

COURSE GUIDE

2022



Response Employment and Training

RTO 90278

www.responsetraining.com.au

Response Employment and Training provides this 2022 Course Guide to assist you to identify course(s) that are of interest to you.

Whilst every endeavor has been taken to provide accurate and current details at the time of publication, sometimes changes are necessary.

We provide training that is influenced by and responsive to employer and industry engagement, individual client needs, current and emerging sector trends and workplace requirements.

Our focus is on providing courses that result in highly skilled students who are able to compete effectively for the jobs and job roles they are seeking, and to skill and upskill existing workers so they can perform the workplace tasks to the expected workplace standards.

After reading this Guide and the *Student Handbook 2022* and you have decided on the course you wish to complete, please submit an *Expression of Interest* form located on our website www.responsetraining.com.au. We will then be in touch with you to confirm the details.

We look forward to sharing your learning journey with us. If you have any queries please email training@responsetraining.com.au or phone : 0447 736 313.

Sally Morris

CEO

Response Employment and Training

A little about our training

DELIVERY LOCATION(S)

Depending on numbers our courses can be delivered in Darwin, remote and regional NT locations.

DELIVERY METHODS

Our courses will use a mix of delivery methods suited to the student. They may include face-to-face workshops in classrooms or in the workplace. We also provide virtual classrooms utilising Zoom/Teams. Some classes may require home based study and research.

Our delivery style is interactive, uses lots of resources and includes a range of activities to help you learn.

ASSESSMENT

The most common assessment methods used to assess your learning include written and verbal questioning, short quizzes, observations of tasks performed in the workplace or in a simulated workplace environment. Where assessment is undertaken in the workplace a supervisor may prepare a third-party report on your performance on the job. Group projects may be included. Supplementary evidence such as logbooks and reports/assignments may be used.

Each course is designed around best practice assessment based on using the most suitable methods for the individual.

AWARDS

On successful completion of the units of competency for each qualification you will be issued a Certificate and a Transcript of Results.

If you are unable to successfully complete all units students will be awarded a Statement of Attainment for those units completed.

All fees (if applicable) must be paid before any award is issued.

QUALIFICATION DESCRIPTION

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

GOVERNMENT FUNDED PLACES FOR ELIGIBLE INDIVIDUALS

Not applicable for this program.

COURSE FEES

The following fee is charged for this course: \$3,350.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*.

PACKAGING RULES

Total number of units = 9

- 5 core units
- 4 elective units

Core Units

CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities

Elective Units

HLTINF001	Comply with infection prevention and control policies and procedures
FSKLRG09	Use strategies to respond to routine workplace problems
FSKRDG10	Read and respond to routine workplace information
FSKWTG09	Write routine workplace texts

ENTRY REQUIREMENTS

There are no entry requirements.

DURATION

This course is generally delivered over a six (6) to 12 month period.

WORK PLACEMENT

There is no mandatory work placement to complete this course.

QUALIFICATION DESCRIPTION

This qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers in projects or teams. Work may take place in a range of community service, case work or case management contexts.

GOVERNMENT FUNDED PLACES FOR ELIGIBLE INDIVIDUALS

Government funding is available for this program. To confirm your eligibility criteria please contact training@responsetraining.com.au

COURSE FEES

The following fee is charged for this course if you do not meet eligibility for a government funded place: \$9,890

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 15

- 7 core units
- 8 elective units

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

Elective units

CHCCCS006	Facilitate individual service planning and delivery
CHCCCS009	Facilitate responsible behaviour
CHCCCS010	Maintain high standards of service
CHCCCS015	Provide individualised support
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS030	Determine and respond to carer needs
CHCCDE004	Implement participation and engagement strategies
CHCDIS001	Contribute to ongoing skills development using a strengths-based approach

ENTRY REQUIREMENTS

There are no entry requirements.

DURATION

This course is generally delivered over a 12 to 24 month period.

QUALIFICATION 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 judgement 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.

