



## CERTIFICATE IV in DISABILITY WORK (CHC40302)

Workers in this occupational group work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes. These workers apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. These workers report to service managers and may liaise with health professionals and other service agencies. Workers in this group may work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services. Occupation names may include:

- Social Educator
- Lifestyle Support Officer
- Disability Officer – Day Support
- Social Trainer
- Employment Coordinator
- Disability Support Officer
- Project Officer Life Enhancement Team
- Behavioural Support Officer
- Local Area Coordinator
- Residential Care Officer
- Job Coordinator
- Marketing Coordinator
- Senior Personal Care Worker
- Development Officer

A holistic approach to delivery and assessment can be taken with the duration of the process not exceeding 12 months. A timeline for completion will be negotiated to align with the individual learning needs and goals of the student. The majority of students will complete within a 6-month timeframe.

The following is an example of steps involved with the training process:

- ✓ **Training Plan**, which units are covered; how, when and who assesses them
- ✓ **Choice of Elective Units**, relevant to the position and what you want to learn
- ✓ **Training Delivery**, classroom = 80%, work placement = 20% or less
- ✓ **Workplace Assessments**, depending upon individual circumstances
- ✓ **Completion and Certification**

### COMPETENCY STANDARDS

Competency standards outline the areas in which people need to be competent to do a particular job, to the standards required by industry. These standards have been developed through wide-ranging consultation with key stakeholders within various sectors of industry.

The standard focus is on what you must be able to do, as well as on the underpinning knowledge and skills required to demonstrate competency.

## UNITS

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**Certificate IV in Disability requires the completion of 14 units:**

- 10 Compulsory core units
- 4 elective units

### CORE UNITS

CHCCS301A	Work within a legal and ethical framework
CHCCOM3C	Use specialist communication skills to build strong relationships
CHCDIS1C	Orientation the disability work
CHCDIS2C	Maintain an environment designed to empower people with disabilities
CHCDIS3C	Provide services to people with a disability
CHCDIS4B	Design procedures for support
CHCDIS6C	Plan and implement community integration
CHCORG5B	Maintain an effective work environment
CHCOHS302A	Participate in safety procedures for direct care work
CHCCS405A	Work effectively with culturally diverse clients and co-workers

### ELECTIVE UNIT GROUPS

Electives may be selected in line with your career goals and will be chosen from CHC Community Services Training Package. Our trainers will help you design the best training plan for you on enrolment in our training.

## DELIVERY STRATEGY

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The units of competency have been organised to incorporate learning in the classroom and during a work placement.

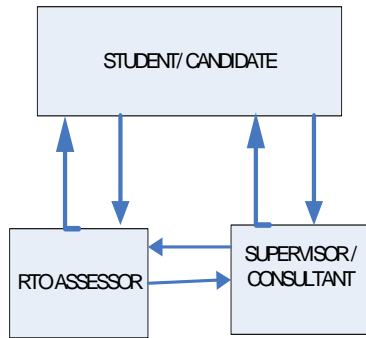
The participant will attend structured training to meet the underpinning knowledge requirements of the units and to be able to then apply techniques and concepts in the workplace.

This combination offers participants the opportunity for a more holistic learning experience.

## DELIVERY AND ASSESSMENT STAFF

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STEPS Training enjoys the experience of experienced trainers and/or assessors who have several years of hands-on experience working within the community with people with a disability.



The key people involved in the training process are:

- The candidate
- The workplace supervisor(s)/ Employment Consultant
- The RTO trainer and/or assessor

The candidate workplace supervisor(s) and RTO Assessor works together throughout the training process.

Once you have enrolled, you will be provided with an assessment manual tailored specifically to your needs, and the range of possibilities available to you within your workplace.

Your trainer / assessor will develop a training and assessment plan in conjunction with you. This will map out which units are being undertaken; what type of assessments will take place, and what you will be expected to each step of the way.

For more information, please contact us:

STEPS Training

Phone: (07) 5453 8700

Email: [training@stepsemployment.com.au](mailto:training@stepsemployment.com.au)