



Course Guide



**POSSIBILITIES
UNLIMITED**



FREE
Tuition Fee*

Find the right course for you

Looking for a career change?

Study a field that's meaningful to you

We are a not-for-profit organisation offering a pathway from education and training into employment.

We are an inclusive training organisation that specialises in assisting those who face barriers to learning.

Our focus on delivering outstanding community service-based qualifications and offering courses to allow you to kickstart a new career is our main goal.

Why study with BRACE?

BRACE will give you the care, support and personal attention you need to reach your goals.

Our courses give you the skills you need to succeed in in-demand industries.

BRACE is a part of the Learn Local community which provides training programs tailored to your needs. These courses further enhance your skills to get you ready for employment or allow you to take on further education. Learn Local courses are short courses that are offered at low or no cost to eligible adult Victorians. Short courses can help you return to study, improve your digital, reading, writing and maths skills, get a job, change careers or learn something new.

We offer FREE tuition for eligible students.

We're willing to try new things, or do things a little differently, to help you find your place and get everything you want out of work and life.

*BRACE Education & Training offers \$0 tuition fees for eligible students. Please see our website for further details on fees and eligibility criteria. This training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply or training is delivered on a fee for service basis. People with disabilities and from diverse backgrounds are encouraged to apply. Details of the RTO's complaints and appeals processes can be found on our website.



Study with us

Get ahead of the game with a course that supports you to achieve your career goals. We understand studying is a big commitment and can be overwhelming. That's why we work with you to ensure you can learn in a supportive and flexible environment.

We believe a blended approach allows you to maintain study and work balance. We offer courses in-person and virtually, along with invaluable work placement hours. Our experience in delivering courses means we can adjust for your learning needs to give you your best shot at success.



Tailored to people from all backgrounds and abilities



Training in-person and virtually



Evening and day-time classes available

Haven't studied in a while?

Our pre-accredited options suit students who need additional support to complete accredited training, or as a first step back into education.



22567VIC

Certificate I in **Transition Education**

Days per week: 2**Number of weeks: 50****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

This course supports people with special learning needs and helps them develop skills for further study or employment in a supported environment. Students will develop social, life and communication skills to increase their confidence and travel independence in the community. Skills include learning to work as part of a team, use technology safely and improve reading and writing.

Pathways

- Further study
- Entry-level open employment
- Volunteer opportunities

Core Units

VU23034	Develop personal goals with support
VU23035	Explore self-development
VU23036	Participate in travel activities
VU23037	Explore future options for further training, work or community activities
VU23038	Participate in the community
VU23039	Use technology for a range of purposes

22566VIC

Certificate I in **Work Education**

Days per week: 2 days (includes 1 day placement)**Number of weeks: 40****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

The focus of this course is to enable students with special learning needs to gain independence and community awareness. Students will gain an understanding of other courses and improve their employment skills. Students will develop a range of practical experience. It will give students an understanding of basic workplace expectations and prepare them to enter the workforce.

Pathways

- Further study
- Entry-level open employment
- Volunteer opportunities

Core Units

VU23028	Develop and apply an individual vocational plan with support
VU23029	Develop personal management skills for work
VU23030	Participate in vocational activities
VU23031	Participate in practical placement with support
VU23032	Develop workplace communication skills
MSMWHS100	Follow WHS procedures
VU22787	Prepare for employment
VU23032	Develop workplace communication skills

22481VIC

Certificate II in **Work Education**

Days per week: 2 days (includes 1 day placement)**Number of weeks: 36****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Taking employment skills to the next level. Students will gain an understanding of workplace expectations, develop confidence in the workplace to communicate effectively and undertake a practical work placement. Skills include job-seeking, teamwork, communication and the use of everyday workplace technology.

Pathways

- Further study
- Entry-level open employment
- Volunteer opportunities

Core Units

- VU22574** Investigate job opportunities
VU22575 Identify workplace expectations
VU22576 Undertake a work placement

HLT33015

Certificate III in **Allied Health Assistance**

Days per week: 2**Number of weeks: 30****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

This qualification reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. You will learn how to recognise healthy body systems, interpret and apply medical terminology, assist with an allied health program, and work in health or community services.

Successful completion of this course may qualify you to work as an assistant alongside allied health professionals to provide therapeutic interventions and treatment plans.