To achieve this qualification, the student **must have completed at least 120 hours of work.**

GOVERNMENT FUNDED PLACES FOR ELIGIBLE INDIVIDUALS

Government funding is available for this program. To confirm your eligibility criteria please contact training@responsetraining.com.au

COURSE FEES

The following fee is charged for this course if you do not meet eligibility for a government funded place: \$7,600

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 13

- 7 core units
- 6 elective units, consisting of:
 - at least 4 units from the electives listed below, at least 2 units must be from those units listed under Groups A, B, or C
 - up to 2 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

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

Elective Units

Group A Electives – Ageing specialisation (4 units)

CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
HLTINF001	Comply with infection prevention and control policies and procedures

Group B Electives – Disability specialisation (5 units)

CHCDIS001	Contribute to ongoing skills development using a strengths-based approach
CHCDIS002	Follow established person-centred behaviour supports
CHCDIS003	Support community participation and social inclusion
CHCDIS007	Facilitate the empowerment of people with disability

HLTINF001 Comply with infection prevention and control policies and procedures

Group C electives – Home and Community specialisation (4 units)

CHCAGE001 Facilitate the empowerment of older people

or

CHCDIS007 Facilitate the empowerment of people with disability

CHCCCS011 Meet personal support needs

CHCCCS025 Support relationships with carers and families

CHCHCS001 Provide home and community support services

Other offered Electives (# selected depending on specialisation chosen above)

CHCADV001 Facilitate the interests and rights of clients

BSBCUS301 Deliver and monitor a service to customers

BSBWOR301 Organise personal work priorities and development

MINIMUM WORK REQUIREMENT

To achieve this qualification, students must have completed 120 hours of work.

ENTRY REQUIREMENTS

There are no entry requirements.

DURATION

This course is generally delivered over a 12 to 24 month period.

QUALIFICATION DESCRIPTION

This qualification reflects the role of allied health assistants who assist allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect, or remote supervision of an allied health professional.

To achieve this qualification, **the student must have completed at least 80 hours of work.**

GOVERNMENT FUNDED PLACES FOR ELIGIBLE INDIVIDUALS

Government funding is available for this program. To confirm your eligibility criteria please contact training@responsetraining.com.au

COURSE FEES

The following fee is charged for this course if you do not meet eligibility for a government funded place: \$6,540

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 11

- 8 core units
- 3 elective units

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

Elective Units (3 only)

Chcccs006	Facilitate individual service planning and delivery
CHCDIS007	Facilitate the empowerment of people with a disability
BSBFLM312	Contribute to team effectiveness
or	
HLTFSE001	Follow basic food safety practices

MINIMUM WORK REQUIREMENT

To achieve this qualification, students must have completed 80 hours of work.

ENTRY REQUIREMENTS

There are no entry requirements.

DURATION

This course is generally delivered over a six (6) to 24 month period.

QUALIFICATION DESCRIPTION

This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

To achieve this qualification, **students must have completed 120 hours of work.**

JOBTRAINER/GOVERNMENT FUNDED FOR ELIGIBLE INDIVIDUALS

Government funding is available for this program. To confirm your eligibility criteria please contact training@responsetraining.com.au

COURSE FEES

The following fee is charged for this course if you do not meet eligibility for a government funded place: \$9,800.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 14

- 11 core units
- 3 elective units

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

Elective Units

CHCADV001	Facilitate the interests and rights of clients
CHCDIV003	Manage and promote diversity
CHCHCS002	Coordinate and monitor home based support

MINIMUM WORK REQUIREMENT

To achieve this qualification, students must have completed 120 hours of work.

ENTRY REQUIREMENTS

There are no entry requirements for this course.

QUALIFICATION 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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

JOBTRAINER/GOVERNMENT FUNDED FOR ELIGIBLE INDIVIDUALS

Not applicable for this course.

COURSE FEES

The following fee is charged for this course: \$7,200.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 12

- 6 core units plus
- 6 elective units

Core units

BSBCM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

Elective Units

Elective units chosen will be discussed with you. To view the elective units for this qualification please visit: <https://training.gov.au/Training/Details/BSB50420>

ENTRY REQUIREMENTS

There are no entry requirements for this course.

DURATION

This course is generally delivered over a 12 month to 24 month period.

QUALIFICATION DESCRIPTION

This qualification reflects the role of workers who provide self-directed recovery-oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community-based programs and activities focusing on mental health, mental illness and psychiatric disability. Work is undertaken in a range of community contexts such as community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment. Work is carried out autonomously under the broad guidance of other practitioners and professionals.

To achieve this qualification, students **must have completed at least 80 hours of work**.

GOVERNMENT FUNDED PLACES

There are no government funded places for this course.

