

## CHC30808 - Certificate III in Education Support

### Description

This program will provide successful students with the skills and knowledge required to undertake the duties of a Teacher Aide which may include:

- The compiling and supervising of class rolls.
- Administrative duties including the production of teaching materials.
- Assisting in the supervision of education activities.
- Providing education support to students as directed by the teacher.
- Preparing, making available, clearing away and storing teaching equipment and materials.
- Assisting other staff with playground/bus supervision, sporting activities and school excursions.
- Contributing to the welfare, health and safety of students.
- Assist students with special needs - specific training is essential.
- Management and stocktaking of equipment and resources.

### Careers & Pathways

A Teacher Aide is an invaluable member of the school community. They provide assistance to teachers and other staff across a range of school activities. Teacher Aides organise materials, assist on excursions and work directly with students to help them succeed in their studies.

This program provides graduates with the skills and knowledge to work in either a private, public or independent school as a Teacher Aide. Career opportunities for enthusiastic Teacher Aides exist in prep, primary school, secondary school and special school environments.

### Entry Requirements

Students must have successfully completed year 10, or mature age entry and have a current blue card.

It is essential that students have an email address and have the ability to access the Internet through a work, personal or TAFE Flexible Learning Centre computer.

It is highly desirable for students to obtain a first aid certificate prior to commencing or during the program. For students completing the program who are not currently working in a Teacher Aide position, an additional 160-200 hours of vocational placement is required. This will be organised during the enrolment session.

### Important note:

In addition to the 8 core subjects, you are required to complete 6 elective subjects to achieve this qualification.

### Core Subjects:

CHCEDS301A: Comply with legislative, policy and industrial requirements in the education environment.

CHCEDS313A: Communicate with students.

CHCCHILD301A: Support behaviour of children and young people.

CHCEDS316A: Comply with school administrative requirements.

CHCEDS312A: Work with diversity in the education department.

HLTOHS300A: Contribute to OHS processes.

CHCEDS314A: Work effectively in an education team.

CHCEDS303A: Contribute to student education in all developmental domains.

### Elective Subjects:

CHCEDS319A: Search and assess online information.

CHCEDS320A: Set up and sustain individual and small group learning.

CHCCS312A: Use electronic materials.

CHCEDS305A: Support the development of reading skills.

CHCEDS306A: Support the development of writing skills.

CHCEDS310A: Support learning for students with disabilities.

CHCEDS323A: Support development of student research skills.

CHCEDS307A: Support the development of numeracy skills.

CHCEDS308A: Support the development of oral language skills.

CHCEDS322A: Support students with English as a second language.

CHCEDS321A: Use an e-learning management system.

HLTFA301B: Apply first aid.

CULLB302C: Use cataloguing tools.

CULLB205C: Process information resources.

Figure 1 CERT IV CORE SUBJECTS

**Core units**

Unit code	Unit name
<a href="#">CHCCHILD301A</a>	Support behaviour of children and young people
<a href="#">CHCCHILD401A</a>	Identify and respond to children and young people at risk
<a href="#">CHCEDS301A</a>	Comply with legislative, policy and industrial requirements in the education environment
<a href="#">CHCEDS312A</a>	Work with diversity in the education environment
<a href="#">CHCEDS407A</a>	Collect and analyse information to inform work strategies
<a href="#">CHCEDS410A</a>	Assist in facilitation of student learning
<a href="#">CHCEDS411A</a>	Use high-level communication skills in the education workplace
<a href="#">CHCEDS412A</a>	Contribute to continuous improvement processes within the education environment
<a href="#">HLTOHS300B</a>	Contribute to OHS processes

**Education Support  
Certificate IV**

**FD**

**Start date:** Expressions of interest only

**Campus:** Cairns

Suitable for Certificate III Education Support graduates and those already employed as teacher aides within Special Education Units at schools.

**Education Support  
Certificate III**

**FD**

**Length:** 1-2 years

**Start date:** Semester I, July 2012

**Campus:** Online delivery to all centres

Develop the basic skills and knowledge to work in private, public or independent schools as a teacher aide. This program is perfect for those seeking employment or who are currently employed as a teacher aide.