



IRT College Education Calendar 2017

© IRT Group January 2015

Version 0.1

Published and distributed by:
IRT Group
Level 3, 77 Market Street,
WOLLONGONG NSW 2500

PO BOX 2106, WOLLONGONG DC NSW 2500

Ph: 1800 024 915

Contents

Contents	3
Introduction	4
IRT College Contacts	4
Accredited Training	5
Non-Accredited Training	6
Enrolment Process	6
Course Delivery	7
Full Qualifications	8
CHC33015 Certificate III in Individual Support	8
(Ageing, Home and Community)	8
HLT33215 Certificate III in Health Support Services	10
CHC43015 Certificate IV in Ageing Support.....	12
CHC43415 Certificate IV Leisure & Health.....	14
BSB40812 Certificate IV in Leadership and Management.....	16
BSB51915 Diploma of Leadership and Management.....	18
Accredited Short Courses	20
HLTAID003 Provide first Aid	20
Medication Assistance Skill Set	22
Non-Accredited Short Courses	24
Contribute to the Care of People with Diabetes	24
Other Non-Accredited Short Courses	26
The following non-accredited courses are available on a request basis.	26
Palliative Care Upskill Workshop	26
Dementia Care Upskill Workshop	26
Workplace Coaching.....	26

Introduction

IRT College is a Registered Training Organisation offering a range of courses, both accredited and non-accredited, to meet your immediate and future training needs.

A full suite of targeted short courses and online programs are available to ensure your team is continuously improving their skills and knowledge.

As the IRT College mission is to meet your training needs, we welcome your feedback regarding courses currently on offer and your input regarding gaps to be filled.

IRT College Contacts

General Enquiries	T: 1800 024915	E: IRTCollege@irt.org.au W: www.irtcollege.org.au
David Rosete Organisational Development Manager	T: 02 4221 8656	E: drosete@irt.org.au
Rachel Barrett RTO Business Manager	T: 02 4221 9174	E: rbarrett@irt.org.au
Phil Benson RTO Compliance Coordinator	T: 02 4221 9188	E: philipbenson@irt.org.au
Jo Hofner Training and Development Coordinator	T: 02 4221 6600	E: jhofner@irt.org.au
Kathryn Devoy Student Liaison Coordinator	T: 02 4221 9100	E: kdevoy@irt.org.au
Fiona Masters RTO Administration Officer	T: 02 4221 9195	E: fmasters@irt.org.au
Malin Shooks Instructional Designer	T: 02 4273 3173	E: mshooks@irt.org.au
Naomi Heylin Instructional Designer	T: 02 4221 9196	E: nheylin@irt.org.au
<u>IRT College Trainer/Assessors</u>		
Pam Beavan	T: 02 4273 3190	E: pbeavan@irt.org.au
Kim Hart	T: 02 4273 3190	E: khart@irt.org.au
Jennifer Crofts	T: 02 4221 9189	E: jcrofts@irt.org.au
Lesley Jones	T: 0488 747 471	E: lmjones@irt.org.au
Jenny Traviss	T: 02 4476 6000	E: jtravis@irt.org.au
Maria Caspe	T: 02 6233 8200	E: mcaspe@irt.org.au



Accredited Training

IRT College is a Registered Training Organisation (RTO), meaning the college is approved to deliver nationally recognised training and issue accredited qualifications according to its scope of registration. Being a RTO also means IRT College meets the high standards of compliance set by the regulatory body, Australian Skills Quality Authority (ASQA).

IRT College commits to:

- Providing high quality training and assessment services that lead to nationally recognised qualifications and statements of attainment.
- Recognising and valuing the diversity of participants through inclusive learning approaches that are based on adult learning principles.
- Equity principles and practices by all IRT College employees and representatives.

The following accredited qualifications are within the scope of registration of IRT College with the Australia Skills Quality Authority.

