



Course Guide



**POSSIBILITIES
UNLIMITED**

RTO: 3621



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.

Please see our website for further details on course 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.

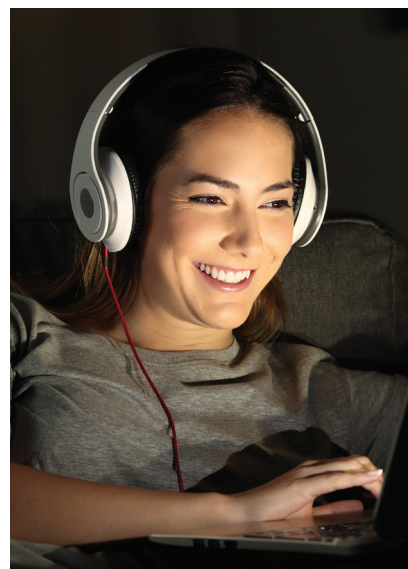
We believe a blended approach allows you to maintain study and work balance. We offer courses in-person and virtually, along with invaluable work placement hours. Our experience in delivering courses means we can adjust for your learning needs to give you your best shot at success.



**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.



Why learn with BRACE?

- Tailored courses for students individual learning needs
- Small class numbers for supported learning
- Flexible learning schedules
- Work placement and work experience opportunities

Enrolling is easy!

1

Find out more about our courses

Give us a call and have a chat
with one of our friendly team.

2

Confirm eligibility

Confirm eligibility for your chosen
course with our team and provide
any evidence required.

3

Paperwork time

Come in and complete the
enrolment process. It only takes
about an hour.

4

The fun bit

Turn up for the first class, meet
new friends, and begin on a
pathway to possibilities with
BRACE Education and Training.

Contact our friendly team today

Frankston



03 9781 3388



enquiries@brace.com.au



brace.com.au

22567VIC

Certificate I in Transition Education

Course duration: 50 weeks**Course fees: Please refer to the course fees list on page 15**

Overview

This course supports people with special learning needs and helps them develop skills for further study or employment in a supported environment. Students develop social, life and communication skills, and increase their confidence and travel independence in the community. Skills include personal development, basic literacy and numeracy, everyday technology, independent living and vocational and employability skills.

Pathways

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

Course Structure

This course is made up of 10 units of competency including 6 core and 4 elective units.

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

Electives

- VU23057** Participate in creative activities
- VU23040** Explore personal well-being
- VU23044** Apply communication for personal purposes
- VU23043** Participate in recreational activities

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.



22566VIC

Certificate I in **Work Education**

Course duration: 50 weeks**Course fees: Please refer to the course fees list on page 15**

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.

The Certificate I in Work Education will provide students with 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

Course Structure

This course is made up of 10 units of competency including 7 core and 3 elective units.

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
MSMWHS100	Follow WHS procedures
VU22787	Prepare for employment
VU23032	Develop workplace communication skills

Electives

VU22362	Engage with simple texts for employment purposes
VU22789	Participate in job seeking activities
BSBITU111	Operate a personal digital device

CHC33021

Certificate III in Individual Support

Course duration: 6 – 12 months

Course fees: Please refer to the course fees list on page 15

Overview

This course will prepare you to work in either ageing and residential facilities, client homes or community groups. This qualification will help you develop the skills and knowledge required to provide personal, physical and emotional support to people who require assistance with daily living, including the elderly and people with disabilities.

Career Outcomes

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

Course Structure

This course is made up of 15 units of competency including 9 core and 6 elective units.

Core Units

- CHCCCS031** Provide individualised support
- CHCCCS038** Facilitate the empowerment of people receiving support
- CHCCCS040** Support independence and wellbeing
- CHCCCS041** Recognise healthy body systems
- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- CHCLEG001** Work legally and ethically
- HLTINF006** Apply basic principles and practices of infection prevention control
- HLTWHS002** Follow safe work practices for direct client care

Electives

- CHCAGE011** Provide support to people living with dementia
- CHCAGE013** Work effectively in aged care
- CHCPAL003** Deliver care services using a palliative approach
- CHCDIS011** Contribute to ongoing skills development using a strengths-based approach
- CHCDIS012** Support community participation and social inclusion
- CHCDIS020** Work effectively in disability support

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.

CHC30121

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

Course duration: 6 – 12 months

Course fees: Please refer to the course fees list on page 15

Overview

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework.

Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.

Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens.

*Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements.