COURSE FEES

The following fee is charged for this course : \$9,600.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

Packaging Rules

Total number of units = 15

- 11 core units
- 4 elective units

Core units

CHCDIV001	Work with diverse people
CHDDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG001	Work legally and ethically
CHCMHS002	Established 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
CHCMHS007	Promote and facilitate self-advocacy
CHCMHS011	Assess and promote social, emotional and physical wellbeing
HLTWHS001	Participate in workplace health and safety

Elective Units

At Risk Electives

CHCCCS003	Increase the safety of individuals at risk of suicide, or
CHCCCS019	Recognise and respond to crisis situations

Other electives

HLTWHS006	Manage personal stressors in the work environment
CHCAOD001	Work in an alcohol and other drugs context

MINIMUM WORK REQUIREMENT

To achieve this qualification 80 hours of work is required.

ENTRY REQUIREMENTS

Not applicable

DURATION

This course is generally delivered over a 12 to 24 month period.

COURSE DESCRIPTION

This qualification reflects the role of workers who have lived experience of mental illness as either a consumer or carer and who work in mental health services in roles that support consumer peers or carer peers. Workers are employed in the mental health sector in government, public, private or community managed services.

To achieve this qualification, you must have completed at least 80 hours of work.

GOVERNMENT FUNDED PLACES

There are no government funded places for this course.

COURSE FEE

The following fee is charged for this course : \$9,600.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

Total number of units = 15

- 8 core units
- 7 elective units

Core Units

CHCDIV001	Work with diverse people
CHCMHS007	Work effectively in trauma informed care
CHCMHS008	Promote and facilitate self advocacy
CHCMHS011	Assess and promote social, emotional and physical wellbeing
CHCPWK001	Apply peer work practices in the mental health sector*
CHCPWK002	Contribute to the continuous improvement of mental health services*
CHCPWK003	Apply lived experience in mental health peer work*
HLTWHS001	Participate in workplace health and safety

Elective Units

Elective units chosen will be discussed with you. To view the elective units for this qualification please visit: <https://training.gov.au/Training/Details/CHC43515>

MINIMUM WORK REQUIREMENT

To achieve this qualification **you must complete 80 hours of work.**

ENTRY REQUIREMENTS

*Core units requiring lived experience. Please contact us to discuss these requirements.

DURATION

This course is generally delivered over a 12 to 24 month period.

QUALIFICATION DESCRIPTION

This qualification reflects the role of cleaners responsible for undertaking a range of routine and non-routine tasks according to work schedules, liaising with clients and in some cases members of the public, and operating in a range of general residential and commercial settings as well as specialist cleaning environments.

The cleaner may work alone, with or without supervision, and has responsibility for selecting, preparing and using appropriate cleaning methods for a range of cleaning situations while ensuring safe work practices.

GOVERNMENT FUNDED PLACES

There are no government funded places for this course.

COURSE FEE

The following fee is charged for this course : \$3,350.

For further details about our fee payment requirements and available payment plans please contact training@responsetraining.com.au

Information about our refunds policy can be found in the *2022 Student Handbook*

PACKAGING RULES

To achieve this qualification, competence must be demonstrated in **14** units of competency consisting of:

- **5 core** units
- **9 elective** units.

Core Units

BSBOPS201	Work effectively in business environments
BSBOPS304	Deliver and monitor a service to customers
BSBWHS211	Contribute to the health and safety of self and others
BSBWHS33SX	Apply infection prevention and control procedures to own work activities
CPPCLO3100	Maintain cleaning storage areas

Elective Units

Electives will be chosen in agreement with you. To view the electives please visit:

<https://training.gov.au/Training/Details/CHC30321>

MINIMUM WORK REQUIREMENT

Not applicable

ENTRY REQUIREMENTS

There are no entry requirements.

DURATION

This course is generally delivered over a 6 – 12 month period.

Get Started Now

Step 1 – Visit our website www.responsetraining.com.au and choose your course.

Step 2 – Submit the *Expression of Interest Form* <https://responsetraining.com.au/forms>

Step 3 – We will send you further details and the enrolment form to submit online or to post into us.

Step 4 – We will contact you to discuss your chosen course and then we will send confirmation of enrolment and training dates.

Step 5 - Begin studying!

Applying online is the preferred method, however if you are unable to apply online you can download an *Expression of Interest* form and send it by post or email to:

RET Admissions

Post: PO BOX 36067, Winnellie. NT. 0821

Email: training@responsetraining.com.au