Career Outcomes

- Allied Health Assistant
- Therapy Assistant

Core Units

CHCCCS010	Maintain a high standard of service
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTAAP001	Recognise healthy body systems
HLTAHA001	Assist with an allied health program
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
BSBMED301	Interpret and apply medical terminology appropriately

HLT33115

Certificate III in **Health Services Assistance**

Days per week: 2**Number of weeks: 30****Placement hours required: 80 hours****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Start your career in the health industry with this entry-level course that will qualify you to work as a patient support assistant, ward assistant or orderly.

Completing a Certificate III in Health Services Assistance will allow you to assist health professionals and attend to patients care.

Develop skills you need to interpret and apply medical terminology, comply with infection prevention and workplace health and safety (WHS), and recognise healthy body systems. Learn how to transport clients and carry out duties in a range of settings.

Get hands on experience with 80 hours of placement in a professional health setting from experienced medical professionals.

Career Outcomes

- Patient Support Assistant
- Ward Assistant
- Orderly

Core Units

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTAAP001 Recognise healthy body systems

HLTINF001 Comply with infection prevention and control policies and procedures

HLTWHS001 Participate in workplace health and safety

BSBMED301 Interpret and apply medical terminology appropriately

BSBWOR301 Organise personal work priorities and development

CHC33015

Certificate III in Individual Support

Days per week: 2**Number of weeks: 30****Placement hours required: 120 hours****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Kick-start your career in the aged care industry with this entry-level qualification. Gain practical skills and knowledge to provide individual support in aged care as well as home and community settings.

Develop skills to support independence and wellbeing, gain a variety of technical skills, and develop a range of transferable skills from communication to teamwork. Learn how to provide home and community support services to facilitate the empowerment of people in care.

Get hands on experience with 120 hours of placement in a professional health setting from experienced professionals. Successful completion of this course will qualify you to work in aged care, and home and community care.

Career Outcomes

- Personal Care Assistant (aged care)
- Residential Care Worker (home care)
- Respite Care Worker
- Disability Support Worker

Core Units

- CHCCCS015** Provide individualised support
- CHCCCS023** Support independence and well being
- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- CHCLEG001** Work legally and ethically
- HLTAAP001** Recognise healthy body systems
- HLTWHS002** Follow safe work practices for direct client care

CHC30121

Certificate III in **Early Childhood Education and Care**

Days per week: 2

Number of weeks: 34

Placement hours required: 160 hours

Cost: FREE Tuition (*Eligibility criteria applies)

Overview

An entry-level course to kick-start your career in early childhood education. Set yourself up with the foundation skills you need to succeed as an Assistant Childcare Worker. This course covers core skills including planning, implementation, and evaluation of educational early childhood programs, supporting healthy mealtimes for children, and fostering individual development. Most importantly, you learn how to comply with legal and industry requirements.

Successful completion of this course will allow you to confidently seek employment in a range of entry-level early childhood education and care roles.

Career Outcomes

- Assistant Childcare Worker

Core Units

CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety, and wellbeing
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide First Aid in an education and care setting
HLTWHS001	Participate in workplace health and safety

CHC43015

Certificate IV in Ageing Support

Days per week: 3

Number of weeks: 34

Placement hours required: 120 hours

Cost: FREE Tuition (*Eligibility criteria applies)

Overview

Get a head start on your career in the aged and community care sector with this mid-level qualification and gain the skills and knowledge you need to work as an Aged Care Worker. This course will give you the skills you need to coordinate person-focused services for older people, learn how to provide support to people living with dementia and assist people with medication in your workplace. You will be confident in providing support services using a palliative approach to people living with chronic diseases. This course will give you the experience to complete specialised tasks and functions in aged care services. Workers will be required to demonstrate leadership and have limited responsibility for the organisation.

Get hands on experience with 120 hours of placement in the aged and community care sector from experienced professionals. Successful completion of this course will qualify you to work in settings supporting older people.

Career Outcomes

- Personal Care Assistant (aged care)
- Residential Care Worker (home care)
- Community Program Coordinator
- Area Supervisor (residential or aged care)

Core Units

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

CHC42015

Certificate IV in **Community Services**

Days per week: 3**Number of weeks: 30****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Elevate your career in the community services sector with this intermediate-level course that will qualify you to work in a diverse range of settings in community services.