Career Outcomes

- Child Care Worker
- Early Childhood Educator
- Family Daycare Educator
- Nanny
- Playgroup Supervisor

Course Structure

This course is made up of 17 units of competency including 15 core and 2 elective units.

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 an emergency first aid response in an education and care setting
HLTWHS001	Participate in workplace health and safety

Electives

CHCPRP003	Reflect on and improve own professional practice
HLTFSE001	Follow basic food safety practices

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.

HLT33115

Certificate III in Health Services Assistance

Course duration: 6 – 12 months

Course fees: Please refer to the course fees list on page 15

Overview

Are you interested in a rewarding career working in health services? Our Certificate III in Health Services Assistance course is tailored to meet industry needs and standards through comprehensive consultation with industry 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

Electives

- CHCCCS009** Facilitate responsible behaviour
- CHCCCS006** Facilitate individual service planning and delivery
- BSBMED303** Maintain Patient records

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.



CHC32015

Certificate III in **Community Services**

Course duration: 6 – 12 months**Course fees: Please refer to the course fees list on page 15**

Overview

This course will teach you how to provide a range of services to support clients in the community services sector. This qualification offers pathways into further community services related education and training.

Pathways

- Mental health
- Disability
- Alcohol and other drugs
- Employment services

Career Outcomes

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

Course Structure

This course is made up of 12 units of competency including 5 core and 7 elective units.

Core Units

- CHCCCS016** Respond to client needs
- CHCCOM005** Communicate and work in health or community services
- CHCDIV001** Work with diverse people
- HLTWHS002** Follow safe work practices for direct client care
- HLTWHS006** Manage personal stressors in the work environment

Electives

- CHCVOL001** Be an effective volunteer
- CHCYTH001** Engage respectfully with young people
- CHCYTH003** Support young people to create opportunities in their lives
- CHCGRP001** Support group activities
- CHCSOH001** Work with people experiencing or at risk of homelessness
- CHCPRP001** Develop and maintain networks and collaborative partnerships
- CHCADV001** Facilitate the interests and rights

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.

CHC43015

Certificate IV in Ageing Support

Course duration: 6 – 12 months

Course fees: Please refer to the course fees list on page 15

Overview

This qualification reflects the roles of support workers who complete specialised tasks in aged care services in either residential, home or community based environments. 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.

Career Outcomes

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

Course Structure

This course is made up of 18 units of competency including 15 core and 3 elective units.

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 legally and ethically
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

Electives

HLTAAP002	Confirm physical health status
HLTHPS007	Administer and monitor medications
CHCAGE002	Implement falls prevention strategies

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.

CHC43121

Certificate IV in Disability Support

Course duration: 6 – 12 months

Course fees: Please refer to the course fees list on page 15

Overview

This qualification prepares you for work in residential group homes, day respite centres, other community settings and in clients' homes. During this course you will engage with local services during a work placement, where you will gain hands-on skills and knowledge.

Career Outcomes

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

Course Structure

This course is made up of 10 units of competency including 7 core and 3 elective units.

Core Units

- CHCCCS044** Follow established person-centred behaviour supports
- CHCDIS017** Facilitate community participation and social inclusion
- CHCDIS018** Facilitate ongoing skills development using a person-centred approach
- CHCDIS019** Provide person-centred services to people with disability with complex needs
- CHCLEG003** Manage legal and ethical compliance
- CHCMHS001** Work with mental health issues
- HLTWHS003** Maintain work health and safety

Electives

- CHCADV001** Facilitate the interests and rights of clients
- CHCCCS036** Support relationships with carer and family
- CHCCOM002** Communication to build relationships

Elective units in our courses may be amended for specific organisational needs. Consultation with the Education and Training Manager is required for tailored electives that align with your organisations requirements.



First Aid

HLTAID009

Provide Cardiopulmonary Resuscitation

In this short course you will discover the essentials of performing CPR. This training typically takes 4 hours, during which you will showcase the practical skills acquired.

HLTAID011

Provide First Aid

This short course is usually mandated by workplaces, this course not only results in a Nationally Recognised qualification but also equips you with the skills and knowledge to effectively respond to first aid emergencies. Additionally, it covers various first aid situations, including those that may not be classified as emergencies. This training typically takes 7 hours, during which you will showcase the practical skills acquired.