Full Qualifications:

CHC33015	Certificate III in Individual Support (Ageing, Home and Community)
HLT33215	Certificate III in Health Support Services
CHC43015	Certificate IV in Ageing Support
CHC43415	Certificate IV in Leisure and Health
BSB42015	Certificate IV in Leadership and Management
BSB51915	Diploma of Leadership and Management

Short Courses (Statement of Attainment):

HLTAID003	Provide First Aid
HLTFSE001	Follow basic food safety practices

Medication Assistance Skill Set

HLTAAP001	Recognise Healthy Body Systems
HLTHPS006	Assist Clients with Medication

High Support and Complex Care Skill Set

CHCCS400C	Work within a Relevant Legal and Ethical Framework
CHCCS424B	Administer and Monitor Medications
CHCAC412B	Provide Services to Older People with Complex Needs
HLTAID003	Provide First Aid

Up-to-date information regarding IRT College registered status is available at www.training.gov.au. RTO No. 90456

Non-Accredited Training

The following non-accredited short courses are available:

- Contribute to the care of people with diabetes
- Dementia Care Upskill Workshop
- Palliative Care Upskill Workshop
- Workplace Coaching

Enrolment Process

To enrol yourself and/or your team members in any of the IRT College courses please follow the procedure below:

- Complete the following forms:
 - Enrolment Application Form
 - Smart and Skilled Eligibility Form
- Manager signature and date (if applicable)
- Submit enrolment application to IRT College at;
 - Email: enrolments@irt.org.au

Course Delivery

IRT College implements a variety of methods to meet individual learning needs. Blended learning is a key component that includes a combination of face to face, virtual, online, self directed, text and workplace based learning opportunities.

The icons below will help you to identify how the courses will be delivered.



Classroom Learning (Face-to-face)

Classroom learning is a trainer-led approach, where the trainer and participants meet in a classroom for a specified duration. This is the most commonly used method to deliver courses.



Online Learning

Online learning or 'e-Learning' is the use of technology, such as the Internet and a computer to enable people to learn anytime and anywhere. Online learning can take place in the classroom, workplace, at home or at a public library.



On-the-job Learning

On-the-job learning takes place in a workplace and can be via employment or a work placement. This type of learning allows participants to get hands-on, practical experience.



Self-directed Learning

Self-directed learning is when participants are required to undertake some learning independently.

Full Qualifications

CHC33015 Certificate III in Individual Support

(Ageing, Home and Community)



Course Description

This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to older people. Work involves using your own discretion and judgement in relation to individual support as well as taking responsibility for your own outputs.

Entry Requirements

There are no entry requirements or pre-requisites for entry into this course.

Work Placement

To successfully complete this qualification students are required to attend 120 hours of industry work placement. This will be arranged at an IRT or affiliated aged care site.

Course Delivery/Duration

IRT College offers the following options to suit your needs (minimum enrolment conditions apply):

- **On Track** – this course is delivered over 18 weeks with students completing face to face classes two days per week along with various online learning and workplace assessment components.
- **12-month program** – this course is run over a maximum of four terms, with participants completing face-to-face training one full day per fortnight at IRT sites. This course also includes online learning and scheduled assessments conducted over the duration of the course.

Course Structure

CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
CHCCCS025	Support relationships with carers and families
CHCHCS001	Provide home and community support services
HLTHPS006	Assist clients with medication

Please note: electives may change depending on a particular organisational need.

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	13 February 2017	2 days per week	9.30 am – 3.30 pm	Monday & Tuesday
Shoalhaven	22 February 2017	2 days per week	9.30 am – 3.30 pm	Wednesday & Thursday
Milton	9 March 2017	1 day per fortnight	9.00 am – 4.30 pm	Thursday
Wollongong	16 February 2017	1 day per fortnight	9.00 am – 4.30 pm	Thursday
Peakhurst	16 February 2017	1 day per fortnight	9.00 am – 4.30 pm	Thursday
Wollongong	17 July 2017	2 days per week	9.30 am – 3.30 pm	Monday & Tuesday

Please note, minimum enrolment numbers must be met

HLT33215 Certificate III in Health Support Services



Course Description

This qualification covers workers who provide support for the effective functioning of health services, requiring discretion and judgment. These functions are carried out under supervision. These workers may also perform a team leadership, workplace training or leading hand function. Health Support Services do not involve direct care assistance tasks such as assisting other employees with care of clients.

Entry Requirements

There are no entry requirements or prerequisites for this course.