This course will qualify you to work within a community development framework, planning and conducting group activities, and working with people from diverse backgrounds.

Successful completion of this course will give you the skills to seek employment in a variety of community services settings, or in social housing.

Career Outcomes

- Community Support Worker
- Case Worker (Community Services)
- Community Development Officer

Core Units

CHCADV001 Facilitate the interests and rights of clients

CHCCCS004 Assess co-existing needs

CHCCOM002 Use communication to build relationships

CHCDIV001 Work with diverse people

CHCLEG001 Work legally and ethically

CHCPRP001 Develop and maintain networks and collaborative partnerships

HLTWHS003 Maintain work health and safety

CHC40221

Certificate IV in **School Based Education Support**

Days per week: 2**Number of weeks: 30****Placement hours required: 100 hours****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Progress your career in education with this intermediate qualification. Elevate your understanding of how to support teachers and students in the classroom.

This course gives you the skills you need to support students in literacy and numeracy, understand specific learning needs of individual students, and how to work with students with disability.

Successful completion of this course will qualify you to work across various school settings as a Teacher's Aide.

Career Outcomes

- Teacher's Aide (pre-kindergarten, primary or secondary)

Core Units

CHCDIV001	Work with diverse people
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCEDS033	Meet legal and ethical obligations in an education support environment
CHCEDS045	Support student mathematics learning
CHCEDS046	Support student literacy learning
CHCEDS047	Assist in facilitation of student learning
CHCEDS048	Work with students in need of additional learning support
CHCEDS051	Facilitate learning for students with disabilities
CHCEDS056	Provide support to students with autism spectrum disorder
CHCEDS058	Support the implementation of behaviour plans
CHCEDS059	Contribute to the health, safety and wellbeing of students
CHCPRP003	Reflect on and improve own professional practice
CHCPRT001	Identify and respond to children and young people at risk

CHC43315

Certificate IV in **Mental Health**

Days per week: 2**Number of weeks: 30****Placement hours required: 80 hours****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

Help make a difference to people's mental wellness, this course will allow you to aid people in their journey of recovery from mental illness.

In this course you will learn how to work with a diverse range of people, and gain experience working within the recovery framework.

Upon completion of this course, you will be qualified to work in a range of community care facilities, such as community based non-government organisations, home based outreach, centre-based programs, respite care and residential services.

Career Outcomes

- Community Rehabilitation Officer
- Mental Health Outreach Worker

Core Units

- CHCDIV001** Work with diverse people
- CHCDIV002** Promote Aboriginal and/or Torres Strait Islander cultural safety
- CHCLEG001** Work legally and ethically
- CHCMHS002** Establish self-directed recovery relationships
- CHCMHS003** Provide recovery oriented mental health services
- CHCMHS004** Work collaboratively with the care network and other services
- CHCMHS005** Provide services to people with co-existing mental health and alcohol and other drugs issues
- CHCMHS007** Work effectively in trauma informed care
- CHCMHS008** Promote and facilitate self-advocacy
- CHCMHS011** Assess and promote social, emotional and physical wellbeing
- HLTWHS001** Participate in workplace health and safety

CHC43115

Certificate IV in Disability

Days per week: 2**Number of weeks: 30****Placement hours required: 120 hours****Cost: FREE Tuition (*Eligibility criteria applies)**

Overview

This qualification prepares you for work in residential group homes, day respite centres, other community settings and in clients' homes.

This course gives you the skills to empower people with disabilities to achieve their goals and lead lives at their full potential. Whether you're working in client's homes or the community, this is the ideal pathway to a rewarding career.

Successful completion of this course will qualify you to work in residential group homes, day respite centres, other community settings and in clients' homes.

Career Outcomes

- Personal Care Assistant (disability services)
- Disability Support Assistant (schools)
- Disability Support Worker

Core Units

CHCCCS015	Provide individualised support
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS005	Develop and provide person-centred service responses
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS008	Facilitate community participation and social inclusion
CHCDIS009	Facilitate ongoing skills development using a person-centred approach
CHCDIS010	Provide person-centred services to people with disability with complex needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care



BRACE

Contact us today



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