

PRIVACY AND CONFIDENTIALITY

Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

CERTIFICATES

Once you have met the requirements of the qualification then you will receive your certificate within 14 days. You may order a reprint of your certificate once you have made this request using the required form from the office and paid the administration and processing fee of \$50. Please note that Certificates will not be issued unless payment has been finalised or arranged (as part of a Payment Plan).

COMPLAINTS AND APPEALS

Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

TERMS & CONDITIONS

Please refer to the Application / Enrolment Form and our website for this course for detailed information about the terms and conditions that apply to this course.

MORE INFORMATION

Refer to your Student Handbook or contact our Customer Service staff.



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Suite 2/69 The Mall
Bankstown NSW 2200



Newcastle Site:

15 Aruma Place
Cardiff NSW 2285



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