Course Delivery/Duration

12-month program – This qualification includes 10 face to face sessions scheduled fortnightly as well as on the job learning activities, scheduled assessments and self directed learning.

Course Structure

Core units

BSBFLM303C	Contribute to effective workplace relationships
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS200A	Participate in WHS processes

Elective units

CHCAC316D	Provide food services
HLTFS207C	Follow basic food safety practices
HLTFS302D	Prepare foods suitable for a range of food service settings
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HCAC318B	Work effectively with older people
BSBINN301A	Promote innovation in a team environment
BSBFLM312C	Contribute to team effectiveness
CHCCS401C	Facilitate responsible behaviour
CHCORG303B	Participate effectively in the work environment
HLTCSD306D	Respond effectively to behaviours of concern
HLTAID003	Provide first aid

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	22 February 2017	1 day per fortnight	9.30 am – 3.30 pm	Wednesday
Milton	7 March 2017	1 day per fortnight	9.30 am – 3.30 pm	Tuesday

Please note, minimum enrolment numbers must be met

CHC43015 Certificate IV in Ageing Support



Course Description

This qualification reflects the role of support workers who complete specialised tasks and functions in the aged care sector. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Course Delivery/Duration

This qualification is delivered using a blending learning approach. Students will attend face to face classes as well as complete online module and workplace assessments.

Work Placement

To successfully complete this qualification students are required to attend 120 hours of industry work placement. This will be arranged at an IRT or affiliated aged care site.

Course Structure

CHCLEG003	Manage legal and ethical compliance
CHCADV001	Facilitate the interests and rights of clients
HLTWHS002	Follow safe work practices for direct care
CHCAGE001	Facilitate the empowerment of older people
CHCCCS025	Support relationships with carers and families
CHCCCS023	Support independence and well being
CHCDIV001	Work with diverse people
CHCPRP001	Develop and maintain networks and collaborative relationships
CHCCCS011	Meet personal care needs
CHCAGE003	Coordinate services for older people
CHCCCS006	Facilitate individual service planning and delivery
HLTAAP001	Recognise healthy body systems
CHCAGE004	Implement interventions with older people at risk
CHCAGE005	Provide support to people living with dementia
CHCPAL001	Deliver care services using a palliative approach
CHCCS019	Recognise and respond to crisis situations
CHCPAS001	Plan for the provision of pastoral and spiritual care
BSBLDR402	Lead effective workplace relationships

Please note: electives may change, depending on a particular organisational need.

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	2 March 2017	1 day per fortnight	9.30 am – 3.30 pm	Thursday
Milton	8 March 2017	1 day per fortnight	9.30 am – 3.30 pm	Wednesday

Please note, minimum enrolment numbers must be met

CHC43415 Certificate IV Leisure & Health



Course Description

This qualification addresses work in residential facilities and/or in community agencies and day centres and work under professional supervision within defined organisation guidelines or as sole practitioners. These workers:

- Assist with design, implementation and evaluation of health and leisure activities and programs for clients in one or more sector areas
- May be responsible for other workers.

Entry Requirements

There are no entry requirements or prerequisites for this course.

Course Structure

Core units

CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400C	Work within a relevant legal and ethical framework
CHCCS401C	Facilitate responsible behaviour
CHCICS405B	Facilitate groups for individual outcomes
CHCORG405E	Maintain an effective work environment
CHCRH401C	Work effectively in the leisure and health industry
CHCRH402B	Undertake leisure and health programming
CHCRH404B	Plan, implement and monitor leisure and health programs
CHCRH405B	Plan leisure and health programs for clients with complex needs
CHCRH406A	Apply knowledge of human behaviour in leisure activity programs
CHCRH407A	Apply sociological concepts to leisure and health

Elective units

CHCWHS312A	Follow WHS safety procedures for direct care work
HLTAP401B	Confirm physical health status
HLTFA311A	Apply first aid
CHCAC318B	Work effectively with older people
SISCCRO303A	Plan and conduct a recreation program for older persons

Course Delivery/Duration

12 month program - This qualification is completed over four terms with participants attending face to face classes, on-the-job learning activities, assessments and self directed course work.

