IRT Academy
Education Calendar
2018

Contents

Introduction

IRT Academy offers a wide range of nationally recognised full qualifications and skill set packages that have been developed by experts in the Aged Care industry.   Our market leading online modules consist of engaging videos, online assessments, and workplace simulations that can be accessed from a variety of devices.

Our flexible blended delivery approach means you can access our content anywhere, anytime, and feel supported by our dedicated educators who provide assessment support and follow-up in the workplace.

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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 places 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.

Accredited Training

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

IRT Academy 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 Academy employees and representatives.

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

Full Qualifications:
CHC33015   Certificate III in Individual Support (Ageing, Home and Community)
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

Skill Set Packages:
CHCSS00070 - Medication Assistance Skill Set
HLTAAP001   Recognise Healthy Body Systems
HLTHPS006   Assist Clients with Medication

CHCSS00105 - Palliative Approach Skill Set – Coming Soon!
CHCCCS017 Provide loss and grief support
CHCPAL001 Deliver care services using a palliative approach

Short Course (Statement of Attainment):
HLTAID003   Provide First Aid
CHCAGE005 Provide Support to People Living with Dementia

Enrolment Process

To enrol yourself and/or your team members in any of the IRT Academy 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 Academy at;
    - Email: enrolments@irt.org.au

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 people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgment in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Mode of Delivery
Face to face - this course is completed via a blend of interactive online learning modules, simulation activities, as well as online and workplace assessments.

Online - This course is completed via a blend of interactive online learning modules, simulation activities, as well as online and workplace assessments.

Work Placement
We guarantee* work placement for all students within a partnered aged care centre, where students can successfully complete the 120 hours of required industry hours.

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

Units of Competency

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
HLTHPS006	Assist Clients with Medication
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

Please note: electives may change, depending on a particular organisational need.
* Criminal history check required

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	29 January 2018	2 days per week	9.30 am – 3.30 pm	Monday & Tuesday
Milton	20 February 2018	1 day per fortnight	9.00 am – 4.30 pm	Tuesday
Online	9 July 2018	N/A	N/A	N/A
Wollongong	16 July 2018	2 days per week	9.30 am – 3.30 pm	Monday & Tuesday
South Coast	16 July 2018	2 days per week	9.30 am – 3.30 pm	TBA

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.

Mode of Delivery
This course is completed via a blend of interactive online learning modules, simulation activities, as well as online and workplace assessments.

Work Placement
We guarantee* work placement for all students within a partnered aged care centre, where students can successfully complete the 120 hours of required industry hours.

Course Structure
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 well being
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

Elective Units:

BSBLDR402	Lead effective workplace relationships
CHCCCS019	Recognise and respond to crisis situations
CHCPAS001	Plan for the provision of pastoral and spiritual care

Please note: electives may change, depending on a particular organisational need.
* Criminal history check required

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	21 February 2018	1 day per week	9.00 am – 4.30 pm	Wednesday
Wollongong	23 February 2018	1 day per fortnight	9.00 am – 4.30 pm	Friday
Milton	28 February 2018	1 day per fortnight	9.30 am – 3.30 pm	Wednesday
Wollongong	22 July 2018	1 day per week	9.00 am – 4.30 pm	Friday

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.

Work Placement
We guarantee* work placement for all students within a partnered aged care centre, where students can successfully complete the 120 hours of required industry hours.

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 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 Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	22 March 2018	Fortnightly	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
BSBRSK401	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	2 March 2018	1 day per month	9.00 am – 4.30 pm	Friday

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
BSBRSK501	Manage risk
CHCORG501B	Facilitate workplace change and innovation

Course Dates

Location	Course Commencement Date	Class Attendance	Time	Day/s
Wollongong	16 March 2018	1 day per month	9.00 am – 4.30 pm	Friday

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	16 February 2018	8.30 am	4.30 pm
Milton	28 February 2018	8.30 am	4.30 pm
Wollongong	2 March 2018	8.30 am	4.30 pm
Peakhurst	15 March 2018	8.30 am	4.30 pm
Milton	29 March 2018	8.30 am	4.30 pm
Peakhurst	12 April 2018	8.30 am	4.30 pm
Queensland	18 April 2018	8.30 am	4.30 pm
Belconnen	27 April 2018	8.30 am	4.30 pm
Dalmeny	30 May 2018	8.30 am	4.30 pm
Wollongong	25 May 2018	8.30 am	4.30 pm
Belconnen	6 July 2018	8.30 am	4.30 pm
Wollongong	20 July 2018	8.30 am	4.30 pm
Peakhurst	16 August 2018	8.30 am	4.30 pm
Milton	13 September 2018	8.30 am	4.30 pm
Wollongong	21 September 2018	8.30 am	4.30 pm
Peakhurst	25 October 2018	8.30 am	4.30 pm
Belconnen	9 November 2018	8.30 am	4.30 pm
Milton	22 November 2018	8.30 am	4.30 pm
Wollongong	23 November 2018	8.30 am	4.30 pm
Wollongong	14 December 2018	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

Face to face - 3 day course - The course is conducted over three days of face-to-face attendance with participants required to complete on-the-job practice and a practical on-the-job assessment.

Online - This course is completed via a blend of interactive online learning modules, simulation activities, as well as online and workplace assessments. Coming Soon!

Course Dates

Venue	Dates	Start time	End time
Wollongong	13 March, 27 March, 10 April 2018	9.00 am	4.30 pm
Belconnen	20 April, 27 April, 5 May 2018	9.00 am	4.30 pm
Milton	15 February, 1 March, 15 March 2018	9.00 am	4.30 pm
Peakhurst	24 May, 7 June, 21 June 2018	9.00 am	4.30 pm
Wollongong	15 May, 29 May, 12 June 2018	9.00 am	4.30 pm
Milton	2 August , 16 August, 30 August 2018	9.00 am	4.30 pm
Belconnen	10 August, 17 August, 24 August 2018	9.00 am	4.30 pm
Wollongong	4 September, 18 September, 2 October 2018	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	20 April 2018	9.00 am	4.30 pm
Milton	12 April 2018	9.00 am	4.30 pm
Peakhurst	10 May 2018	9.00 am	4.30 pm
Milton	7 June 2018	9.00 am	4.30 pm
Wollongong	13 July 2018	9.00 am	4.30 pm
Peakhurst	19 July 2018	9.00 am	4.30 pm
Belconnen	14 September 2018	9.00 am	4.30 pm
Milton	8 November 2018	9.00 am	4.30 pm
Wollongong	16 November 2018	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 Academy for more information and to submit your request to enquiries@irtacademy.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.