

WORKPLACE TRAINING AGREEMENT APPLICATION FORM

CHC33015 Certificate III in Individual Support

Work placement activities are the central component of the skills development and learning that all clients must undertake to gain competency in nationally recognised Qualifications, Skill Sets and Units of Competency. This application form is to be completed by all clients enrolling in this Skill Set.

It is the Clients obligation to seek out a Venue with the required equipment and facilities for this course. Clients that are currently employed in an Aged/Community/Disability/HomeCare organisation still need to complete this application form. For Clients that are not employed in the industry, they may access the facilities of any Aged/Community/Disability/HomeCare organisation, as long as permission is given by the organisation, and that the Venue has all the equipment as listed below.

Equipment and facilities required for CHC33015 Certificate III in Individual Support:

Participants in the Course are required to participate in a minimum of 208 hours (or on average 4 hours per week over the 52-week duration of the course) of direct support work, either under work placement or employment in a suitable organisation such as an: Aged Care facility; Home Care provider; Disability provider; Group Home. A suitable organisation will be a service which can provide the Client with access to the following:

- A qualified workplace supervisor, and/or an Enrolled Nurse or Registered Nurse for on-the-job supervision and collection of evidence.
- At least 10 different clients of the organisation who require support, and their individualised plans and the equipment outlined in their individualised plans.
- At least 5 different clients of the organisation who have a disability, including their families/carers/relevant others, and the individualised plans and equipment outlined in the individualised plans for each of these clients.
- At least 2 different clients of the organisation who have dementia, including their families/carers/relevant others, and the individualised plans and equipment outlined in the individualised plans for each of these clients.
- At least 5 different workplace colleagues for workplace assessments
- Relevant aids to assist persons with independent living
- Client health information
- Workplace policies and procedures, and Personal Protective Equipment relevant to the workplace and job role of the worker

Instructions

Clients: Please complete this application form and upload it when completing the online enrolment form. The Academy will then contact the Host Organisation and establish a written Workplace Training Agreement with them, if the venue(s) meet with the requirements as listed above. Clients will also be required to sign the WTA prior to course commencement.

If Clients have any questions or queries they should call the Academy on 02 89140680 or email info@alturalearningacademy.edu.au

Client Details	
Client Name:	
Course:	CHC33015 Certificate III in Individual Support
Are you employed by the organisation?	
External Host Organisation Details	
Host Organisation:	

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Name of Contact Person at Host Organisation:	
Email Address for Contact at Host Organisation:	
Phone number for Contact at Host Organisation:	
Location/Venue of Host Organisation where Work Placement will occur:	