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	23 March 2017	Block learning	9.00 am – 4.30 pm	Thursday

Please note, minimum enrolment numbers must be met



BSB40812 Certificate IV in Leadership and Management



Course Description

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Entry Requirements

This course is suitable for team leaders, or people who endeavor to become a team leader or supervisor.

Course Delivery/Duration

The course will be delivered over a 12 month period including:

- Five x 1 day face to face trainer led workshops alternating with;
- Six x 2 hour webinars/teleconferences
- Trainer supported, self directed learning activities
- Web resources
- Workplace based learning activities

Students will be provided with:

- Textbook
- Student guides
- Online learning portal access

Due to the blended delivery approach, students are required to have access to a computer and have basic computer skills.

Course Structure

Core units

BSBLDR401	Communicate effectively as a workplace leader
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBMGT402	Implement operational plan

Elective units

BSBFIA402	Report on financial activity
BSBMGT403	Implement continuous improvement
BSBRISK401	Identify risk and apply risk management process
BSBADM409	Coordinate business resources
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBLED401	Develop teams and individuals
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	9 March 2016	1 day per month	9.00 am – 4.30 pm	Thursday

Please note, minimum enrolment numbers must be met

BSB51915 Diploma of Leadership and Management



Course Description

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Entry Requirements

This course is suitable for people who are currently employed as team leaders or managers.

Course Delivery/Duration

The course will be delivered over a 12 month period including:

- Five x 1 day face to face trainer led workshops alternating with;
- Six x 2 hour webinars/teleconferences
- Trainer supported, self directed learning activities
- Web resources
- Workplace based learning activities

Students will be provided with:

- Textbook
- Student guides
- Online learning portal access

Due to the blended delivery approach, students are required to have access to a computer and have basic computer skills.

Please feel free to talk to us about flexible delivery options

Course Structure

Core Units

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

Elective Units

BSBCUS501	Manage quality customer service
BSBHRM405	Support the recruitment, selection and induction staff
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
CHCORG501B	Facilitate workplace change and innovation

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	16 March 2017	1 day per month	9.00 am – 4.30 pm	Thursday

Please note, minimum enrolment numbers must be met

Accredited Short Courses

HLTAID003 Provide first Aid



Course description

This course provides participants with the necessary skills and knowledge to provide first aid responses, life support and management of casualties until the arrival of medical support or other assistance.

Specifically, the participant will be provided with the necessary skills and knowledge to be able to:

- assess the (first aid) situation
- provide first aid procedures
- communicate details of the incident
- evaluate (own) first aid performance.

Entry Requirements

Participants are to complete a pre-reading and online quiz prior to course attendance.

Course Delivery/Duration

1 day + pre-workshop reading and quiz.

Course Dates

Venue	Dates	Start time	End time
Wollongong	3 February 2017	8.30 am	4.30 pm
Peakhurst	9 February 2017	8.30 am	4.30 pm
Belconnen	16 February 2017	8.30 am	4.30 pm
Wollongong	17 March 2017	8.30 am	4.30 pm
Belconnen	13 April 2017	8.30 am	4.30 pm
Dalmeny	3 May 2017	8.30 am	4.30 pm
Milton	17 May 2017	8.30 am	4.30 pm
Wollongong	17 May 2017	8.30 am	4.30 pm
Peakhurst	22 June 2017	8.30 am	4.30 pm
Wollongong	7 July 2017	8.30 am	4.30 pm
Milton	16 August 2017	8.30 am	4.30 pm
Wollongong	8 September 2017	8.30 am	4.30 pm
Belconnen	28 September 2017	8.30 am	4.30 pm
Peakhurst	12 October 2017	8.30 am	4.30 pm
Wollongong	10 November 2017	8.30 am	4.30 pm
Milton	29 November 2017	8.30 am	4.30 pm

Please note, minimum enrolment numbers must be met

Medication Assistance Skill Set



HLTAAP001 Recognise Healthy Body Systems
HLTHPS006 Assist Clients with Medication

Course Description

The purpose of this training course is to provide participants with the knowledge and skills to be able to provide assistance with the administration of medication to aged persons. This Statement of Attainment addresses work primarily in residential facilities or community care under direct or regular guidance within clearly defined organisation guidelines and service plans.

Upon successful completion of the course participants will be issued with the nationally recognised Statement of Attainment in two units of competency.

