

# Certificate III in Education Support

30613QLD

## Course Description

This qualification reflects the role of individuals who wish to gain employment as an education support worker, or who are newly appointed teacher aides. It provides basic knowledge and skills that enable new employees to effectively support students and teachers.

## Course Duration

Depending on your choice of delivery method you may have up to 24 months to complete this course.

## Delivery Methods

Fundamental changes to the Australian workforce in recent years have resulted in employers demanding increased flexibility in the skill sets of their employees. At the same time, more individuals are taking greater responsibility for the development and extension of their own skills and knowledge. Prime Learning endeavours to accommodate those needs with its flexible delivery and qualifications structure allowing enterprises and individuals to progressively build relevant industry skills and have these recognised.

The following delivery methods are available for this course:

- **Classroom** (Classes are set with calendar and also rolling intake)
- **Workplace** (Trainer delivers on site with client)
- **Distance Learning** (All workbooks sent to client)
- **Blended Learning** (Periodic Workshops and Distance Learning)
- **RPL** - Recognised Prior Learning [click here for more information](#)

For further customisation, or more information, please contact one of our course advisors on **1800 22 99 33**.

## Pre-requisites

No previous knowledge or experience is required to undertake this course, however prior to undertaking Vocational/Industry Placement a **Positive Notice for Child Related Employment (Blue Card)** is required.

It is preferred that individuals considering this qualification have achieved the Certificate II in Business or other relevant qualification/s, OR have provided evidence of competency in the majority of units required for the Certificate II in Business or other relevant qualification/s OR have some vocational experience assisting in a range of support roles without a formal business qualification - for example Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior or Receptionist.

## Computer Requirements

Throughout the course you will need to have access to a PC or laptop with the following minimum requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista )
- Microsoft Word 97 or later
- Adobe Acrobat Reader\*
- Access to Internet and Email
- CD-Rom Drive

\* Can be downloaded free of charge from [www.adobe.com](http://www.adobe.com)

## Resources Included

All of the learning materials and text books required to complete this course will be provided.

## Course Units

8 core units - plus suitable elective units as indicated below.

8 core units (a total required hours of **180 hours**) plus a **minimum of 225 hours** of elective units is required to complete the course.

For education support workers working with students in a school, classroom, virtual learning or home tutoring environment, refer to the following elective units.

For workers employed in specialist fields, such as libraries, home economics, administration or with students with special needs, elective choices may be tailored to an individual needs by selecting units from National Training Packages.

(NOTE: Of the minimum of 225 hours of elective study, participants may:

- select up to three (3) of their electives from a National Training Package at Certificate III level, **or**,
- of these three electives, no more than two (2) may be chosen from a higher level within a training package or from the electives within the revised Certificate IV in Education Support, when accredited.

*Training package and Certificate IV in Education Support elective choices are included to enable education support workers gain additional competencies relevant to a specific field.)*

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### Core Units

Code	Description	Hours
ESLEG002A	Comply with legislative, policy and industrial requirements in the education environment	(Supervised) 30
ESCOM301A	Communicate with students	30
ESBEH003A	Support students' behaviour	30
ESADM302A	Comply with the school's administrative requirements	30
ESDIV001A	Work with diversity in the education environment	15
ESOHS303A	Follow school health and safety procedures	10
ESTE305A	Work effectively in an education team	10
ESTEC304A	Use appropriate technologies	25

### Elective Units

Code	Description	Hours
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ESONL307A	Search and assess online information	25
ESIND308A	Set up and sustain an individual/small group learning area	15
ESDIG309A	Support learning using digital materials	20
ESREA310A	Support the development of reading skills	40
ESWRI311A	Support the development of writing skills	40
ESDIS312A	Support the learning of students with disabilities	60
ESRES313A	Support the development of students' research skills	50
ESNUM314A	Support the development of numeracy skills	40
ESLAN317A	Support the development of oral language skills	30

## Elective Units - Section B: Course Information

Code	Description	Hours
ESESL318A	Support students with English as a second language	50
ESPUR315A	Purchase resources according to organisational policies and procedures	25
ESELE319A	Use an e Learning management system	25

## Elective Units - Vocational/Industry Placement

ESVOC3	Vocational/Industry Placement is required under Chapter 4 of the Vocational Education, Training and Employment Act 2000. [To be completed by participants undertaking the course as an institutional based program, where access to an education workplace is not available]	160 -200
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## Knowledge and Skills Gained

*(This summary of employability skills that are typical of this qualification and should not be interpreted as definitive.)*

- Communicating verbally with others in negotiation, training and questioning
- Writing a range of simple documentation and communications
- Completing individual tasks to support team goals
- Conveying workplace procedures and work instructions to team members
- Resolving issues and conflicts with team members
- Using manuals and other documentation to overcome problems with information technology or other office equipment
- Demonstrating individual responsibility for completing tasks
- Suggesting improvements to support the development of improved work practices and team effectiveness
- Contributing to planning processes with team members to meet expected outcomes
- Gathering, organising and applying workplace information for the organisation's work processes and information systems
- Identifying development needs and seeking training to fill needs
- Monitoring and recording the performance of own work area
- Developing a comprehensive knowledge and understanding of products and services
- Identifying priorities and pursuing personal work goals in accordance with organisational objectives
- Using information communication technology to communicate with team members or clients
- Using word processing packages, spreadsheets and/or databases to produce written correspondence and reports

## Career Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Education Support Workers working with students in a school, classroom, virtual learning or home tutoring environment, plus workers employed in specialist fields, such as in libraries, home economics, administration or for those working with students with special needs.

## Pathways

Individuals who successfully complete the Prime Learning Certificate III in Business may undertake the Certificate IV in Business, a qualification for those seeking to work in a range of business environments and who provide leadership and guidance in relation to specific technical knowledge and skills, or a range of other Certificate IV qualifications.

For more details contact one of our course advisors on **1800 22 99 33**.

## Assessment Information

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

## Enrolment Form

Fill in the form below, or simply [click here for our online enrolment form](#)

## Contact Information

For further information contact one of our course advisors on **1800 22 99 33**, or [click here to view information online](#)