HLTAID012

Provide First Aid in an Education and Care Setting

Having thorough First Aid knowledge and proficiency is crucial in an early childhood setting. Completing this short course will deepen your understanding of recognising and responding to common medical emergencies but also emphasises tailoring your response to the unique needs and developmental stages of young children. This is vital, given their distinct physical and emotional requirements. This training typically takes 7 hours, during which you will showcase the practical skills acquired.

Food and Safety

This short course is relevant for individuals working in various settings, including restaurants, cafes, clubs, hotels, bars, tour operators, attractions, educational institutions, healthcare facilities, and more. It specifically applies to those who handle food or food contact surfaces in their daily tasks, such as cooks, chefs, kitchen stewards, and bar and food service attendants. The course covers compliance with the Australia New Zealand Food Standards Code and is suitable for organisations with kitchen premises or smaller food preparation areas. This training typically takes 7 hours to complete.

Responsible Service of Alcohol

SITHFAB021

Responsible Service of Alcohol

This short course is designed for individuals seeking employment in the hospitality sector, specifically where alcohol service or sales are involved, this course is applicable to various workplaces such as restaurants, bars, clubs and retail liquor outlets. It is a requirement for licensees of liquor-licensed venues to ensure that all staff engaged in alcohol service or supply possess RSA course certification. This mandate extends to various roles, including managers, bartenders, glass collectors, floor staff, crowd controllers, security officers, room service staff, and any other personnel operating within licensed venues. This training typically takes 7 hours to complete.

Course Code	Qualification/Course Name	Maximum Nominal Hours	Fee for Service Rate	Fee for Service Hourly Rate	Government Subsidy to RTO per hour	Enrolment Fee
22567VIC	Certificate I in Transition Education	1190	\$17,255.00	\$14.50	\$14.50	\$100.00
22566VIC	Certificate I in Work Education	1120	\$16,240.00	\$14.50	\$14.50	\$100.00
CHC33021	Certificate III in Individual Support	950	\$8,550.00	\$9.00	\$9.00	\$150.00
CHC30121	Certificate III in Early Childhood Education and Care	1118	\$8,385.00	\$7.50	\$7.50	\$150.00
CHC32015	Certificate III in Community Services	620	\$4,650.00	\$7.50	\$7.50	\$260.00
HLT33115	Certificate III in Health Services Assistance	615	\$6,457.50	\$10.50	\$10.50	\$150.00
CHC40221	Certificate IV in School Based Education Support	920	\$6,900.00	\$7.50	N/A	\$380.00
CHC43121	Certificate IV in Disability Support	725	\$5,437.50	\$7.50	N/A	\$200.00
CHC43315	Certificate IV in Mental Health	905	\$8,145.00	\$9.00	N/A	\$200.00
CHC43015	Certificate IV in Ageing Support	1250	\$11,250.00	\$9.00	N/A	\$200.00
HLTAID009	Provide Cardiopulmonary Resuscitation	4	\$85.00	N/A	N/A	N/A
HLTAID011	Provide First Aid	18	\$155.00	N/A	N/A	N/A
HLTAID012	Provide First Aid in an Education and Care Setting	22	\$195.00	N/A	N/A	N/A
SITHFAB021	Responsible Service of Alcohol	10	\$50.00	N/A	N/A	N/A
SITXFSA005	Use Hygienic Practices for Food Safety	15	\$65.00	N/A	N/A	N/A

Please note the following – Victoria Only:

- These fees are indicative and may change according to individual circumstances at enrolment, and may differ according to the units being delivered.
- The Materials fee is charged to cover the training and assessment materials required for each course.
- Where course have placement requirements the following additional fees may be required;
 - If placement requires a **Police Check**, students may be required to pay an additional fee (**approx \$16**) to cover the cost of the Police Check or arrange it at their own cost, prior to Placement.
 - \$30 for BRACE Polo Shirt, uniform to be worn at placement.
 - You may also need an NDIS Worker Screening Check, if you are to work or volunteer for a Registered NDIS Provider – and some other workers – in ‘risk-assessed roles’, cost is \$125.00 (valid for 5 years).
- Certificates and Statements of Attainment will not be issued unless all fees are paid before the completion of training.
- Where a separate Statement of Attainment is required for courses such as First Aid a fee of \$33 applies.
- A maximum of \$1,500 can be made for course payments. Payments over \$1,500.00 will be made over the duration of the course.

(ACFE) BRACE Pre Accredited Courses

All Pre Accredited courses are \$10 Full fee and free for concession holders.



BRACE

Contact us today



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