Entry Requirements

Entry to HLTHPS006 Assist Clients with Medication requires evidence of successful achievement of HLTAAP001 Recognise Healthy Body Systems as a pre-requisite.

Please note: Recognise HLTAAP001 Recognise Healthy Body Systems is delivered on day one of the two day Medication Assistance Skill Set course.

Course Structure

The following two units must be completed for this Statement of Attainment.

HLTAAP001 Recognise Healthy Body Systems
HLTHPS006 Assist Clients with Medication

Course Delivery/Duration

2-day course - The course is conducted over two days of face-to-face attendance with participants required to complete on-the-job practice and a practical on-the-job assessment.

Course Dates

Venue	Dates	Start time	End time
Wollongong	8, 15, 22 March 2017	9.00 am	4.30 pm
Peakhurst	9, 16, 23 March 2017	9.00 am	4.30 pm
Belconnen	3, 10, 31 March 2017	9.00 am	4.30 pm
Milton	5, 12, 19 April 2017	9.00 am	4.30 pm
Wollongong	7, 21, 28 April 2017	9.00 am	4.30 pm
Peakhurst	4, 11, 18 May 2017	9.00 am	4.30 pm
Wollongong	12, 19, 26 May 2017	9.00 am	4.30 pm
Belconnen	8, 22, June & 6 July 2017	9.00 am	4.30 pm
Milton	12, 26 July & 9 August 2017	9.00 am	4.30 pm
Wollongong	14, 21, 28 July 2017	9.00 am	4.30 pm
Peakhurst	17, 24, 31 August 2017	9.00 am	4.30 pm
Belconnen	7, 14, 21 September 2017	9.00 am	4.30 pm
Milton	4, 18 October & 1 November 2017	9.00 am	4.30 pm
Wollongong	10, 17, 24 November 2017	9.00 am	4.30 pm

Please note, minimum enrolment numbers must be met

Non-Accredited Short Courses

Contribute to the Care of People with Diabetes

Course Description

This course will develop the skills and knowledge necessary for you to provide support to clients and residents who have Type 1 or Type 2 Diabetes and use insulin.

Entry Requirements

Assist Clients with Medication CHCCS305C including the pre-requisite; Recognise Healthy Body Systems in a Healthcare Context HLTAP301B.

Who should do this Training?

Care Service employees and In-Home Care workers.

Course Delivery/Duration

1 day face to face workshop.

Course topics include:

- what is diabetes
- complications of diabetes
- diet for people with diabetes
- identification and monitoring resident/client care needs
- blood glucose monitoring, including practice
- insulin administration by pen device, including practice
- factors influencing insulin's effects
- emergency responses
- organisational policies and practice
- documentation and reporting mechanisms
- workplace health and safety policies.

Please note: Following training attendance, participants must complete supervised workplace practice of blood glucose level testing and insulin administration by pen device at their work site. The workplace confirmation forms will be provided to them on the day for completion by the participant, supervisor and care managers.

Course Dates

Venue	Dates	Start time	End time
Wollongong	24 March 2017	9.00 am	4.30 pm
Milton	11 April 2017	9.00 am	4.30 pm
Peakhurst	25 May 2017	9.00 am	4.30 pm
Belconnen	1 June 2017	9.00 am	4.30 pm
Wollongong	14 July 2017	9.00 am	4.30 pm
Milton	12 September 2017	9.00 am	4.30 pm
Wollongong	13 October 2017	9.00 am	4.30 pm

Please note, minimum enrolment numbers must be met

Other Non-Accredited Short Courses

The following non-accredited courses are available on a request basis.

Please contact IRT College for more information and to submit your request to IRTCollege@irt.org.au

Palliative Care Upskill Workshop

This one-day Up-Skill Palliative Care workshop will build on existing skills and knowledge regarding contemporary palliative care practices.

Dementia Care Upskill Workshop

This one-day Up-Skill Palliative Care workshop will build on existing skills and knowledge regarding contemporary dementia care practices.

Workplace Coaching

This one-day course builds the critical skills to provide coaching in the workplace. As a learning organisation, this course is a must-do for all employees who provide support, mentoring and “buddy support” in the workplace.